Apple Style Guide

June 2026

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About this guide

About the guide

The *Apple Style Guide* provides editorial guidelines for text in Apple instructional materials, technical documentation, reference information, training programs, and user interfaces. The intent of these guidelines is to help maintain a consistent voice in Apple materials.

Writers, editors, and developers can use this document as a guide to writing style, usage, and Apple product terminology. Writers and editors should thoroughly review the guide to become familiar with the range of issues involved in creating high-quality, readable, and consistent materials. Apple developers and third-party developers should follow these guidelines for user-facing text.

You can also view this guide on the web.

Other editorial resources used at Apple

In general, follow the style and usage rules in:

- *Merriam-Webster's Collegiate Dictionary*
- *The Chicago Manual of Style*

Exceptions to guidelines in these resources are noted in this guide. In cases where resources conflict with each other, follow *The Chicago Manual of Style* for style and usage questions, and *Merriam-Webster's Collegiate Dictionary* for spelling guidance.

Guidance on style, usage, and spelling in the *Apple Style Guide* is based on U.S. English conventions. For localized content, consult resources specific to the language or region.

Some departments at Apple (Marcom, for example) have supplemental style guides.

For information about the user interface, see Apple's Human Interface Guidelines.

Conventions used in this guide

Modifiers consisting of two or more words are often hyphenated when they precede a noun, but not when they follow the verb as a compound predicate adjective. This guide distinguishes the differences as follows:

- An entry followed by **adj.** in parentheses gives the form to be used when the adjective immediately precedes the noun it modifies.
- An entry followed by **pred. adj.** in parentheses gives the form to be used when the adjective is a predicate adjective. For example:

  user-friendly (adj.), user friendly (pred. adj.)

- If a hyphenated compound has no **pred. adj.** entry, hyphenate the compound wherever it appears in a sentence.

How to request revisions

If you're a registered Apple developer, you can request additions or revisions to the *Apple Style Guide* by using Feedback Assistant. Otherwise, you can email feedback to ASGFeedback@group.apple.com. (We regret that we can't respond to feedback.)

Changes to the guide

This version of the *Apple Style Guide* includes the changes listed below.

New entries

- AppleCare
- Apple Creator Studio
- Apple Games app
- Apple TV 4K
- Apple TV app
- at sign (@)
- AutoMix
- breathing disturbances
- Liquid Glass
- Neural Engine
- sleep apnea notifications

Changed entries

- Action button
- Action pop-up menu
- action sheet
- Advisor, advisor
- Apple Support
- Apple TV
- Apple TV+
- autoplay (n., v.), AutoPlay
- card
- CarPlay
- chip
- CPU
- dashboard
- Dock
- edit menu, Edit menu
- GPU
- grab point
- graphics card
- Launchpad
- More button, More menu

- M-series chips
- phone numbers
- place card (was *information card*)
- sheet
- Smart Stack
- telephone number
- time zone
- Transparency
- version number
- watchlist

Deleted entries

AirMac; buddy list; built-in graphics card; central memory; clip art; CLUT; cold start (n., v.), cold-start (adj.); color lookup table; component video; composite video; creator types; dial in, dial in to (v.), dial-in (adj.); dial-up (adj.); digital video recorder; dock connector; DVR; electromagnetic interference; EMI; enhanced definition (n.), enhanced-definition (adj.); ExpressCard; family pack; Fast Ethernet (100Base-T); fax (n., v., adj.); FB-DIMM; flat-blade screwdriver; flat-panel (adj.); Grab; grow box; HDV; heat sink; hexagonal-head screw; high bit (n.), high-bit (adj.); high-order bit (n.); IM; instant message; Integrated Services Digital Network; interface card; IrDA; ISDN; Kbyte; live link; lo-bit; lo-res; micro-DVI; million instructions per second; MiniDV; mini-DVI; MIPS; M-JPEG; multiple scan (adj.); narrowband; newsgroup; nickel-metal-hydride; nonstartup disk; NVIDIA; on-the-go playlist; outline font; PAL; P-code; peripheral card; read-only memory; ROM; SATA; script system; secondary cache, second-level cache; Serial ATA; SIMM; single inline memory module; slot-loading (adj.); soft copy; S/PDIF; spin down (v.); stationery; S-video; telecommunication; television monitor; Torx screwdriver; TOSLINK; touch-tone (adj.); trackball; track list; tray-loading (adj.); TV monitor; twisted-pair cable; Type 1 font; type-ahead (n., adj.); UFS; UNIX File System; utility program; video card; video jack; warm start (n.), warm-start (adj.); whir; word wrap; World Wide Web; wraparound (n.); WWW; Y-adapter

Changes to the June 2025 version

New entries

Active Noise Cancellation; Adaptive Audio; Apple Intelligence; Apple M4 chip; Check In; Clean Up; deny list/allow list; ear tip; Ear Tip Fit Test; Genmoji; hearing health; Image Playground; Image Wand; Reduce Interruptions; share, send; Smart Reply; SSD; Transparency; wellbeing; Writing Tools

Changed entries

AirPods; blacklist/whitelist (n., v.); generation; iPad; M-series chips; press; solid-state drive; third party (n.), third-party (adj.)

Changes to the September 2024 version

New entries

Apple Account; child's Apple Account; Managed Apple Account

Changed entries

Apple ID; Apple services; iCloud; Managed Apple ID; sign-in (n., adj.), sign in (v.); two-factor authentication

Changes to the March 2024 version

New entries

Action button; anti-replay value; APNs; Apple Pencil hover; Apple Trade In; Apple Vision Pro; Apps View; Assistive Access; Audio Straps; battery level; battery life, battery lifespan; cellular (n., adj.); charge cable; Compass Waypoints; cover glass; Crash Detection; Environment; Environments View; EyeSight; Fit Dial; frame; Guest User; Guided Access; head band; headset; Home View; iCloud+; iCloud Shared Photo Library; lifespan; Light Seal; Light Seal Cushion; Live Activities; look; Mac Virtual Display; M-series chips; nonce; optical inserts; Optic ID; People View; Persona; Private Browsing; push notification; ray tracing (n.), ray-tracing (adj.), ray-traced (adj.); Ring/Silent switch; seasons; spatial photo, spatial video; Stage Manager; top button; touch; True Tone flash; Türkiye; up-to-date (adj.), up to date (pred. adj.); view; virtual keyboard; visionOS; window bar; ZEISS Optical Inserts

Changed entries

Airplane Mode; AirPods; Apple Pencil; Apple TV; Apple Watch; App Store; capitalization; desktop computer; Digital Crown; disable (v.), disabled (adj.); display (n.); drag; Fall Detection; gestures; iPad; iPhone; laptop; Mac; notebook computer; pinch (v.); portable computer; product names; RAW; rotate; screen; side button; Spatial Audio; swipe (n., v.); system on a chip (n.), system-on-chip (adj.); tap (n., v.); via; window

Deleted entries

Camera Roll; display sleep

Changes to the October 2022 version

New entries

Dynamic Island; Focus filters; settings, Settings; System Settings

Changed entries

Input menu; Login Items; Low Power Mode; passkey; Power Reserve mode; preferences; Startup Disk; System Preferences

Changes to the July 2022 version

New entries

Apple Card; Apple Card Family; Apple Cash; Apple Cash Family; autism (n.), autistic (adj.); Daily Cash; Focus; LiDAR; Live Text; man; More button, More menu; neurodivergence (n.), neurodivergent (adj.); neurodiversity (n.), neurodiverse (adj.); notes, Notes; SharePlay; Visual Look Up

Changed entries

computer; Apple M1 chip; Apple silicon; auto (prefix); Do Not Disturb; iCloud; podcast, podcasting (n., v., adj.); sync, synced, syncing; Writing about disability

Changes to the June 2021 version

New entries

accessibility; AirDrop; Apple Fitness+; Apple M1 chip; Apple News; Apple News+; Apple services; Apple silicon; Apple T2 Security Chip; App Library; AssistiveTouch; Back button; black box/white box (n., adj.); black hat/white hat; black/white; blind, low vision; closed captions (n.), closed captioning (n., adj.), closed-captioned (adj.); color blind, color blindness; colored; deafblind, Deafblind; deaf or hard of hearing, Deaf; disability; dummy; Forward button; grandfathered, grandfathered in; Guides; handicapped; hearing impaired; impairment; kill; livestream (n., v.), livestreaming (n.); man-in-the-middle attack; master; master branch; master-detail (adj.); mate; rotor; rule of thumb; sanity check, sanity test; SDH; sighted; Smart Stack; Spatial Audio; stream (n., v.), streaming (n., adj.); surround sound (n., adj.); Today View; visually impaired; wheelchair user; Writing inclusively

Changed entries

Apple Books; Apple logo; Apple Music; Apple Pay; Apple TV+; Apple Watch; badge (n.); blacklist/whitelist (n., v.); button; disable (v.), disabled (adj.); disclosure arrow; disclosure button; Dolby formats; iPhone; left arrow; Mac; pronouns; right arrow; Spotlight; submenus; voiceover, VoiceOver; widget; window controls; zoom, Zoom

Deleted entries

Graphite appearance; submenu indicator; zoom button

Changes to the July 2020 version

New entries

action sheet; Apple Diagnostics; Apple Original; Apple TV+; Asia Pacific (n., adj.); Black (adj.); blacklist/whitelist (n., v.); CarPlay; device; HDR (n., adj.); high dynamic range (n.), high-dynamic-range (adj.); HomePod; LCI; liquid contact indicator; logic board; master/slave; Medical ID; onsite; product; recovery mode (n., adj.); safe mode; SDR (n., adj.); share sheet; slave; smart TV; standard dynamic range (n.), standard-dynamic-range (adj.); streaming device, streaming player; whitelist; wide color gamut (n.), wide-color-gamut (adj.)

Changed entries

computer; drag and drop (n., v.), drag-and-drop (adj.); iPod; italics (n.), italic (adj.); let; main logic board; mobile device; Picture in Picture (n., adj.), picture-in-picture (adj.); pointer; pop-up (n., adj.); quotation marks; screen; sheet; sync, synced, syncing; system; tooltip; type (v.); Wi-Fi

Deleted entries

dock adapter; Hold switch

Changes to the December 2019 version

New entries

Catalyst; clamshell; country; EU; Files app; gallery view; Gallery View button; hover (v.); Hover Text; inclusive language; iPadOS; iPadOS device; lid; long press (n.), long-press (adj.); Look Around; Macao; Mac Catalyst; Managed Apple ID; pronouns; Sidecar; Sign in with Apple; whether

Changed entries

Apple now lowercases *internet*, resulting in changes to internet, Internet and throughout the guide; references to the iTunes app were deleted throughout the guide; 3D Touch; abbreviations and acronyms (added new bullet, "Articles"); Apple Remote; Apple Store; Apple TV Remote; calendar; cross-references; Dark Mode; download (n., v.), downloadable (adj.); Downtime; FileMaker (was previously *FileMaker, Inc.*); GIF (deleted pronunciation advice); help; iCloud; iCloud Drive; iOS; iOS device (in addition, references to *iOS device* were edited throughout the guide); Menu button; Personal Hotspot, Instant Hotspot; press; push; Raise to Speak; Siri Remote; they, their, them; touch and hold; U.S.

Deleted entries

Cover Flow; Cover Flow button; fair language (replaced by inclusive language); Glances; help book; Mac Help; Peek and Pop; universal app

Changes to the February 2019 version

New entries

Activity rings; Animoji; APFS; Apple Books; Apple File System; Apple Pencil; Auto Exposure; Auto Focus; Books; Book Store; Countries (addition to "International Style"); Dark Mode; Emergency SOS; Face ID; Fall Detection; Haptic Touch; iBooks; iCloud Photos; kilogram-force centimeter (addition to Names and unit symbols for units of measure); like, love; Memoji; Raise to Speak; Raise to Wake; Shared Albums; SIM; Siri Shortcuts; Siri Suggestions; Tap to Wake; TrueDepth; True Tone; Voice Memos; Walkie-Talkie; watchlist

Changed entries

Apple menu; App Store; dialog; Do Not Disturb; earlier, later; highlight (v.); iCloud; iCloud Photo Library; iCloud Photo Sharing; iMovie; iPhone; latest; most recent; movie; single sign-on (n., adj.); social media (pl. n., adj.); Stacks; Touch ID; update; upgrade; version number

Style and usage A–Z

Numbers

2-byte character Don't use; use *double-byte character*.

2D Abbreviation for *two-dimensional*. No hyphen in the abbreviation. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

2K, 4K, 5K, 6K, 8K (adj.) Horizontal screen resolution or image resolution measured in thousands of pixels. Don't use a space between the numeral and the *K*.

> The 27-inch iMac has a Retina 5K display.
>
> Apple ProRes codecs support all standard frame sizes (including SD, HD, 2K, and 4K).

3D Abbreviation for *three-dimensional*. No hyphen in the abbreviation. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

3D Touch A technology used in some older iPhone models that lets users access additional features by pressing the display. Newer models use Haptic Touch. See also Force Touch; Haptic Touch; press.

10Base-T, 100Base-T, 1000Base-T Note capitalization. See also Ethernet; Gigabit Ethernet (1000Base-T).

24/7 Not *24x7*. To spell out, use the form *24 hours a day*, *7 days a week*; *a 24-hour-a-day*, *7-day-a-week support program*.

A

AAC Abbreviation for *Advanced Audio Coding*, an industry-standard audio compression format. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

abbreviations and acronyms An acronym is a pronounceable word formed from the initial letter or letters of major parts of a compound term. An abbreviation is usually formed in the same way but isn't pronounced as a word. Abbreviations are often lowercase or a mix of lowercase and uppercase. Acronyms are almost always all caps, regardless of the capitalization style of the spelled-out form.

> *Abbreviation:* mph—for *miles per hour*; MB/s—for *megabytes per second*
>
> *Acronym:* RAM—for *random-access memory*

- *When to spell out:* If you think your audience might not be familiar with an abbreviation or acronym, spell out its first occurrence on a page or in a section. In user materials, spell out the term when you introduce it.
- *How to spell out:* When you spell out a term, generally put the spelled-out version first, with the abbreviation or acronym in parentheses.

  internet service provider (ISP)

  If the abbreviation or acronym is much more familiar than the spelled-out version, you can put the abbreviation or acronym first, followed by the spelled-out version in parentheses, or you can explain that the abbreviation is "short for" the spelled-out version and place the spelled-out version in italics.

  You can share your personal URL (Uniform Resource Locator).

  An internet address is sometimes called a *URL*, short for *Uniform Resource Locator*.
- *File types:* Use all caps for abbreviations of file types.

  a JPEG file, an AIFF file, the MP3 file

  Filename extensions, which indicate the file type, should be in lowercase.

  .jpg, .aif, .mp3, .iba

  See also filename extensions; file types.
- *Pronunciation:* If you think the reader might not know how to pronounce the acronym, provide a pronunciation key.

  WYSIWYG (pronounced "WIZ-zee-wig")

  See also pronunciation.
- *Articles:* Use the article *a* or *an* with an abbreviation or acronym, depending on its pronunciation.

  a SAN, a USB port, an FAQ, an LCD screen
- *Punctuation:* Don't use periods except in abbreviations for nonmetric units of measure and in the abbreviations *a.m.*, *p.m.*, and *U.S.* (see U.S. for exception).
- *Plural:* Don't add an apostrophe before the *s* when you form the plural of an abbreviation.

  CDs, ICs, ISPs
- *Latin:* Avoid using Latin abbreviations.

  Correct: for example, *and others*, *and so on*, and *that is*, or equivalent phrases

  Incorrect: e.g. (for example), *et al.* (and others), *etc.* (and so on), *i.e.* (that is)
- *Units of measure:* See Units of measure for detailed usage guidelines.
- *Product names:* Don't abbreviate any Apple product or service names, whether or not the product or service is trademarked or has a service mark.

abort Avoid in user materials. See also exit; interrupt; quit; stop.

above, below You can use *above* or *below* to describe text or an object that closely precedes or follows the current paragraph.

> In the example above, clip B is shortened and clip C is lengthened, but their combined duration stays the same. [earlier figure]
>
> These sliders mirror the settings of the Levels sliders, described above. [earlier text]
>
> The diagram below shows a typical network configuration. [later figure]
>
> The process for creating a multicam project is outlined below. [later text]

Otherwise, use a cross-reference (consult your department's guidelines about the style of cross-references).

See also cross-references.

AC Abbreviation for *alternating current*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

AC adapter Don't use; use *power adapter*. See also adapter; power adapter.

access (n., v.) It's OK to use *access* as a verb when you can't be more specific. Even in developer materials, consider more precise terms, such as *log in to*.

> *Avoid:* Access the server using an administrator account.
>
> *Preferable:* Log in to the server using an administrator account.
>
> *Avoid:* You can access the internet with your MacBook Air.
>
> *Preferable:* You can connect to the internet with your MacBook Air.

accessibility Refers to features that enable people with disabilities to successfully use Apple products and services. Capitalize the names of accessibility features. For example:

> Accessibility Keyboard, AssistiveTouch, Guided Access, Hover Text, Invert Colors, Larger Dynamic Type, Live Listen, Magnifier, Safari Reader, Speak Screen, Speak Selection, Switch Control, Text to Speech, Type to Siri, Typing Feedback, Voice Control, VoiceOver, Zoom

See also Writing about disability.

access point Also called a *wireless access point*. A device, such as a base station, that transmits and receives data in a wireless network. See also AirPort.

Access Point Name See APN.

acronyms See abbreviations and acronyms.

action A component of an Automator workflow. A workflow is an entire task. Each action is a specific part of the task (such as opening a new message in Mail).

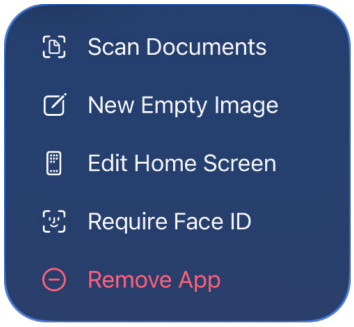
Action button A customizable button on Apple Watch Ultra and some iPhone models.

> Choose a function for the Action button.

action description In Automator, the description of the selected workflow action.

Action pop-up menu Don't use. Use *More button* to refer to the button with an ellipsis, or *More menu* to refer to the menu that the More button opens. See also More button, More menu.

action sheet In developer materials, use to refer to a sheet that appears in response to an action and presents a set of choices related to the current context.



In user materials, don't use the term *action sheet*, *sheet*, or *popover*; instead, describe what the user must select or do.

> *Correct:* Tap Scan Documents.
>
> *Incorrect:* Tap Scan Documents in the sheet that appears.

See also popover; share sheet; sheet.

activate, deactivate Avoid; instead, use *turn on*, *turn off*.

active Use to refer to the app or window currently being used. Preferred to *in front*. See also front, frontmost; in front.

Active Noise Cancellation An AirPods listening mode. Use *noise cancellation* in general references.

> You can switch between Active Noise Cancellation and Transparency mode.
>
> When the fit of your AirPods is right, you experience better noise cancellation.

It's OK to capitalize *Noise Cancellation* to match interface text.

> Click the AirPods icon in the menu bar, then click Noise Cancellation.

After the first reference, you can abbreviate *Active Noise Cancellation* as *ANC* in AirPods model names.

> AirPods 4 with Active Noise Cancellation feature a wireless charging case.
>
> AirPods 4 (ANC) feature a wireless charging case.

Activity rings Capitalize the names of the rings that track your daily activity in the Activity app (for example, *Stand ring*, *Exercise ring*).

adapter Not *adaptor*. Capitalize names of adapters that are sold separately.

Adaptive Audio An AirPods listening mode. Don't refer to as *Adaptive mode*.

> *Correct:* You can customize Adaptive Audio to allow more or less noise.
>
> *Incorrect:* You can customize Adaptive mode to allow more or less noise.

address Can refer either to an internet address or to the location in the computer's memory where a piece of information is stored. OK to use just *address* for either, as long as the context is clear. See also email addresses; internet addresses; memory address, memory location.

addresses (mailing) Use the forms shown here for addresses. To include the country name in a U.S.-based Apple address, use *USA* (no periods).

- *Apple corporate address:* Use this form:

  Apple [not *Apple Inc.*]
  One Apple Park Way
  Cupertino, CA 95014

- *Specific Apple mailing addresses:*

  Department Name
  Apple
  One Apple Park Way, MS *xx-xx*
  Cupertino, CA 95014

- *Other addresses:* For other addresses, spell out elements such as *Avenue*, *Drive*, *Road*, *Street*, and *Suite*. It's OK to abbreviate *Blvd.* and *Bldg.* Use the format shown in the preceding examples for city and state. Use two-letter abbreviations for state names (see *The Chicago Manual of Style*).

adjuster Don't use to refer to a control that has up and down arrows, or left and right arrows, to increase or decrease a value. In user materials, use *up arrow*, *down arrow*, *right arrow*, *left arrow*, or *arrows*, as appropriate. For example, *Click one of the arrows to increase or decrease the volume*. If it's necessary to refer to the control itself, use *stepper*. See also stepper.

administrator (n.) A person who has administrative authority for networks, servers, databases, or other information technology assets. Don't shorten to *admin*.

To maintain the distinction between professional administrators and macOS users with administrator accounts, avoid using the noun *administrator* by itself to describe a person who has an administrator account in macOS. Instead, you can say *a user with an administrator account*—typically, the owner (or owners) of a particular Mac computer.

> *Correct:* To obtain a static IP address for your computer, contact your network administrator.
>
> *Correct:* You must have an administrator account to modify other user accounts on a Mac.
>
> *Incorrect:* You must be an administrator to install software.

See also administrator (adj.); System Administrator.

administrator (adj.) Use in macOS to describe the primary account (or accounts) that can create other accounts, set access privileges, install software, and make systemwide settings. OK to shorten to *admin* in server and training materials. Don't use the possessive form: *administrator's account*, *administrator's password*, or *admin's permissions*.

> *Correct:* Log in with an administrator account to install software.
>
> *Correct:* To give a user broad privileges on a Mac, create an admin account for the user.
>
> *Incorrect:* Log in with an administrator's account to install software.

An *administrator computer* is a computer with macOS or macOS Server that you use to manage remote servers.

See also administrator (n.); standard user; System Administrator.

Advanced Video Coding High Definition See AVCHD.

Advisor, advisor Capitalize when you refer to a person in an Apple Support position, including those at one of Apple's third-party suppliers or providers. Don't use *agent* or *representative*. Use *advisor* if you're not referring specifically to an Apple Support person.

> Tap the button below to contact Apple Support and speak with an Advisor.
>
> iPhone customers can get advice from Apple Support Advisors.

See also Apple Support.

AFP Abbreviation for *Apple Filing Protocol*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

afterward Not *afterwards*.

agent Don't use when referring to a person in an Apple Support position. See also Advisor, advisor.

AirDrop Don't use as a verb.

> *Correct:* You can use AirDrop to send photos, documents, and more to other Apple devices nearby.
>
> *Incorrect:* You can AirDrop photos, documents, and more to other Apple devices nearby.

Airplane Mode Note capitalization.

AirPlay Don't use as a verb.

> *Correct:* You can use AirPlay to stream videos from iPhone to Apple TV 4K.
>
> *Incorrect:* You can AirPlay videos from iPhone to Apple TV 4K.

AirPods In general references, don't use *the* with *AirPods*. It's OK to use another article or a possessive adjective. If you need to refer to a specific pair of AirPods, it's OK to use *the*.

> Connect AirPods to a different device.
>
> Use Find My to locate your AirPods.
>
> Clean the AirPods you just tested, and then return them to the customer.

Use numbers, not *generation*, to refer to models of AirPods—for example, *AirPods Pro 2*, not *AirPods Pro (2nd generation)*.

When you write about a specific model of AirPods, use the model name: *Learn how to clean your AirPods Max*. You can use just *AirPods* if the content applies to any model: *Use AirPods to make and answer calls with your iPhone*.

Avoid using singular *AirPod*; instead, try to rewrite the sentence. If you do use singular *AirPod*, use the plural form of the name nearby, and don't use it in a prominent location, such as a heading.

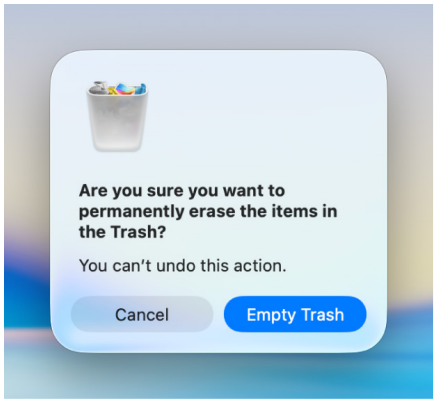
> *Avoid:* You can change how each AirPod responds when you press or tap it.
>
> *Preferable:* You can change how each of your AirPods responds when you press or tap it.

AirPort Versions include *AirPort*, *AirPort Extreme*, and *AirPort Time Capsule*. You can use *AirPort* to refer generally to Apple's wireless networking products or technologies or to refer to the family of AirPort products: *your AirPort network*, *AirPort software*.

- *Software:* AirPort software includes AirPort Utility and AirPort Disk Utility. Don't precede these app names with *the*.
- *Hardware:* AirPort hardware includes the AirPort Express Base Station, the AirPort Extreme Base Station, and AirPort Time Capsule. You can shorten *AirPort Express Base Station* to *AirPort Express*, but don't use *AirPort Extreme* unless you're referring to the technology. Use an article or *your* with *AirPort Express*. Use lowercase for *base station* if you don't use the full product name.

  > *Correct:* The AirPort Extreme Base Station is an Apple product.
  >
  > *Correct:* Avoid placing the base station near sources of interference.
  >
  > *Incorrect:* Avoid placing the Base Station near sources of interference.

alert (n., adj.) Refers generically to a signal, either visual (a dialog) or auditory (a beep), that calls the user's attention to an unusual situation. Visual alerts, such as the one shown here, provide messages about error conditions or warn users about potentially hazardous situations or actions.



In user materials, you can use *alert sound* or *alert message* to describe generic alerts. Avoid *error message* except in developer materials.

> The computer plays a sound (called the *alert sound*) when it needs your attention.
>
> An alert message appears if a problem occurs during the installation.

In specific situations, however, avoid the word *alert* if you can simply describe what happens.

> A message appears when the installation is finished.

alias Use *for* with *alias* (not *of* or *to*).

> The alias for the selected file is on the desktop.

The object the alias represents is called the *original item*. Don't use *aliased*. See also email alias.

alignment Use instead of *justification* to refer to the horizontal placement of lines of text with respect to the left and right edges of the margin. Alignment can be flush left, flush right, centered, or justified (that is, flush on both the left and right margins). See also justification.

all-in-one (adj.) Refers to computers with built-in displays, such as iMac computers. Also refers to products that combine functions such as printing, scanning, and copying.

allow Avoid using *allow* when you can restructure a sentence to make the reader the subject.

> *Avoid:* FileMaker Pro allows you to create a database.
>
> *Preferable:* You can create a database with FileMaker Pro.

See also enable (v.), enabled (adj.); let.

allow list See deny list/allow list.

alphabet column Don't use to refer to the vertical column of letters at the right side of a list in some iOS apps; use *index*.

alphabetization Alphabetize letter by letter, not word by word.

> file format
> filename
> file server
> widget
> Wi-Fi
> window

For detailed information about letter-by-letter alphabetizing, see *The Chicago Manual of Style*.

alphanumeric One word.

alternate (adj.), alternative (adj.) Use *alternate* to mean *every other* or *occurring or proceeding by turn*. Use *alternative* to mean *allowing two or more choices*.

You can shade alternate rows of a table.

When traffic is heavy, Apple Maps provides alternative routes.

alternating current See AC.

Alt key Don't use, except when you give instructions for Windows users. For Mac users, use *Option key*.

a.m. Note periods: *8:30 a.m.* Use a space before the abbreviation.

ambient light sensor Don't use *ALS*.

America, American Refers to both North and South America. Don't use when you mean *United States*. See also U.S.

American National Standards Institute See ANSI.

ampersand Use the ampersand character (&) in text only when you refer to onscreen elements, document titles, or other items containing the character.

Choose Insert > Date & Time.

To allow apps to use your camera, use Privacy & Security settings.

analog Note spelling. Use hyphens in the adjectives *analog-to-digital* and *digital-to-analog*.

and/or Rewrite to avoid this construction.

Correct: document and app icons

Avoid: document and/or app icons

angle brackets Use *angle brackets*, not *brackets*, to describe the < and > symbols.

Use *left angle bracket* and *right angle bracket* when you need to distinguish between opening and closing angle brackets.

You can also use *less-than sign* and *greater-than sign* for these symbols if appropriate in the context. See also braces; brackets; greater-than sign; less-than sign; menus.

Animoji Animated emoji that users can choose to represent themselves in some apps. Use *Animoji* for both singular and plural.

Choose an Animoji to use in a FaceTime call.

Express yourself with Animoji that mirror your facial expressions.

See also emoji; Memoji.

ANSI Acronym for *American National Standards Institute*. For guidelines about spelling out acronyms, see abbreviations and acronyms.

antenna, antennas Not *antennae* in relation to wireless products.

anti (prefix) Close up except before *i* or a capital letter.

> antiphishing, antivirus
>
> anti-intellectual, anti-Linux
>
> *Exception:* anti-replay

antialiasing (n., adj.), antialiased (adj.) Don't use *antialias* as a verb.

anti-replay value Use to refer to a random, one-time value for protecting against a replay attack. Don't use *nonce*.

If you're documenting code that uses the term *nonce* to refer to an anti-replay value, and the code can't be changed, show a code sample to make it clear what users need to enter, but use *anti-replay value* in the documentation.

> To force a fresh attestation that includes an anti-replay value, the MDM solution can send an optional `DeviceAttestationNonce` key.

APFS Abbreviation for *Apple File System*, the default file system used to format Apple devices and external storage devices.

API Abbreviation for *application programming interface* (not *application program interface*). To refer to more than one API, use *APIs*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

APN Abbreviation for *Access Point Name*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

APNs Abbreviation for *Apple Push Notification service*, the service that Apple provides to allow developers to send push notifications. For guidelines about spelling out abbreviations, see abbreviations and acronyms. See also push notification.

apostrophes Use the curly apostrophe (Option-Shift-Right Bracket) except in code font and for units of measure. See also plurals; possessives; quotation marks.

app, application, program An app (short for *application*) is a computer program that performs a specific task, such as a word processor, game, and so on.

Use *app* when referring to apps for iOS, iPadOS, tvOS, visionOS, and watchOS.

> Tap a photo to open it in the Photos app.

In most cases, you can use *app* instead of *application* to refer to software for the Mac, but be consistent within a document.

Some apps have versions that work on multiple platforms. To distinguish between versions of an app, use *[app name] for [platform]*.

> Learn about the new features of Pages for iOS and iPadOS.
>
> You can add tracks to a song in GarageBand for Mac.

In general, use *program* only to refer to software that doesn't have a graphical user interface.

> The `launchd` program consolidates all system startup activities into a single program.

See also software development kit; system software.

appear Use *appear*, not *display*, to refer to items becoming visible on the screen.

Correct: The setup assistant appears.

Incorrect: The setup assistant is displayed.

Incorrect: The setup assistant displays.

In a task, avoid stating that an item *appears*; if necessary for clarity, try to work it into the context of the task.

1. Click the close button.
2. In the message that appears, click Save.

However, it's OK to use *appear* in a task for information like the following:

The printer icon appears only when there are jobs in the printing queue.

Photos, videos, and any other files appear in a grid.

appendix Use an appendix for background information and other supplementary material that doesn't contribute directly to the main subject of the document. In user materials, technical information should go in an appendix.

Appendixes are lettered: *Appendix A*, *Appendix B*, and so on. When a document has only one appendix, it should be titled *Appendix*, not *Appendix A*.

appendixes Not *appendices*.

Apple The company's official name is *Apple Inc.* Use *Apple Inc.* in copyright notices and credit lines and in communications that require the legal name of the company, such as legal documents, contracts, and forms.

© 2026 Apple Inc. All rights reserved.

In the text of corporate and marketing communications and in the corporate address, refer to the company as *Apple*. You can also use *Apple* to refer to the company's products and services.

Today Apple announced a new MacBook Pro.

Apple displays offer a brilliant view of your work.

Don't use *Apple* alone to refer to products or services; always include a noun: *an Apple computer*, not an *Apple*; *Apple computers*, not *Apples*; *your Apple computer's screen*, not *your Apple's screen*.

You can use the possessive form in references to the company.

AirPort Extreme is Apple's wireless networking technology.

You can also use the hyphenated form.

Apple-certified parts, Apple-designed templates

See also addresses (mailing).

Apple Account The account that people use to access all Apple services, including the App Store, iCloud, iMessage, and FaceTime. This account was formerly known as *Apple ID*.

> *Correct:* An Apple Account gives you access to all Apple services.
>
> *Incorrect:* An Apple ID gives you access to all Apple services.

People sign in *to* their Apple Account; they don't sign in *with* their account to devices, stores, or other resources.

> *Correct:* Sign in to your Apple Account on all your devices.
>
> *Incorrect:* Sign in with your Apple Account on all your devices.
>
> *Correct:* …on any device where you're signed in to your Apple Account.
>
> *Incorrect:* …on any device where you're signed in with your Apple Account.

If you used *Apple ID* to refer to the email address or phone number associated with a person's account, replace it with *email address or phone number* (not *Apple Account*).

> *Correct:* Enter your email address or phone number, and then enter your password.
>
> *Incorrect:* Enter your Apple Account, and then enter your password.

If it's not clear from the context which email address or phone number you're referring to, you can use wording like *your Apple Account email address or phone number* or *the email address or phone number associated with your Apple Account*.

You can shorten *Apple Account* to just *account* to save space or avoid repetition.

> After you sign in to your Apple Account, you can update your account settings.

Don't use terms like *iCloud account*, *iTunes Store account*, or *App Store account*; people only have an Apple Account, and they sign in to it to use services like iCloud, the iTunes Store, and the App Store.

See also child's Apple Account; Managed Apple Account.

Apple-authorized (adj.), Apple authorized (pred. adj.) OK to use in general references to Apple authorization: *Apple-authorized procedure*. No hyphen in proper names: *Apple Authorized Reseller*.

Apple Authorized Reseller Use the full term unless many references are required; in that case you can shorten to *reseller*.

Apple Authorized Service Provider Use the full term unless many references are required; in that case you can shorten to *AASP*.

Apple Books You can use *Apple Books* to refer to the app and service that let users purchase, download, and read ebooks.

> You can see your Apple Books purchases on all your devices.
>
> To see what's trending, check the top charts in Apple Books.

When you refer to the app specifically, you can use *the Books app* or just *Books*.

> To see all your books, click Library in the Books app.
>
> To search for new books, open Books and tap Book Store.

In text, don't write the name *Apple Books* by combining the symbol with *Books*.

> *Correct:* Get started with Apple Books.
>
> *Incorrect:* Get started with Books.

See also Apple logo; Book Store; ebook (n.); iBooks.

Apple Card Don't precede with *the* or *an*. OK to use alone or in terms such as *Apple Card account*.

> Find out about the great features of Apple Card.
>
> Sign in to make payments on your Apple Card account.

See also Apple Cash Family; Daily Cash.

Apple Card Family Note capitalization.

> Apple Card Family brings the great features of Apple Card to your entire family.

AppleCare Use to refer to service and support products available from Apple, including AppleCare+, AppleCare One, AppleCare for Enterprise, and others.

Don't use *AppleCare* alone to refer to AppleCare products; use the specific product name or use *AppleCare product* or *AppleCare products*. You can also use terms such as the following: *AppleCare agreement*, *AppleCare coverage*, *AppleCare plan*, *AppleCare purchase date*, *AppleCare service and support*.

See also Apple Support.

Apple Cash An account in Wallet for sending and receiving payments, making purchases, and receiving Daily Cash from Apple Card purchases. OK to use alone or in terms such as *Apple Cash account* and *Apple Cash card*.

> Use Apple Cash to easily send and receive money.
>
> With just a few taps, you can add money to your Apple Cash account.

See also Apple Card; Daily Cash.

Apple Cash Family Note capitalization.

> Apple Cash Family lets you set up Apple Cash for the children in your family.

Apple computer Avoid where *Mac computer* would work. See also Mac.

Apple Creator Studio A subscription-based suite of creative apps that also includes premium content and features. Don't precede with *the*.

Apple Diagnostics A built-in utility that can be used to test Mac computers for hardware issues.

Apple event Capitalize the names of Apple events (but not the word *event*): *Open Application event*, *Quit Application event*, *Open Documents event*, *Print Documents event*, and so on. See also events, Events.

Apple File System See APFS.

Apple Filing Protocol See AFP.

Apple Fitness+ A subscription service that provides a catalog of workouts led by expert trainers. Don't use *Apple Fitness Plus* or other variations.

In text, don't write the name *Apple Fitness+* by combining the symbol with *Fitness+*. Use regular punctuation after the name.

> *Correct:* Get started with Apple Fitness+.
>
> *Incorrect:* Get started with Fitness+.

See also Apple logo.

Apple Games app An app for finding and playing games and competing with friends. In most cases, refer to it as *the Apple Games app*.

> Use the Apple Games app to find and download games.

You can shorten to *Apple Games* in contexts where people are already using the app (*Welcome to Apple Games*) or in text where the word *app* appears nearby (*Apple Games is an app that lets you explore new games and play with friends*). Don't use just *Games* or *the Games app*.

Apple Gift Card OK to use *card* or *gift card* after the first reference.

Apple ID Don't use; use *Apple Account*. See also Apple Account.

Apple Inc. The company's legal name; formerly *Apple Computer, Inc.* See also Apple.

Apple Intelligence Apple's personal intelligence system built into many devices, including some models of iPhone, iPad, Mac, and Apple Vision Pro. Don't abbreviate as *AI*.

> Apple Intelligence unlocks new ways for users to enhance their writing and communicate more effectively.
>
> With Apple Intelligence, you can create fun, original images using Image Playground.

Apple Intelligence features include Clean Up, Genmoji, Image Playground, Image Wand, Reduce Interruptions, Smart Reply, and Writing Tools. See also entries for individual features.

Apple logo In the phrase *Apple logo*, use lowercase for the word *logo*.

In text, don't use the symbol in place of the word *Apple*, and don't write product or service names (like *Apple News+*) by combining the symbol with text.

> *Correct:* Subscribe to Apple News+.
>
> *Incorrect:* Subscribe to News+.

Combinations of a product name and logo—known as *product lockups*—are carefully designed graphics approved by Apple Marketing. For information about how to use product lockups and the Apple logo, see The Apple Logo.

Apple Loops Always plural; not *an Apple Loop*. An open-standard file format for audio loops and sound effects; also refers to the audio and effects files.

Apple Loops Utility Note plural *Loops*.

Apple Lossless Note capitalization. The audio compression format.

Apple M1 chip See M-series chips.

Apple M2 chip See M-series chips.

Apple M3 chip See M-series chips.

Apple M4 chip See M-series chips.

Apple menu When you refer to the Apple menu in user materials, you can include the symbol with the phrase *Apple menu* on first occurrence.

> The Apple menu is located in the top-left corner of your screen.

If your department uses parentheses around inline icons, treat the Apple logo the same way.

> To restart your computer, choose Apple menu () > Restart.

After the first occurrence, use the phrase *Apple menu* without the symbol. Don't replace the word *Apple* with the symbol.

> *Correct:* You can open the App Store from the Apple menu.
>
> *Incorrect:* To restart your computer, choose menu > Restart.

Apple Music You can use *Apple Music* to refer to the app and service that let users discover, play, and download music.

> With Apple Music, you can stream your favorite music ad-free.
>
> Apple Music learns what you like and recommends music based on your tastes.

When you refer to the app specifically, you can use *the Music app* or just *Music*.

> To listen to Apple Music radio, tap Radio in the Music app.
>
> Open Music, and then tap Listen Now.

Users *subscribe* to Apple Music and become Apple Music *subscribers* (not members).

In text, don't write the name *Apple Music* by combining the symbol with *Music*.

> *Correct:* Get started with Apple Music.
>
> *Incorrect:* Get started with Music.

See also Apple logo.

Apple News You can use *Apple News* to refer to the app and service that let users read stories from a variety of news sources.

> Experienced Apple News editors curate the day's top stories.
>
> Apple News learns your interests as you read, and suggests relevant stories.

When you refer to the app specifically, you can use *the News app* or just *News*.

> To see the top stories for today, tap Today in the News app.
>
> Open News, and then tap the Following tab.

In text, don't write the name *Apple News* by combining the symbol with *News*.

> *Correct:* Get started with Apple News.
>
> *Incorrect:* Get started with News.

See also Apple logo.

Apple News+ A subscription service that provides complete issues of magazines and newspapers, along with the features of Apple News. Don't use *Apple News Plus* or other variations.

In text, don't write the name *Apple News+* by combining the symbol with *News+*. Use regular punctuation after the name.

> *Correct:* Get started with Apple News+.
>
> *Incorrect:* Get started with News+.

See also Apple logo.

Apple Online Store Don't use. To refer to Apple's main website as a place to purchase products, say something like *Shop online at apple.com* or *Visit the Apple website*. See also App Store.

Apple Original Use *Apple Originals* or *an Apple Original* to refer to content that's produced by Apple and available from Apple TV.

> With an Apple TV subscription, you can catch the latest Apple Originals.
>
> Watch *Severance*, an Apple Original, from Apple TV.

See also Apple TV.

Apple Pay In text, don't write the name *Apple Pay* by combining the symbol with the word *Pay*.

> *Correct:* Find out where you can use Apple Pay.
>
> *Incorrect:* Find out where you can use Pay.

See also Apple logo.

Apple Pencil In general references, don't use *the* with *Apple Pencil*. It's OK to use another article or a possessive adjective. If you need to refer to a specific Apple Pencil, it's OK to use *the*.

> You can use Apple Pencil to write in any text field.
>
> Find the serial number of your Apple Pencil Pro.
>
> Verify that the Apple Pencil you're troubleshooting is compatible with the customer's iPad.

In most cases, refer to Apple Pencil by its full name. You can use just *pencil* when the context has made clear that the subject is Apple Pencil.

> If you don't see the Pair button, wait for a minute while your Apple Pencil charges. Then unplug the pencil, plug it back in, and wait until you see the Pair button.

Apple Pencil hover Note capitalization.

> With Apple Pencil hover, you can quickly preview and switch between different tools and controls.

Don't use *hover* as a verb when describing the feature.

> *Correct:* Hold Apple Pencil over the drawing area.
>
> *Incorrect:* Hover Apple Pencil over the drawing area.

Apple Push Notification service See APNs.

Apple Remote Use to refer to the remote control that's compatible with Mac, iOS and iPadOS devices, and Apple TV (2nd and 3rd generation) devices.

To refer to the remote used with Apple TV 4K and Apple TV HD, use *Siri Remote*. (In countries or regions where Siri isn't available for use with Apple TV devices, use *Apple TV Remote* instead.)

See also Apple TV Remote; Siri Remote.

Apple Retail Store Don't use. See also Apple Store.

AppleScript AppleScript is used to create a *script* or *scripts*, not an *AppleScript* or *AppleScripts*. Don't use terms such as *AppleScriptable* or *AppleScripting*.

Apple services Note lowercase *services*.

> With a single subscription, customers can enjoy their favorite Apple services across all their devices.
>
> A single Apple Account gives you access to all Apple services.

Apple silicon To refer to Mac models with Apple silicon, say *Mac with Apple silicon*; don't say *Apple silicon Mac*. To refer to other Mac models, use *Intel-based Mac* or *other Mac computers*.

> If you have a Mac with Apple silicon…
>
> If you have an Intel-based Mac…
>
> For other Mac computers…

In content where you frequently compare the two types of computers, you can use *Apple silicon* as shorthand for *a Mac with Apple silicon*.

> Create a version of your app that runs on both Apple silicon and Intel-based Mac computers.
>
> Apple silicon runs all performance tools found on Intel-based Mac computers.

See also M-series chips.

Apple Store Use *Apple Store* to refer to Apple retail stores. After the first reference, you can use the full name or shorten to *store*. It's OK to use terms such as *retail store* and *retail location*; don't use *Apple Retail Store*.

Precede *Apple Store* with an article or pronoun in text: *the Apple Store*, *an Apple Store*, *your local Apple Store*.

Don't use *Apple Store* in the plural or possessive form. For the plural, use a term such as *Apple Store locations* or simply *stores*; for the possessive, use *store's*.

To refer to a specific Apple Store, use *Apple* followed by the store name.

> Apple Union Square opened on May 21, 2016.

Products and services are available *at*, *from*, *in*, or *through* the Apple Store.

Apple Store app An app for iOS, iPadOS, and watchOS that offers users a more personal way to shop for Apple products and accessories.

Apple Support Capitalize when referring to Apple's service and support resources and staff. Don't shorten to *Support*.

> *Correct:* Contact Apple Support for assistance with your new Mac.
>
> *Correct:* For more information, visit the Apple Support site.
>
> *Correct:* See the Apple Support article Use gestures with Apple Vision Pro.
>
> *Incorrect:* Contact Support for assistance with your new Mac.

In general references, use *support*.

> Find out how to get technical support for your Apple products.
>
> Extend your support coverage by purchasing AppleCare+.

See also AppleCare.

applet Can be any small application, but usually refers to a piece of code that's attached to an HTML document on the web.

Apple T2 Security Chip Note capitalization. After the first reference, it's OK to shorten to *T2 chip*.

> *First reference:* The Apple T2 Security Chip brings a new level of integration and security to the Mac.
>
> *Subsequent references:* The T2 chip includes a secure enclave coprocessor that provides new encrypted storage capabilities.

Apple Trade In Capitalize and don't use a hyphen when referring to the Apple program. Use *trade-in* (n., adj.) and *trade in* (v.) in general references.

> Apple Trade In makes it easy to trade in your device.

Apple TV The streaming subscription service. People subscribe *to* Apple TV, and they can watch content *from* or *on* Apple TV.

> Watch *The Morning Show* on Apple TV.
>
> Catch up on *Ted Lasso* from Apple TV.

OK to use as an adjective: *Apple TV subscription*, *Apple TV content*. In text, don't write the name *Apple TV* by combining the symbol with the word *TV*.

> *Correct:* Get started with Apple TV.
>
> *Incorrect:* Get started with TV.

See also Apple logo; Apple Original.

Apple TV 4K The current model of Apple TV hardware. Previous models include Apple TV HD and Apple TV (2nd and 3rd generation). Don't use *Apple TV* alone to refer to the hardware device. To refer to Apple TV hardware models generically or in the plural, you can use *Apple TV device* (or *devices*). When distinguishing between models, you can use *Apple TV model* or *Apple TV hardware model*.

> Pair AirPods with an Apple TV device.
>
> Keep your Home Screen consistent across multiple Apple TV 4K devices.
>
> Not all features are available on all Apple TV models.

In general references, don't use *the* with *Apple TV 4K*. It's OK to use another article or a possessive adjective. If you need to refer to a specific Apple TV 4K, it's OK to use *the*.

> Apple TV 4K goes to sleep after a period of inactivity.
>
> Find the model number of your Apple TV 4K.
>
> Make sure the HDMI cable is connected to the Apple TV 4K you're troubleshooting.

Don't abbreviate *Apple TV 4K* as *ATV 4K*. In text, don't write the name *Apple TV 4K* by combining the symbol with the word *TV*.

> *Correct:* Get started with your Apple TV 4K.
>
> *Incorrect:* Get started with your TV 4K.

Apple TV app The app that lets you subscribe to Apple TV and find movies and TV shows. Always include *the* and *app* to distinguish the app from Apple TV, the service.

> The Apple TV app gives you access to a wide array of live and scheduled sports events.

People can watch content *in* or *on* the Apple TV app.

> You can see recommended shows and movies in the Apple TV app.
>
> Stream Apple Originals on the Apple TV app.

Apple TV+ Don't use. See Apple TV.

Apple TV Remote Use to refer to the Siri Remote in countries or regions where Apple TV 4K and Apple TV HD don't support Siri.

> Use the Touch surface on the Apple TV Remote to set up your Apple TV 4K.

See also Apple Remote; Siri Remote; Touch surface.

Apple Vision Pro Always use the full name. In general references, don't use *the* with *Apple Vision Pro*. It's OK to use another article or a possessive adjective: *Adjust the fit of your Apple Vision Pro*.

You *put on* and *take off* Apple Vision Pro. When you have it on, you're *wearing* it.

> Put on Apple Vision Pro and adjust the fit.
>
> Don't run while you're wearing Apple Vision Pro.

In text, don't write the name *Apple Vision Pro* by combining the symbol with *Vision Pro*.

> *Correct:* Get started with Apple Vision Pro.
>
> *Incorrect:* Get started with Vision Pro.

Don't refer to Apple Vision Pro as a *headset*. In most cases, use the product name; in content where the name is repeated frequently, you can use *device*.

Apple Watch In general references, don't use *the* with *Apple Watch*. It's OK to use another article or a possessive adjective. If you need to refer to a specific Apple Watch, it's OK to use *the*.

> Learn how to add a workout playlist to Apple Watch.
>
> Mark your Apple Watch as lost.
>
> Turn on the Apple Watch you want to pair.

In most cases, refer to Apple Watch by its full name. However, you can use just *watch* if it's clear in context that you mean Apple Watch. Don't use *Watch*.

> You can pair more than one Apple Watch with your iPhone and then customize each watch with its own settings.

Always use the full name of Apple Watch models: *Apple Watch Ultra*, not *Ultra*.

In text, don't write the name *Apple Watch* by combining the symbol with the word *Watch*.

> *Correct:* Get started with your Apple Watch.
>
> *Incorrect:* Get started with your Watch.

See also Apple logo.

Apple Watch app The iPhone app that manages settings for Apple Watch. Although the app icon may be labeled *Watch*, don't refer to the app as *the Watch app*; instead, use the full name: *the Apple Watch app*.

Apple website To refer to the Apple website address, you can use *the Apple website*, *Apple's website*, or *apple.com*. Use lowercase *apple.com* in text and in sentence-style headings; capitalize at the beginning of a sentence or heading and in title-style headings.

> Visit apple.com for information about Apple products and services.
>
> You can buy iPad on the Apple website at apple.com.
>
> Apple.com is your source for great Apple products.

See also internet addresses.

App Library Don't precede with *the*.

> You can use App Library to organize your Home Screen.

application See app, application, program.

Application Chooser menu In VoiceOver, a menu for navigating among open apps. The menu appears when the user presses Control-Option-F1 twice.

application menu The menu to the right of the Apple menu. The app menu shows the app name in boldface.

You don't need to include the word *application* or *app* when you refer to a specific app menu.

> Commands for hiding Mail and for showing and hiding other apps are in the Mail menu.

application programming interface See API.

Applications folder Use *the Applications folder* to refer to the Applications folder located at the top level of the file system and accessible to all users of a computer. Use *your Applications folder* or *a user's Applications folder* to refer to the Applications folder located in the user's home folder.

application-specific integrated circuit See ASIC.

app names Follow the style of the software itself for capitalization and spaces—for example, *TextEdit*, *Image Capture*, *DigitalColor Meter*, *iMovie*. In general, don't use *the* with app names (*the Finder* is an exception).

> *Correct:* Open QuickTime Player.
>
> *Incorrect:* Open the QuickTime Player.

App Store Apps are available *in*, *on*, or *from* the App Store. Precede the name with an article in text.

> Find the item you want on the App Store.
>
> You can purchase apps from the App Store.

In most cases, you can use just *App Store*. If you need to be more specific, you can use *App Store for iPhone*, *App Store for iPad*, *Mac App Store*, *App Store for Apple TV*, *App Store for Apple Vision Pro*, *App Store for Apple Watch*, or *App Store for iMessage*. Avoid constructions like *Apple Watch App Store* and *Apple TV App Store*.

If you need to refer collectively to the App Store, the iTunes Store, and Apple Books, you can use *Apple online stores* (but it's preferable to list them).

See also Mac App Store.

Apps View The view on Apple Vision Pro where you see your apps. See also Environments View; Home View; People View.

arabic, Arabic (adj.) Use lowercase when you refer to numerals. Capitalize when you refer to the script system. See also roman, Roman (adj.).

armband One word.

arrow In user materials, use *pointer* in general references. Use *arrow* or *arrow pointer* when you're comparing different types of pointers and want to describe this type of pointer:

> When you click the Text tool, the pointer becomes an I-beam.
>
> Click the Selection tool to display the arrow pointer.

Cursor (as in *the VoiceOver cursor*) may be appropriate when you describe other interfaces and in developer materials.

See also cursor; insertion point; pointer.

arrowhead Don't use to refer to the arrow pointer. See also arrow.

arrow keys Use lowercase in general references. Don't use *direction keys*.

Capitalize and use the complete name of each arrow key when you refer to it by name.

> *Correct:* Use the arrow keys to move the insertion point from cell to cell.
>
> *Incorrect:* Use the Arrow keys to move the insertion point from cell to cell.
>
> *Correct:* Use the Up Arrow and Down Arrow keys to scroll through the document.
>
> *Incorrect:* Use the Up and Down Arrow keys to scroll through the document.
>
> *Correct:* Press the Left Arrow key.
>
> *Incorrect:* Press the Left arrow key.

ASCII Acronym for *American Standard Code for Information Interchange*. For guidelines about spelling out acronyms, see abbreviations and acronyms.

Asia Pacific (n., adj.) Don't list Japan separately; Asia Pacific includes Japan.

> *Correct:* To see a list of banks in Asia Pacific that support Apple Pay…
>
> *Incorrect:* To see a list of banks in Asia Pacific and Japan that support Apple Pay…

ASIC Acronym for *application-specific integrated circuit*. Note hyphen in the spelled-out version. For guidelines about spelling out acronyms, see abbreviations and acronyms.

Ask to Buy A feature of Family Sharing that allows the family organizer to control family members' purchases. Don't enclose the name in quotation marks.

> Ask to Buy is available for any family member under age 18.

See also Family Sharing.

aspect ratio The ratio of an image's width to its height. Use a colon in aspect ratios.

> 4:3, 16:9

Assistant Capitalize, and don't use *the*, when the word is part of a full name.

> Use AirPort Setup Assistant to…

Use lowercase when you use the term by itself or generically.

> Use the assistant to…
>
> You can use assistants to…

Assistive Access A feature that makes it easier for people with cognitive disabilities to use iPhone independently. Use *trusted supporter* to refer to the person who sets up Assistive Access.

> A trusted supporter can help set up and personalize Assistive Access for the person who will be using it.

You *enter* and *exit* Assistive Access; you don't *start*, *open*, *quit*, or *leave* it.

AssistiveTouch One word.

assure Don't use when you mean *ensure*. *Assure* means to state positively, so as to remove doubt.

> Assure customers that you'll resolve the issue.

See also ensure, insure.

asynchronous progress indicator In developer materials, the progress indicator that looks like a spinning gear. In user materials, use *progress indicator* and describe what it looks like.

> *Developer materials:* Don't use the asynchronous progress indicator for processes that start out indeterminate but could become determinate.
>
> *User materials:* A progress indicator (looks like a spinning gear) appears.

See also indeterminate progress bar.

at sign (@) Use *at*, not @, except in email addresses and social media user names. When referring to the symbol itself, use *at sign* and include the symbol in parentheses on first mention: *an at sign (@)*.

attach Don't use to mean *connect* (as in *Connect the USB device to your computer*).

audio Close up the following words beginning with *audio*:

> audiobook, audiocassette, audiotape, audiovisual

Don't use a hyphen in compound adjectives that include *audio*: *audio editing app*.

audio CD Not *CD audio disc*.

audio chat, audio chatting (n., v., adj.) OK to use *audio conference* or *audio chat*.

audio conference, audio conferencing (n., v., adj.) OK to use *audio conference* or *audio chat*.

audio file Use *audio file* or simply *audio* to refer to the source audio material imported into an app such as GarageBand or Final Cut Pro.

audio input, audio input/output, audio output (n., adj.) You can shorten to *audio in*, *audio in/out*, and *audio out*. Types of audio input/output include *audio line in*, *audio line out*, *analog audio*, and *optical digital audio* (or *optical audio*).

Audio Straps Use to refer to the side straps on Apple Vision Pro that contain the speakers.

Audio Units Always plural; not *Audio Unit*. In user materials, use only as an adjective (*the Audio Units format*).

> You can install third-party Audio Units filters.
>
> GarageBand automates Audio Units instruments and effects.

audio/video Refers to equipment and apps that deal with sound and sight. The term can be abbreviated as *AV* or *A/V*: *A/V receiver*, *A/V equipment*, *Apple Composite AV Cable*.

authenticate, authorize Apple devices and services *authenticate* users to confirm their identity.

> Signing in with AppleConnect authenticates your identity and gives you access to Apple's internal apps and services.

Users *authorize* payments using methods such as a passcode. Users also *authorize* or *deauthorize* computers and devices. Banks and merchants *authorize* transactions when they confirm that the customer has the funds to pay for a purchase.

> To prevent unauthorized purchases, use Screen Time settings.
>
> To play some iTunes Store purchases, you must authorize your computer.

See also code, passcode.

autism (n.), autistic (adj.) Use *autism* when referring to the autism spectrum.

> Find resources about autism.

Use *autistic* when referring to individuals who identify as being on the autism spectrum.

> Every autistic person is unique.

It's OK to use *on the autism spectrum* or *on the spectrum*; avoid using *autism spectrum disorder* or *ASD* unless you're writing specifically about a medical diagnosis. Avoid saying that people have *symptoms* of autism; instead, use *traits*.

Don't use *high-functioning* or *low-functioning* or describe autism as *mild* or *severe*; instead, describe the level of support that enables an autistic person to be successful.

See also neurodivergence (n.), neurodivergent (adj.); neurodiversity (n.), neurodiverse (adj.); Writing about disability.

auto (prefix) Close up except before *o*.

autoanswer, autoconfiguration, autosync

auto-oxidation

See also prefixes.

Auto Exposure An iOS camera feature. Use *autoexposure* to refer to automatic exposure in general.

AutoFill The Safari feature. Use *autofill* for the verb.

If you don't want Safari to autofill your information, turn off AutoFill in Safari settings.

Auto Focus An iOS camera feature. Use *autofocus* to refer to automatic focusing in general.

AutoMix The feature in Apple Music that manages transitions between songs.

Use AutoMix to seamlessly transition from one song to the next.

autoplay (n., v.), AutoPlay Use lowercase when referring generically to a feature that plays content automatically.

Find out how to turn off autoplay for videos in Safari.

You can allow videos to autoplay on specific websites.

Use *AutoPlay* when referring to the feature in Apple Music.

When you play a song, AutoPlay adds similar songs to your queue.

autosave Use only as an adjective (*the autosave feature*). Don't use as a verb.

Correct: Pages saves your changes automatically.

Incorrect: Pages autosaves your changes.

autosync (n., v., adj.) Note spelling.

Auto Unlock Use only as the feature name; don't use as a verb.

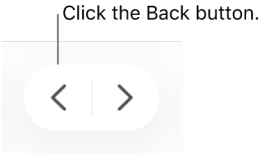
Correct: When Auto Unlock is on, you can unlock your Mac with your Apple Watch.

Incorrect: You can use your Apple Watch to Auto Unlock your Mac when you wake it.

AVCHD Abbreviation for *Advanced Video Coding High Definition*, a high-definition digital video format for recording and playback. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

B

Back button Use to refer to a button—usually in a toolbar or navigation bar—that lets users return to the previous screen or webpage.



See also left arrow.

back end (n.), back-end (adj.) Note hyphenation of adjective.

backlight (n.), backlit (adj.) One word.

back panel Two words.

backslash Use *backslash* to describe this character: \. See also slash.

backspace (n., v., adj.) One word.

Backspace key A key on Windows keyboards that's equivalent to the Delete key on a Mac keyboard.

backup (n., adj.), back up (v.) One word except as a verb; no hyphen.

backward (adv.) Not *backwards* when you refer to direction. But in certain other contexts, such as putting a card in backwards, it's OK to use *backwards*.

backward compatibility Not *backwards compatibility*.

backward-compatible (adj.) Note hyphenation.

badge (n.) A small icon, or a small graphic with text, that appears as an overlay on an app or toolbar icon, a file thumbnail, or other UI element to provide information about the item at a glance.

You can use *badge* to describe any of the following:

- *A counter:* Usually a red oval with a numeral that indicates the number of active or available items in an app (for example, new email or text messages), available updates, and so on.

  A badge indicates the number of unread messages:

- *An indicator of an item's type or state:* For example, in Photos, a photo can have a badge that indicates it's a Live Photo.

  A Live Photo has this badge in the top-left corner:

- *A warning:* An exclamation point on an app icon that indicates an issue that requires attention.

    If there's a problem, a badge with an exclamation point appears on the app icon:

Don't use *badge* as a verb or *badged* as an adjective. An item *has* a badge, or a badge *appears* on an item.

bandwidth One word.

based Use a hyphen in compound adjectives that include *based* when they precede a noun.

    application-based services, Windows-based computer

Use an en dash (Option-Hyphen) if *based* follows a term with two or more words.

    Windows XP–based computer

Don't use a hyphen or an en dash in predicate adjectives that include *based*.

    Each track in a sequence is assigned an index value that is zero based.

base station A device that transmits and receives data in a wireless network; also called *access point*, *wireless access point*, or *wireless router*. Capitalize in product names: *AirPort Express Base Station*, *AirPort Extreme Base Station*. See also AirPort.

batteries Describe batteries in terms of the number required, size, and type.

    lithium-ion battery, lithium polymer battery

    eight AAA alkaline batteries

    one AA rechargeable nickel-cadmium battery

    two nickel-metal-hydride batteries

Abbreviate the battery type only if space is limited. Abbreviations include the following:

    NiCd (nickel-cadmium)

    Li (lithium), Li-ion (lithium-ion)

    NiMH (nickel-metal-hydride)

battery level Use to refer to the amount of power remaining in a device's battery. Don't use *power level* or *battery charge level*.

    Check the battery level of your iPhone.

You can use *battery percentage* to refer to the battery level when it's depicted as a specific percentage on the screen.

    You can display the battery percentage in the status bar.

battery life, battery lifespan Use *battery life* to refer to the amount of time a device runs before it needs to be recharged. Use numerals when referring to battery life (*up to 8 hours of battery life*, *up to an 8-hour battery life*).

Use *battery lifespan* to refer to the amount of time a battery lasts until it needs to be replaced (*learn about ways to maximize your battery's lifespan*).

because See since, because.

below See above, below.

beta (n., adj.) A prerelease version of software or hardware. Capitalize when part of a proper name.

> Apple will give users a peek at the new app by releasing a public beta.
>
> Apple has released a beta version of the next iOS.
>
> Developers can now join the Apple Beta Software Program.

bidirectional (adj.) Use to refer to a script system in which text is generally flush right and most characters are written from right to left, but some text is written from left to right as well. Arabic and Hebrew are the only bidirectional script systems in widespread use. See also mixed-directional (adj.).

bit (n., adj.) Short for *binary digit*, the smallest unit of computer data. A bit has a single binary value, either 0 or 1. Don't use when you mean *pixel* or *dot*. Hyphenate when used as an adjective or a predicate adjective.

> The exported file uses 32 bits per pixel.
>
> The AirPort Extreme Base Station provides 40-bit and 128-bit encryption.
>
> Broadcast video is generally 24-bit, with 8 bits of color information per channel.

See also dot (n.); pixel.

bit depth The number of bits used by a digital device. Use instead of *bit resolution*.

bitmap, bitmapping (n.), bitmap, bitmapped (adj.) You can use either *bitmap font* or *bitmapped font*, but be consistent.

bit rate Two words.

bit resolution Don't use; use *bit depth*. See also bit depth.

bit/s Abbreviation for *bits per second*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

bits per second See bit/s.

Black (adj.) Capitalize when referring to ethnicity or cultural identity.

> Learn about Black leaders who have shaped the world.

black-and-white (adj.), black and white (pred. adj.) Note hyphenation of adjective.

> You can change a color picture to a black-and-white picture.
>
> With Photos, you can change a picture to black and white.

For displays, *monochrome* is usually more appropriate because it encompasses amber and black, green and black, and so on.

black box/white box (n., adj.) Avoid using to refer to a type of device or system, or a method of testing. For *black box*, use *closed*, *closed box*, *opaque*, or other alternatives; for *white box*, use *open*, *open box*, *clear*, *transparent*, or other alternatives.

> *Correct:* Use a mix of closed and open testing.
>
> *Incorrect:* Use a mix of black box and white box testing.
>
> *Correct:* Treat the container as opaque.
>
> *Incorrect:* Treat the container as a black box.

black hat/white hat Don't use to describe a type of hacker. Instead of *black hat hacker*, use *malicious hacker* or *unethical hacker*; for *white hat hacker*, use *approved hacker* or *ethical hacker*.

blacklist/whitelist (n., v.) Don't use. Use an alternative that's appropriate to the context, such as *deny list/allow list*, *deny list/permit list*, *unapproved list/approved list*, or *reject list/accept list*.

> *Correct:* To allow incoming email from an address, add the address to your server's allow list.
>
> *Incorrect:* To allow incoming email from an address, add the address to your server's whitelist.

If the terms *blacklist* and *whitelist* are used in code you're documenting and the code can't be changed, show a code sample to make it clear what users need to enter, but use alternative terms in the documentation.

> To add an address to the allow list, enter the following command: `whitelist add`.

See also deny list/allow list.

black/white Don't use *black* or *white* in a way that has a positive or negative connotation. Use only to describe the color of items (*black text on a white background*, *change a color photo to black and white*, *the white point of your display*).

See also black box/white box (n., adj.); black hat/white hat; blacklist/whitelist (n., v.).

blank character Don't use; use *space character*. See also space character.

blind, low vision To refer to people with vision loss, you can say *a person who is blind*, *a person who has low vision*, *a person who is blind or has low vision*, *people who are blind or have low vision*.

> People who are blind or have low vision can use VoiceOver to navigate their devices.
>
> If you have low vision, you can use Larger Dynamic Type to make text on your iPhone larger and easier to read.

Avoid *visually impaired*.

See also deafblind, Deafblind; impairment; Writing about disability.

blinking Use to describe the insertion point. Don't use *flashing* for this purpose.

Blue appearance An appearance available in macOS.

Bluetooth Don't use *Bluetooth* as a noun.

> *Correct:* If your computer didn't come with an internal Bluetooth module, you can have one installed by an Apple Authorized Service Provider.
>
> *Correct:* Your computer can connect to and transfer information to devices that use Bluetooth wireless technology.
>
> *Incorrect:* Your computer can connect to devices that use Bluetooth.

Don't use a hyphen with *Bluetooth*.

> *Correct:* Bluetooth enabled device
>
> *Incorrect:* Bluetooth-enabled device

Blu-ray A high-capacity optical disc format, also referred to as *Blu-ray Disc (BD)*. Capitalize *Disc* only when referring to the format. Use lowercase when referring to individual discs.

> You can create Blu-ray video and audio files and burn them to a Blu-ray disc.

board Don't use when you mean *card*. A *board* is built in; a *card* can be removed by the user. See also card.

bookmark (n., v., adj.) One word.

Books See Apple Books.

Book Store In most cases, simply use *Apple Books* to refer to the service that lets users purchase, download, and read ebooks.

> You can find the user guide on Apple Books.
>
> Family members can share items they purchased from the App Store, the iTunes Store, and Apple Books.

If you need to differentiate the store from the app, you can use *the Book Store*, *the store in Apple Books*, or *the Book Store in Apple Books*.

> You can search for new books in the Book Store.
>
> Your library contains all the books you've purchased from the store in Apple Books.
>
> Check out the Book Store in Apple Books to find recommendations for you.

Don't use *Apple Books store*, *Apple Books Store*, *Apple Book Store*, or *Apple Bookstore*. Items are available *in*, *on*, or *from* the Book Store.

See also Apple Books.

Boolean (adj.) Note capitalization.

boot Don't use for *start up* or *switch on* except in server materials. In materials written for new users, however, you may want to mention the term *boot* or include it in the glossary because users may see the term elsewhere.

boot chime Don't use for the chord heard during a successful startup sequence. Use *startup sound*.

boot disk Don't use except in server materials. Instead, use *startup disk*.

bot Short for *robot*. An app that performs automated tasks, especially tasks that are repetitive.

> You can set up a bot to perform integrations of your app each time a change is committed to your source repository.

See also chatbot.

bottommost One word.

box Don't use *dialog box*; use *dialog*. See also dialog.

bps Don't use as the abbreviation for *bits per second*. Use *bit/s*.

braces Use *braces*, not *curly brackets*, to describe these symbols: { }.

When you need to distinguish between the opening and closing braces, use *left brace* and *right brace*.

brackets Use *brackets*, not *square brackets*, to describe these symbols: [ ]. Don't use *brackets* when you mean *angle brackets* (< >).

When you need to distinguish between the opening and closing brackets, use *left bracket* and *right bracket*.

braille Note lowercase.

breathing disturbances Capitalize only when referring to an onscreen label. Otherwise, use lowercase.

> To view your breathing disturbances data, tap Breathing Disturbances.

bridge Don't use interchangeably with *router*. See also router.

broadband (n., adj.) One word.

browsable Not *browseable*.

browse (v.) It's OK to use *browse* as either a transitive verb (*browse the web*) or an intransitive verb (*browse through a website*).

bug Avoid; use *problem*, *condition*, *issue*, or *situation* instead.

build-to-order Not *built-to-order*. Always use as an adjective (*your build-to-order computer*). Don't abbreviate as *BTO*.

built-in (adj.), built in (pred. adj.), built into (pred. adj.) In headings that use title-style capitalization, don't capitalize *in* (exception to the rule of capitalizing the second word of a hyphenated compound).

> Built-in Apps on Your MacBook [heading]
>
> You can use the built-in microphone or an external microphone.
>
> Mac Pro has 512 GB of flash storage built in.
>
> Two-factor authentication is built into iOS 9 and later.

built-in disk drive You can use *built-in disk drive*, *built-in drive*, or *internal disk drive*.

bullet Use *bullet*, not *dot*, for the character that precedes an item in a list. See also dot (n.).

bundle, bundled Refers to a collection of products or to products included with a computer. It's preferable to use a term such as *included* or *comes with*. Don't use *prebundled*.

In developer materials, a *bundle* is also a special type of directory that stores the code of applications and plug-ins in a file package that appears as a single file in the Finder.

burn You burn files *on* a disc or *to* a disc, but not *onto* a disc. You can also *burn a disc*.

> You can burn your photos on a CD.
>
> Select the playlists you want to burn to a CD.
>
> If you have a SuperDrive, you can burn DVDs.

See also write.

bus, buses Note spelling of plural. In materials for audio technology, you can use *busses* for the plural, but be consistent in all materials for a particular product.

bus-powered, self-powered In user materials, try to avoid when indicating whether devices draw power from a power cord or from another USB device. When possible, describe the device; don't give it a label.

> *Correct:* a device that plugs into an electrical outlet
>
> *Incorrect:* a self-powered device
>
> *Correct:* a device that gets its power from another USB device
>
> *Incorrect:* a bus-powered device

button Buttons initiate an action when clicked, tapped, or pressed. You *click* or *tap* an onscreen button.

You *press* a mechanical button.

> Press and hold the TV button .

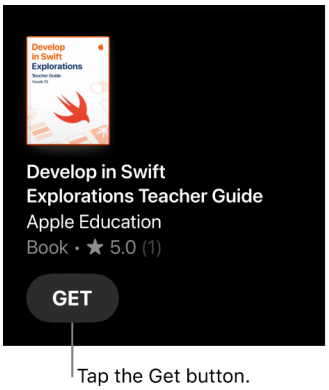
- *Buttons with text labels:* In general, write the names of buttons exactly as they appear onscreen. If the button's name uses sentence-style capitalization, enclose the name in quotation marks.

  > Click the "Position on screen" button.

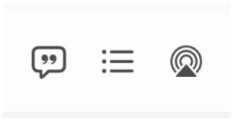
  If the button's name uses title-style capitalization, don't enclose the name in quotation marks, even if one of the words is lowercase.

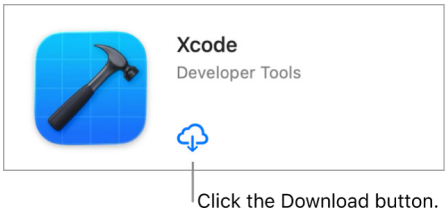
  > Tap Add to Favorites.

  If a button name uses all capital letters or all lowercase letters, use title-style capitalization when writing the button name.



- *Buttons that display icons or images:* If an element in the user interface acts like a button (initiates an action when clicked or tapped), call it a *button*, even if it displays an icon or an image. For example, the following interface elements are buttons:





For some buttons with icons, you can simply refer to the button by what it looks like (use lowercase):

Exception: Sometimes app icons act like buttons—for example, icons in the macOS Dock or on the iOS Home Screen—but they're still referred to as *icons* (*Click the Safari icon in the Dock*, *tap the Mail icon on the Home Screen*).

See also checkbox; click; icon; More button, More menu; radio button; tab; tap (n., v.).

C

cable Use *cable* to describe what physically connects two pieces of hardware. Don't use *cabling* even when you mean *cable* collectively; use *cables*. See also cord.

cache (n., v.), cached (v., adj.), caching (n., v.) Note spelling. See also level 2 cache, level 3 cache.

calendar When you need to refer to a specific type of calendar, use *Gregorian calendar* to refer to the calendar used in Europe and the Western Hemisphere. Use *Islamic calendar* to refer to the lunar calendar used in predominantly Muslim countries or regions. Other calendar names are *Buddhist*, *Hebrew*, and *Japanese*.

Calendar Capitalize when referring to the app name: *You can import your data into Calendar*. Use lowercase to refer to a user's calendar: *add events to your calendar*, *create calendars for work and home*. See also iCloud.

callouts Use a callout (a short text label with a line that points to part of a figure) when you need to identify something within a figure. A thin line without an arrowhead, known as a *leader line*, connects the text label to what it identifies within the figure.

- *Simplicity:* Use callouts freely when they're really necessary, but keep in mind that too many callouts can be distracting to the reader. Keep callouts brief, both for clarity and for an uncluttered look.
- *Capitalization and punctuation:* Use sentence-style capitalization. Use a period for a complete sentence and no ending punctuation for a sentence fragment. It's OK to have a mixture of complete sentences and fragments in one illustration.

camcorder Use to refer to a video camera and recording device combined in one unit. Don't use *video camera* when you mean *camcorder*.

> *Correct:* You can connect a camcorder to your computer to import your video footage.
>
> *Incorrect:* You can connect a video camera to your computer to import your video footage.

Because most camcorders are now digital, it usually isn't necessary to include the word *digital*, but you can use *digital camcorder* if the context requires it.

> Today's digital camcorders provide many advantages over their older analog counterparts.

In general references, it's OK to use *camera*.

> You can use the stabilization feature in Final Cut Pro to correct shaky camera movement.

See also video camera.

canceled (v.), canceling (v.), cancellation (n.) Use one *l* for the verb *cancel*—for example *canceled*, *canceling*. Use two *l*'s for the noun *cancellation*.

can, might, may Use *can* to express the capacity to do something; use *might* or *may* to suggest the possibility of doing something; use *may* to express permission.

> You can log in to your account from another computer.
>
> You might be able to connect to the internet at a nearby hotspot.
>
> You may borrow my iPad if you return it tomorrow.

When used to express possibility, *might* typically suggests lower probability than *may*.

> If the issue persists, you may need to restart your computer or you might need to restore software.

capability If possible, avoid *capability* when you discuss features of software or hardware. Reword in terms of what the user can do with the feature.

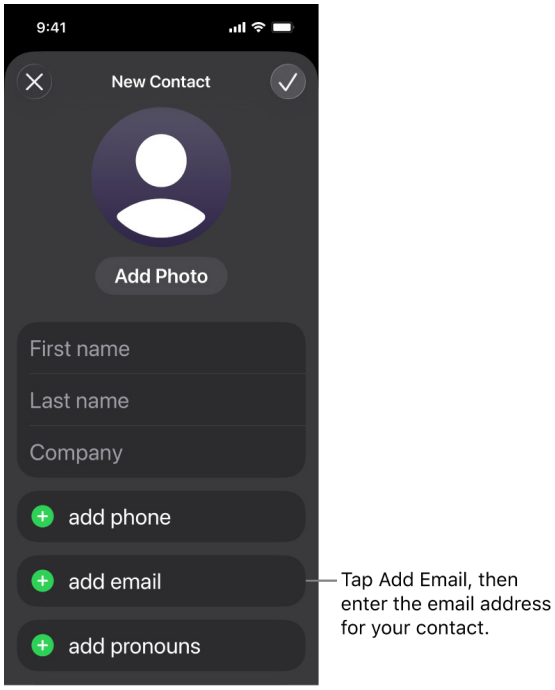
> *Correct:* With Photos, you can create slideshows.
>
> *Incorrect:* Photos has the capability to create slideshows.

capitalization Two styles of capitalization are commonly used at Apple:

- *Sentence-style capitalization:* This line provides an example of sentence-style capitalization.
- *Title-style capitalization:* This Line Provides an Example of Title-Style Capitalization.

Except for user interface text, guidelines for when to use sentence-style capitalization and when to use title-style capitalization are a matter of department style.

In general, capitalize the names of onscreen elements exactly as they appear onscreen. If an onscreen element uses all capital letters or all lowercase letters, use title-style capitalization when writing the element name in documentation.



Don't capitalize the word *chapter* or *appendix*, except in cross-references to actual titles.

> See Chapter 2, "Units of Measure."
>
> See the appendix for specifications.
>
> See Appendix B for a list of specifications.

When using title-style capitalization, capitalize:

- The first and last word, regardless of the part of speech
- Nouns, pronouns, verbs, adjectives, and adverbs—no matter their length (for example, *It*, *This*, *You*, *Your*, *My*, *Is*, *Are*, and *Be*)—unless noted as an exception below

  > Skip This Backup
  >
  > Apple News Is Offline
  >
  > Passwords Are Locked

- Conjunctions (except for coordinating conjunctions), no matter their length (for example, *If*)

  > What to Do If Your iPhone Is Lost

- Prepositions of five letters or more (for example, *About*, *Between*, *Through*)
- Prepositions of any length when they're part of a phrasal verb (such as *Start Up*, *Turn On*, or *Log In*) or are used as another part of speech (such as an adverb, adjective, noun, or verb)

  > Start Up the Computer
  >
  > Turn On Apple Watch
  >
  > Log In to the Server

- The second word in a hyphenated compound (except for *Built-in* and *Plug-in*)

    High-Level Events

    64-Bit Addressing

When using title-style capitalization, don't capitalize:

- Articles (*a*, *an*, *the*), unless an article is the first word or follows a colon
- Coordinating conjunctions (*and*, *but*, *or*, *nor*, *for*, *yet*, and *so*)
- The word *to* in infinitives (*How to Start Your Computer*)
- The word *as*, regardless of the part of speech (*Export a Document as a PDF*)
- Words that always begin with a lowercase letter, such as *iPad* and *macOS*
- Prepositions of four letters or fewer (*at*, *by*, *for*, *from*, *in*, *into*, *of*, *off*, *on*, *onto*, *out*, *over*, *to*, *up*, and *with*)

    Don't Speak in Silent Mode

    Collaborate with Others

    Restore iPhone from a Backup

    Exception: Capitalize prepositions of any length when they're part of a phrasal verb, as described in the "capitalize" section above.

See also abbreviations and acronyms.

Caps Lock key Not *Shift Lock*.

captions See figure captions; table captions.

card Refers to a removable circuit board that's installed in a slot. See also board.

card names Capitalize the word *card* in a card name only if it's part of the name (for example, *AirPort Extreme Card*). For generic names, don't capitalize any part of the card name (for example, *an internal modem card*).

caret In developer materials, use *caret* for the blinking bar that marks the insertion point. In user materials, the blinking bar is the *insertion point*.

Don't use *caret* when you mean *circumflex*. A *circumflex* (ˆ) is an accent used in French words, such as *être*.

CarPlay People connect devices *to* CarPlay, do tasks *with* or *using* CarPlay, and open apps or change settings *in* CarPlay.

Connect your iPhone to CarPlay.

You can play music and make phone calls with CarPlay.

Get directions using CarPlay.

Open Maps in CarPlay and select a route.

You can change the map view in CarPlay.

CarPlay Dashboard is preceded by *the*; *CarPlay Home* is not.

> Use the playback controls on the CarPlay Dashboard.
>
> CarPlay Home shows all your CarPlay apps organized into pages.

Don't use *CarPlay* as a verb.

> *Correct:* You can use CarPlay to play audiobooks from your iPhone.
>
> *Incorrect:* You can CarPlay audiobooks from your iPhone.

carriage return See CR.

carrier Use this, or *wireless carrier*, to refer to a mobile network operator that provides wireless communication services (including network, voice, and data).

catalog Refers to a list of all files and folders stored on a volume. Don't use this term in user materials.

Catalyst Don't use; use *Mac Catalyst*. See also Mac Catalyst.

CD Abbreviation for *compact disc*. Use *disc*, not *disk*, to refer to CD media.

cell phone, cellular phone Don't use; use *mobile phone*.

cellular (n., adj.) OK to use as a noun or an adjective.

> You can activate cellular when you set up Apple Watch.
>
> Transfer cellular service from an old device to a new one.

Don't shorten *cellular* to *cell* (*cellular service*, not *cell service*).

cellular signal indicator No hyphen.

central processing unit See CPU.

chain (n., v.) OK to use when you mean a series of devices connected together.

chapter Don't capitalize the word *chapter*, except in cross-references to actual titles (exception to *The Chicago Manual of Style*).

> in Chapter 5, "Expanding Your Computer"
>
> in Chapters 4 and 5
>
> in the next chapter

See also capitalization.

character Use in reference to what a key on a keyboard stands for.

> The Character Viewer provides access to nontypical characters like bullets, arrows, and currency symbols.

See also symbol.

Character Viewer The systemwide window in macOS for selecting and inserting emoji, symbols, and other special characters in text. To open the window, choose Edit > Emoji & Symbols in most macOS apps.

charge cable Lowercase except in product names: *charge cable*; *USB-C Charge Cable*.

chat (n., v., adj.) Use as a noun only after identifying the context (typically *audio chat* or *video chat*).

> When you finish chatting with your group, you can leave the group chat.
>
> Customers can chat with AppleCare for technical support.
>
> Messages is the built-in chat client for Mac computers.

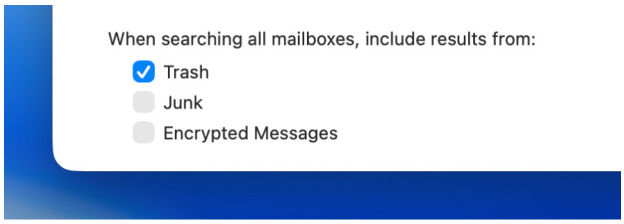
chatbot Short for *chatterbot*. An app that uses artificial intelligence to simulate conversation, through voice or text, with human users.

> Many businesses offer chatbots as automated support.

See also bot.

check Don't use when you mean the action of selecting a checkbox. See also checkbox.

checkbox A labeled square control users *select* or *deselect*. Don't instruct users to *click* a checkbox, because it's ambiguous (you don't know the checkbox's initial state).



Using the word *checkbox* can be helpful, especially for people with visual disabilities.

> Select Encrypted Messages.
>
> Select the Encrypted Messages checkbox.
>
> Select the checkbox labeled Encrypted Messages.

A checkbox can be *selected* or *unselected*. Avoid saying *checked* and *unchecked*.

> If "Allow repeated calls" is unselected, multiple calls from the same person do not go through.
>
> If "Allow repeated calls" isn't selected, …

See also radio button; select (v.).

Check In A feature that alerts a friend or family member that your device has reached a destination or you've completed a workout. Use to refer to both the feature and what you send using the feature.

> Check In notifies your friend when your workout is completed.
>
> If you need extra time, you can add time to your Check In.

Don't use *Check In* as a verb; use *send a Check In* or similar.

> *Correct:* Use the Messages app to send a Check In to a friend.
>
> *Incorrect:* Use the Messages app to Check In with a friend.

When discussing other features that allow you to check in (for example, checking in to a hotel room using the Wallet app), hyphenate *check-in* as a noun and adjective; don't hyphenate the verb form.

> When check-in is available, you can use the Wallet app to check in to your room.

checkmark One word. See also menus.

checkout (n., adj.), check out (v.) One word except as a verb.

checksum One word.

child's Apple Account Use to refer to an Apple Account that's set up for a child as part of a Family Sharing group. Don't use *child Apple Account*.

> *Correct:* You can change the password for a child's Apple Account.
>
> *Incorrect:* You can change the password for a child Apple Account.

See also Apple Account; Family Sharing.

chip A processor or other integrated circuit: *A16 Bionic chip, A18 Pro chip, M4 Max chip*. It's OK to use the name of the chip alone, without *chip*: *A16 Bionic, A18 Pro, M4 Max,* and so on.

See also M-series chips; processor.

choose Use *choose*, not *select*, for menu items. In general, the user *selects* something (such as a file or disk icon, an email message, or a section of text) and then *chooses* a command to act on the selection.

> Choose View > Sort By > Date.
>
> Select the text to copy, and then choose Edit > Copy.
>
> Click the pop-up menu, and then choose High Priority.
>
> Control-click the TextEdit icon, and then choose Make Alias.

See also menus; select (v.).

clamshell Don't use to refer to the lid of a laptop computer or device case (such as an AirPods case); use *lid*.

clean installation Not *clean install*. Users *perform a clean installation*; they don't *do a clean install*. See also install; installation.

Clean Up An Apple Intelligence feature. You can use the name with or without *tool*.

> Remove distractions from your photos with the Clean Up tool.
>
> Clean Up is available in macOS 15.1 or later.

Use *cleanup* (n., adj.) and *clean up* (v.) in general references.

> *Correct:* Clean up distractions in the background of your photos.
>
> *Incorrect:* Clean Up distractions in the background of your photos.

click Use to describe the act of selecting something or initiating an action by positioning the pointer over an onscreen element and briefly pressing and releasing the mouse or trackpad.

> To open Mail, click the Mail icon in the Dock.
>
> Click a disk icon to select it, and then choose File > Make Alias.

Don't use *click on*. Don't say *click the mouse* or *click the trackpad*; instead, use *press and release*.

> Press the mouse, drag to enclose the area you want to select, and then release.

See also click and hold; click in; double click (n.), double-click (v.), double-clicking (n., v.); press; select (v.); tap (n., v.); triple click (n.), triple-click (v.), triple-clicking (n., v.).

click and drag Don't use. You either *click* or *drag*.

> *Correct:* Drag the icon to the Trash.
>
> *Incorrect:* Click and drag the icon to the Trash.

click and hold Refers to the act of positioning the pointer on an item on the screen and pressing the mouse or trackpad until something happens.

> Click the Previous or Next button to go to the previous or next clip, or click and hold the Previous or Next button to rewind or fast-forward.

Don't use *click and hold* to refer to the act of pressing deeper on a Force Touch trackpad; use *force click*.

See also click; force click (v.); hold down; press; touch and hold.

click in You *click in* a window or other area of the screen, such as an image; you *click* other onscreen elements, such as icons and buttons. See also click.

click on Don't use; use *click*. See also click.

client Software that uses the services of another program; also the computer using the client software. The computer can be called the *client computer*, *client system*, or *client*.

client/server Note slash.

Clipboard In user materials, use *Clipboard*, not *pasteboard*. In developer materials, it's OK to use *pasteboard* when you discuss the NSPasteboard class, but point out that users view the contents of the pasteboard in the Clipboard.

close In macOS, users *close* windows or documents and *quit* apps.

In iOS, users can *close* an app (stop using it temporarily) by pressing the Home button; doing so may not *quit* the app (stop the app from running altogether). You can also use *leave* to refer to closing an app.

> To leave an app and return to the Home Screen, press the Home button.

See also open; quit.

close button In macOS, refers to the leftmost button of the three window controls in the upper-left corner of the title bar.

closed captions (n.), closed captioning (n., adj.), closed-captioned (adj.) Note hyphenation.

> You can turn closed captions on or off.
>
> Change closed captioning settings.
>
> Closed-captioned programming is increasingly available to viewers.

See also SDH.

cloud Avoid using *the cloud* to refer to iCloud. However, you can say content is *in the cloud* if the context makes clear you're referring to iCloud.

> With iCloud, you can store all of your content in the cloud so it's available anytime, anywhere.

See also iCloud.

co (prefix) Close up except before a few words beginning with *o*.

> coexist, cooperate, coprocessor, coworker
>
> co-op, co-owner

coax Don't use when you mean *coaxial*.

codec Not *CODEC*. In the context of media apps, *codec* is short for *compressor/decompressor*, a method for compressing and decompressing data. For example, MP3 and H.264 are codecs that reduce the amount of information used to represent audio and video content, respectively. In telecommunications, the term is short for *coder/decoder*, a device for encoding and decoding signals.

code file Two words.

code font A fixed-width font (such as Courier) used to represent code.

Use code font for the following:

- Text the user is to type (In some groups, double quotation marks or italics may be used for short words or phrases the user is to type. Consult your department's style guidelines.)
- Code listings
- Small pieces of sample code
- Computer-language elements such as reserved words, literals, variables, and routines
- Commands that appear in running text

Use regular body font for any punctuation following a word or phrase in code font, unless the punctuation mark is part of the computer-language element represented or part of something the user is to type. Use regular body font for the spaces that immediately precede or follow text in code font.

If the language you're working with has a standard style of indentation, use it. If it doesn't have such a style, develop a logical style of your own and use it consistently.

Develop a method of spacing around punctuation and use it consistently. It's often best to use standard spacing (one space between a punctuation mark and the next character).

In user materials, don't use code font in any of the following:

- Part or chapter titles
- Text headings
- Cross-references to parts, chapters, or sections
- Entries in the table of contents
- Internet or web addresses
- Figure captions or callouts
- Names of files, folders, or directories
- System or alert messages. If you quote a system message or alert message exactly as it appears on the screen, use body font in quotation marks. If you paraphrase a message, use body font without quotation marks.

    If your source clip isn't as long as the duration between the sequence start and end points, an "Insufficient content for edit" message appears.

    When a message appears asking if you want to clear the keyboard layout, click Yes.

See also Intro to technical notation.

code names Use exactly the same form for a product's code name throughout a document. (If the name is sometimes misspelled or otherwise treated inconsistently, a global search-and-replace operation isn't possible.)

In final documentation, don't refer to a product by its code name unless marketing specifically decides to associate the code name with the product.

code, passcode Use *code* to refer to the sequence of numbers sent to a device to verify a user's identity.

> Enter the six-digit code sent to your iPhone.

Use *passcode* to refer to the unique combination of numbers (and sometimes letters) that a user sets to lock or unlock a device, set restrictions on a device, or provide authentication for Apple Pay purchases.

> To unlock Apple Watch, enter your passcode.

See also authenticate, authorize; passkey; password.

colons Follow these guidelines for using colons:

- *In running text:* Capitalize the first word after the colon if the word begins a complete sentence (exception to *The Chicago Manual of Style*).

    There are two ways to raise or lower text in relation to adjacent text: You can make characters superscript or subscript, or you can adjust the baseline shift.

    Ordinary video clips and image files have three channels of color information: red, green, and blue.

- *In headings:* If you use a colon in a heading, capitalize the first word after the colon, regardless of its part of speech.

    Setting up: A beginner's guide

- *With lists:* Precede every list with a colon, whether the sentence before the colon is a complete thought or a partial thought (exception to *The Chicago Manual of Style*). See also lists (bulleted).

color blind, color blindness To refer to people who have problems seeing different colors, you can say *a person who is color blind*, *a person who has color blindness*, *people with color blindness*.

> If you are color blind, you can use Color Filters to help you differentiate between colors.

See also Writing about disability.

colored Don't use to describe items on the screen. Instead, use *color* (*a sepia-color photo*, *a color pattern*), or describe the specific color (*a green arrow*, *the multicolor pinwheel*).

color picker Don't use. See also picker.

color pixels Not *colored pixels*.

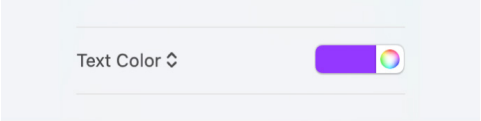
colors Colors include shades of gray, so you can use *colors* to refer to settings for both grayscale and color displays. On first mention of setting colors, say, for example:

> You can set the number of colors (or shades of gray) displayed on the screen.

Thereafter, use *colors*.

Colors window The systemwide window for selecting colors.

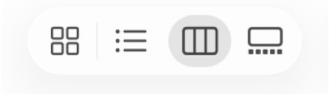
color well Refers to the small rectangular or square control used to select a color.



> When you choose Gradient Fill, two color wells appear below the pop-up menu; select a color from each color well.
>
> Select the Alternating Row Color checkbox, and then click the color well to select a color.

column view A way to display and select items in a hierarchy of data—for example, the column view in Finder windows.

Column View button The button second from the right in the View control in Finder windows.



combined action In developer materials, use to refer to a combination of mouse (or trackpad) actions with keyboard presses—for example, *Option-Shift-click*. In user materials, use *keyboard shortcuts* to refer to actions that include keyboard presses.

command Use *command* or *menu command* in user materials.

> Use the Print command to create a PDF of your document.
>
> To change the way windows look, use the commands in the View menu.

Use *item* or *option* to refer to menu items that aren't commands, such as names of fonts in a pop-up menu.

A command is *in* a menu, not *on* a menu; a menu *contains* commands. Users *choose* commands; they don't *select* commands.

See also choose; command names; menus.

Command-click (v.) Equivalent to *press the Command key while you click*.

> Command-click to select multiple files.

See also key, keys.

Command-drag (v.) Equivalent to *press and hold the Command key while you drag*.

> To rotate the masked image, Command-drag its selection handles.

See also key, keys.

Command key On first use in printed user materials, it's OK to identify the Command key with its symbol: *Command (⌘) key*. Thereafter, just use *Command key*.

It's OK to use the Command key symbol in a list of shortcuts.

> Option-⌘-Escape
>
> Option-Shift-⌘-Delete

Command-key equivalent Don't use; use *keyboard shortcut* even when all the combinations use the Command key.

command line (n.), command-line (adj.) Note hyphenation of adjective.

command names Use title-style capitalization for command names; don't capitalize *command*.

> the Find command
>
> the Make Alias command

- *Commands used as ordinary verbs:* Don't capitalize a command name when you use the name as a normal English verb.

  > *Correct:* Cut and paste the selected text.
  >
  > *Incorrect:* Cut and Paste the selected text.

- *Ellipsis:* Some menu commands use an ellipsis to indicate that further action will be required. Don't include the ellipsis when you refer to the command name in text or text headings.

    Correct: Choose File > Print, and then enter the number of copies.

    Incorrect: Choose File > Print…, and then enter the number of copies.

See also choose; command; menus.

commas Use a serial comma before *and* or *or* in a list of three or more items.

Correct: You can ask Siri to place phone calls, send text messages, send reminders, and more.

Incorrect: You can ask Siri to place phone calls, send text messages, send reminders and more.

communication, communications Use the singular to describe the act of communicating; use the plural to describe the technology.

compact disc See CD.

companion iPhone Don't use. See also pair, paired.

Company, Co. Spell out or abbreviate according to the particular company's preference.

Compass Waypoints The feature name. You can use *Compass Waypoint* or just *waypoint* to refer to an individual waypoint. Don't use *compass waypoint*.

Use Compass Waypoints to mark locations of interest, and then view the elevation of each waypoint relative to your current location.

You can use the Action button to drop a Compass Waypoint.

compile time (n.), compile-time (adj.) Note hyphenation of adjective.

complications It's OK to use *complication* to refer to a feature you can add to the watch face on Apple Watch, as long as you define *complication* on first use. However, in most cases, avoid using any specific term to refer to these features; simply discuss them generically—for example, *you can add an alarm to the watch face*, not *you can add an alarm complication to the watch face*.

comprise The whole *comprises* its parts. This word is misused so often that correct usage might confuse the reader; avoid it altogether. Use *is composed of, includes, consists of, contains*, or another word, as appropriate. Never use *is comprised of*, which in strict usage is equivalent to *is included of*.

computer Use when you describe a computer without any peripherals. Don't use *machine* or *unit*. See also system.

computer voice See code font.

connect Use to refer to the act of joining devices together; don't use *attach*, *hook up*, or *mate*. You *connect* USB devices to a computer, and you can *connect* computers to a network. Don't use *connect* when you mean *plug in*. See also plug in (v.), plug into (v.).

connector Use to refer only to an item that can be plugged into a receptacle (such as a slot, port, or socket). Use the following terminology:

> *edge connector:* the connector on the edge of a peripheral card; fits into a slot
>
> *minicircular connector:* an 8-pin connector [Don't use *mini-DIN*.]
>
> *plug:* a connector with prongs or pins

In user materials, describe connectors by their shape and size, by the icon that appears on the connector, or in another way appropriate to the context. Users should be able to identify the connector easily, even if they don't know the terminology.

Avoid obscure names such as *power input unit* in favor of more direct terms, such as *plug*. Don't use *male* or *female* to describe types of connectors.

See also jack; port; slot; socket; USB connector types.

constitute Parts *constitute* a whole. A whole *comprises* parts. See also comprise.

contacts, Contacts Use lowercase to refer to a user's collection of contacts: *Add a contact*, *update your contacts*. Capitalize when referring to the app name: *Use Contacts to call someone*, *get help using Contacts*. See also iCloud.

contextual menu The menu that appears when a user presses the Control key and clicks an item on the screen. In user materials, use *shortcut menu*, not *contextual menu*. However, you can refer to the menu parenthetically as a contextual menu on first reference for users who may be more familiar with that term.

> A shortcut menu (also called a *contextual menu*) appears.

See also menus.

contractions As part of Apple's informal voice, contractions are used and recommended throughout most documentation, interface text, and marketing copy. Keep localization in mind when deciding how or whether to use contractions.

- Use common contractions of be-verbs and auxiliary verbs with *not* (*aren't, isn't, can't, couldn't, didn't, doesn't, hadn't, haven't, weren't, won't*).

  > You don't have access to the information.
  >
  > The error shouldn't occur again.

- Use common contractions of be-verbs and auxiliary verbs with personal pronouns (*he's, I'm, I've, it's, she'll, they're, we've, you're*). It's also OK to use *here's, let's, that's, there's,* and *what's*.

  > Here's a quick look at what's new in this release.
  >
  > We're building a solar farm in China.

- Don't form contractions from nouns or proper nouns.

  > *Avoid:* The computer's not working.
  >
  > *Preferable:* The computer isn't working.
  >
  > *Avoid:* Apple's going to introduce a new computer today.
  >
  > *Preferable:* Apple is going to introduce a new computer today.

- Avoid contractions of multipart verbs (*could've*), colloquialisms (*workin'*), and other contractions that are uncommon or awkward-sounding in written materials (*everybody'd, how're, it'll, many's, when's, where'll, who've, why's*). Possible exceptions include text that's meant to be spoken (such as a script) and direct quotes in running text.
- Don't confuse *it's* (the contraction for *it is*) with *its* (a possessive pronoun).

    It's important for the department to keep track of its computers.

See also possessives.

Control Center Don't precede with *the*.

    Click an item in Control Center to see additional options.

control character (n.), control-character (adj.) Note hyphenation of adjective.

Control-click (v.) Equivalent to *press the Control key while you click*.

    To open a document, Control-click the document icon and choose Open.

See also key, keys.

control key Don't use in a general sense; use *modifier key*. The name of the specific key is capitalized: *Control key*. See also modifier key.

Control key It's OK to abbreviate as *Ctrl* when space constraints don't allow the use of the full term (as in column headings in tables). Don't use *CTRL*.

Control Strip A set of system controls in the Touch Bar. Items are *in* (not *on*) the Control Strip. You *expand* or *collapse* the Control Strip (not *show* or *hide* it).

    To change the volume, tap 🔊 in the Control Strip.

See also Touch Bar.

convert to Not *convert into*.

cookies Not *cookie files*. Use to refer to small text files a website may copy to a user's computer to record information about the user or the computer.

    To use some websites, you must set your web browser to accept cookies.

coprocessor No hyphen.

copy You copy a file *to* a disk, not *on* a disk or *onto* a disk.

copy-protect (v.), copy-protected (adj., pred. adj.), copy-protection (n.) Hyphenate in all forms.

    A copy-protected disk or file can't be copied legally.

    The disc is copy-protected.

copyright page All documentation must have a copyright page or copyright notice. A copyright page includes a copyright notice and an Apple trademark list. A copyright notice includes the © symbol, the year the work was first published, the copyright owner (Apple Inc.), and the statement *All rights reserved*. Onscreen documents also require a copyright notice.

- *Finding the correct copyright notice:* The copyright page is a boilerplate element. Consult with your department editor to be sure you have the appropriate boilerplate.
- *Apple trademarks:* All Apple trademarks mentioned in the document must receive a credit line on the copyright page. See the Apple trademark list.
- *Third-party trademarks:* Certain third-party trademarks also must receive a credit line on the copyright page. See the "Special and Licensed Trademarks and/or Copyrights" section of the Apple trademark list.

See also trademarks (credit lines and symbols); trademarks (usage).

cord Use only to describe a power cord or a phone cord. See also cable.

core Short for *execution core* or *processor core*. See also dual-core (adj.).

Corporation, Corp. Spell out or abbreviate according to the particular corporation's preference.

corrupted Avoid if possible. Use *damaged* instead.

country Avoid using the term *country* when referring to a geographical area. Instead, use *country or region* or just *region*.

> Features may vary based on country or region.
>
> Some features are not available in all countries or regions.

cover glass Use to refer to the surface on the front of Apple Vision Pro.

> For optimal performance, keep the cover glass clean and smudge-free.

CPU Abbreviation for *central processing unit*. In most cases, don't spell out. OK to use in developer documentation, technical specifications, and descriptions of processor architecture.

> You can analyze CPU usage with the Processor Trace instrument.
>
> M4 Pro features a powerful CPU with up to 14 cores.
>
> Mac mini has an M4 chip with 10-core CPU and 10-core GPU.

In user materials, use *CPU* only to refer specifically to CPU activity. Use *chip* when referring generally to the processor in a device.

> To view CPU activity, use the Activity Monitor app.
>
> The chip in Mac Studio delivers unprecedented power for demanding tasks.

See also chip; processor.

CR Abbreviation for *carriage return*. Use only when you refer specifically to ASCII character $0D or its equivalent. Explain the term *carriage return* if your audience includes first-time computer users. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

Use *return character* when you write about, for example, searches for return characters. Use *Return key* for the key users press.

crash Don't use; use *quits unexpectedly*, *doesn't respond*, or *stops responding*. If you must use this word, put it in quotation marks and reassure the reader that the term *crash* doesn't imply damage to hardware or software.

Crash Detection Note capitalization.

> Crash Detection is turned on by default.

crosshair Use to refer to this pointer:

cross-references Guidelines for cross-references vary by department, document type, and delivery method. This section provides general guidelines, but always consult your department's style guidelines if in doubt about which style to use, and be consistent within a document.

- *Titles of books and other documents:* In general, use title-style capitalization and italics; don't use quotation marks unless italics aren't available. Don't capitalize or italicize phrases such as *user guide* unless they're part of the title as it appears on the cover page of the document. Don't include trademark symbols.

  > See the *iPhone User Guide*.
  >
  > For detailed information about using Apple Watch, download the user guide.

  Exception: In onscreen text, it's acceptable to write the titles of user guides (and other books) in roman, with no quotation marks. Titles are often links—which are typically not italicized—so even if a title is not a link, you may want to make it match the style of other linked titles (roman, with no quotation marks).

  > For more information about adding contacts, see the Contacts User Guide.
  >
  > The iMac Getting Started Guide provides all the information you need to set up and start using your new iMac.

- *Titles of chapters or sections of a document:* Authoring and output tools typically determine the format of links to chapters or sections within a document. For cross-references that aren't links, match the capitalization style of the chapter or section title, and enclose the title in quotation marks. If you refer to a chapter by number, don't enclose the word *Chapter* or the chapter number in quotation marks.

  > For more information, see the "Edit with multicam clips" section of the Final Cut Pro User Guide.
  >
  > See Chapter 1, "Ready, Set Up, Go," on page 7.

See also capitalization.

crown See Digital Crown.

Ctrl Abbreviation for *Control*. Use the abbreviation only when space constraints don't allow use of the full term (as in column headings in tables); otherwise, use *Control*, as in *Control key* or *Control-S*. Don't use *CTRL*.

curly brackets Don't use *curly brackets* to describe these symbols: { }; use *braces*.

cursor Don't use in describing the macOS or iOS interface; use *insertion point* or *pointer*, depending on the context. The term *cursor* is appropriate when you describe the VoiceOver interface and may be appropriate when you describe other interfaces and in developer materials. See also insertion point; pointer.

custom installation Not *custom install*. Users *perform a custom installation*; they don't *do a custom install*. See also install; installation; normal installation.

D

DAC Acronym for *digital-to-analog converter*. Note hyphenation in the spelled-out version. For guidelines about spelling out acronyms, see abbreviations and acronyms.

Daily Cash An Apple Card feature that adds a percentage of every purchase amount to the user's Apple Cash account. You can use *Daily Cash* to refer to the feature or to the cash received. See also Apple Card; Apple Cash Family.

Dark Mode Note capitalization.

> You can use Dark Mode to darken the color scheme so the content you're working on stands out.

Users can *turn on* or *turn off* Dark Mode and *use* Dark Mode. Don't describe a computer or device as *using Dark Mode* or being *in Dark Mode*.

> *Correct:* When Dark Mode is turned on, you can still use a light background in your emails.
>
> *Correct:* If you're using Dark Mode…
>
> *Incorrect:* If your iPhone is using Dark Mode…

You can also refer to Dark Mode as *the dark appearance*. The alternative is *the light appearance* (not *Light Mode*).

> Open System Settings, click Appearance, and then select the light or dark appearance.

dashboard Use lowercase in general references; capitalize in the names of features.

> Check your health and fitness data in one dashboard.
>
> Use the audio controls on the CarPlay Dashboard.

dash (em) Use the em dash (—) to set off a word or phrase that interrupts or changes the direction of a sentence or to set off a lengthy list that would otherwise make the syntax of a sentence confusing. Don't overuse em dashes. If the text being set off doesn't come at the end of the sentence, use an em dash both before it and after it.

> See all your schedules—work, school, and social life—in one app.

To generate an em dash, press Option-Shift-Hyphen. Close up the em dash with the word before it and the word after it.

dash (en) The en dash (–) is shorter than an em dash and longer than a hyphen. Use the en dash as follows:

- *Numbers in a range:* Use an en dash between numbers that represent the endpoints of a continuous range.

  > bits 3–17, 2003–2005

- *Compound adjectives:* Use an en dash between the elements of a compound adjective when one of those elements is itself two words.

  > desktop interface–specific instructions
  >
  > Grammy Award–winning producer
  >
  > ex–Sun Studio tour guide

- *Minus sign:* Use an en dash as a minus sign (except in code font, where you use a hyphen).

  > –1, –65,535

To generate an en dash, press Option-Hyphen. Close up the en dash with the word (or number) before it and the word (or number) after it.

See also hyphenation.

data Singular or plural, depending on the context. When used as a collective noun, *data* takes a singular verb. When the meaning isn't collective, use a plural verb. In user materials, avoid in favor of *information* if *information* makes sense in the context.

> *Collective and thus singular:* Data is stored in a FileMaker Pro database.
>
> *Not collective and thus plural:* Selected data are transferred immediately.

database (n., adj.) Refers to the body of data manipulated by a database app.

data file Two words.

date picker Don't use. See also picker.

dates Follow these guidelines for dates, unless your department uses international style (see Dates and times).

- *Commas:* Use a comma between the day of the month and the year.

  June 8, 2026

  When you use the full date, follow the year with a comma.

  on June 8, 2026, at 10:00 a.m.

  If you give only the month and year, don't use commas.

  in June 2026 at WWDC

- *Cardinal and ordinal numbers:* Use cardinal numbers (*1*, *2*, *3*) in dates that include the month. Use ordinal numbers (*1st*, *2nd*, *3rd*) in dates without the month. For ordinal numbers, use full-size letters, not superscript.

  Correct: The conference was held on August 12.

  Correct: The conference was held on the 12th.

  Incorrect: The conference was held on the 12th.

- *When to spell out:* Spell out the names of days and months in text. Use numerals for the year except when it appears at the beginning of a sentence; spell out the year there or rewrite to avoid.
- *Slashes in dates:* Don't use the form *3/5/22*, because American usage is different from European usage.

daughter board Don't use; use *expansion board*.

daylight saving time Not *daylight savings time*.

deactivate See activate, deactivate.

deafblind, Deafblind Use *deafblind* to refer generally to people who have a combination of vision and hearing loss, or to refer to a medical condition or diagnosis.

If you are deafblind, you can turn on Taptic Time in VoiceOver on Apple Watch to be notified of the time with a series of taps.

Capitalize *Deafblind* when referring to people who identify culturally as Deafblind (sometimes spelled *DeafBlind*).

Some people in the Deafblind community use a braille display connected to their Mac to read, write, and watch videos.

If you're unsure of the correct way to refer to a specific person, you can ask them.

Don't use *deaf and dumb*, *mute*, or *deaf-mute*.

See also blind, low vision; deaf or hard of hearing, Deaf; Writing about disability.

deaf or hard of hearing, Deaf Use *deaf*, *hard of hearing*, or *deaf or hard of hearing* to refer generally to people with hearing loss, or to refer to a medical condition or diagnosis.

> Closed captioning is especially useful if you are deaf or hard of hearing.

Capitalize *Deaf* when referring to people who identify culturally as Deaf.

> Many people in the Deaf community prefer to communicate using sign language.

If you're unsure of the correct way to refer to a specific person, you can ask them.

Don't use *hearing impaired*.

See also deafblind, Deafblind; Writing about disability.

dealer, dealership Don't use; use *Apple Authorized Reseller*. See also Apple Authorized Reseller.

deejay Don't use; use *DJ*. See also DJ.

default (n., adj.) OK to use to describe the state of settings before the user changes them.

> By default, iMovie inserts transitions between clips.
>
> You can display the scopes below the video image rather than on the left side (the default).

See also preset (n., adj.).

degrees OK to either spell out *degrees* or use the degree symbol (°), but be consistent. Hyphenate when the term precedes a noun: *160-degree viewing angle*. The symbol is closed up with the number: *160° viewing angle*, *32° F*. To generate the degree symbol, press Option-K.

dehighlight, dehighlighted Don't use. Use *deselect* as a verb when appropriate; otherwise, reword. Use *not highlighted* as the adjective.

DEL character Not *DELETE character* or *rubout character*. Refers specifically to ASCII character $7F.

Delete key Not *DEL key*.

deny list/allow list Use to refer to lists of entities that are denied or allowed access to resources such as servers and websites. You can also use similar terms, such as *deny list/permit list*, *unapproved list/approved list*, or *reject list/accept list*. Don't use *blacklist/whitelist*.

> To allow incoming email from an address, add the address to your server's allow list.
>
> Add IP addresses to a deny list to prevent them from accessing the server.

Don't hyphenate the adjective form: *deny list data is stored at the partition level*; *export the allow list file*. Don't use *deny list* and *allow list* as verbs; instead, use *deny*, *allow*, and so on (*you can deny IP addresses to prevent them from accessing the server*). Don't use *deny listed* and *allow listed*; instead, use *denied*, *allowed*, and so on.

> *Correct:* Search for your server's list of allowed IP addresses.
>
> *Incorrect:* Search for your server's allow listed IP addresses.

See also blacklist/whitelist (n., v.).

deploy OK to use in server and developer materials to refer to placing configured computer systems, services, or software in a specific environment or making these items available for use in that environment.

> In large organizations, collaboration services are usually deployed at both corporate and workgroup levels.

depress Don't use; use *press*.

deselect OK to use when you mean *cancel a selection*. Not *uncheck*, *unselect*, *unhighlight*, or *dehighlight*. See also checkbox; radio button; unselected (adj.).

desire Don't use. See also want.

desired Try to avoid.

> *Correct:* make your changes, select the folder
>
> *Incorrect:* make the desired changes, select the desired folder

desktop (n., adj.) Use to refer to the background area of the screen on a Mac.

desktop computer A descriptive term for computers that are not designed to be portable. In general, use *desktop computer*; it's OK to use *desktop* alone if the meaning is clear.

> Desktop computers from Apple include iMac and Mac Studio.
>
> Find the manual for your Mac desktop computer.
>
> Shop for a new Mac desktop.

See also computer; laptop.

determinate progress bar In developer materials, the progress bar that fills from left to right. In user materials, use *progress indicator* and describe what it looks like.

> *Developer materials:* Use a determinate progress bar when you can tell the user how much of a process has been completed.
>
> *User materials:* A progress indicator (a moving bar) shows the status of the download.

device Use to refer generically to hardware that connects to a computer (*communications device*, *input device*, *mobile device*, *peripheral device*).

You can also use *device*:

- To refer to a category of hardware products: *iOS device*, *iPadOS device*, *iOS and iPadOS devices*, *Android device*
- To refer to more than one of a specific device (to avoid making a trademarked name plural)

  Correct: If you have multiple iPad devices, you can…

  Incorrect: If you have multiple iPads, you can…
- To refer to Mac computers in conjunction with iPhone, iPad, and other devices when no distinction is needed

  iCloud keeps your documents updated across all your devices.

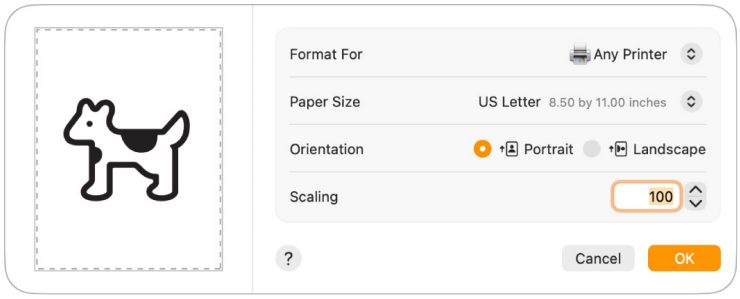
  When you add a photo on your Mac, it appears on your other devices.

In user materials, when you write about a specific device, use that device's name (such as *Mac* or *Apple Watch*) in most cases. In service documentation, if a device name is repeated frequently and it's clear from the context what the device is, it's OK to shorten to *device*, or to another acceptable short form—for example, *computer* instead of *Mac*, or *watch* instead of *Apple Watch*.

See also mobile device; product; unit.

diacritical mark Not *diacritic*.

dialog In user materials, use *dialog* for windows, like the one below, that request additional information from the user and are explicitly dismissed by clicking a button within the dialog—for example, OK, Cancel, or Print. Don't use *dialog box*.



Dialogs include alerts, which contain error messages or warnings about potentially hazardous situations or actions. Although a dialog can be implemented as a sheet attached to a window, don't use *sheet* in user materials. Examples: Open dialog, Print dialog, Save As dialog, Save Changes alert.

In developer materials, use *panel* rather than *dialog* in most contexts because dialogs are created with programming symbols such as `NSOpenPanel`. When, however, the dialog is seen by the developer as a user sees it, such as when giving instructions for using developer apps, use *dialog*. Note that entities that are panels programmatically can be windows rather than dialogs in user terminology—for example, the `NSFontPanel` class implements the Fonts window.

See also alert (n., adj.); pane; sheet; window.

dialog box Don't use; use *dialog*.

dialog message Don't use; use *message*.

dialogue Use *dialogue*, not *dialog*, to refer to spoken words.

different from Not *different than*. Make sure that the elements being compared are parallel nouns.

> *Correct:* The Mac user interface is different from that of a Windows PC.
>
> *Incorrect:* The Mac user interface is different than that of a Windows PC.
>
> *Incorrect:* The Mac user interface is different from a Windows PC.

differently than Use when comparing two parallel clauses. Don't use *different than*, *different from*, or *differently from* for this purpose. But rewrite whenever possible to set up a construction in which *different from* is used to compare two parallel nouns.

> *Correct:* She uses the computer differently than he does.
>
> *Preferable:* Her use of the computer is different from his.
>
> *Incorrect:* She uses the computer differently than him.

digital Don't use a hyphen in compound adjectives beginning with *digital*: *digital video editing*, *digital media apps*. Don't use *digital apps* or *digital applications*.

digital camcorder See camcorder.

digital camera Use to refer to a digital still camera. After the first mention, *camera* is fine.

> You can connect a digital camera if both your computer and camera have built-in USB ports.

Digital Crown Precede with *the*. Always use the full term, not *Crown* or *crown*. You *turn* the Digital Crown; you don't *rotate* it.

> *Correct:* Turn the Digital Crown to adjust the volume.
>
> *Incorrect:* Rotate the crown to adjust the volume.

Use *press* to mean pressing the Digital Crown once; use *double-click* or *triple-click* to mean pressing it more than once.

digital rights management See DRM.

digital-to-analog converter See DAC.

Digital Touch A feature for adding effects (such as a kiss or a heartbeat) to messages in the Messages app for watchOS and iOS.

> You can use Digital Touch to send your heartbeat to a friend.
>
> To send a kiss, tap with two fingers.

You can refer to items users send as *Digital Touch effects*, or simply use the name of the effect—for example, *heartbeat*, *kiss*, or *sketch* (not *doodle*). See also tap (n., v.).

digital video (n., adj.) No hyphen. See also DV.

digital video camera See video camera.

Digital Visual Interface See DVI.

dimensions In general, use *by*, not *x*, to show dimensions.

> 3.2 by 6.0 by 11.4 in. (8.1 by 15.2 by 28.9 cm)
>
> 8.5 by 11 inches, 8.5-by-11-inch paper
>
> 4 by 6 inches, 4-by-6-inch photo [*acceptable:* 4-by-6 photo, 4 x 6 photo]

If you use *x* instead of *by*, use the *x* consistently throughout a document.

See also resolution; x.

DIMM Acronym for *dual inline memory module*. For guidelines about spelling out acronyms, see abbreviations and acronyms.

dimmed Use *dimmed*, not *hollow* or *grayed*, to describe a shaded icon, menu item, button, or option in a dialog. Dimmed options can't be selected. Dimmed menu items can't be chosen.

Dimmed icons can represent disks whose contents are displayed in a window, disks that have been ejected, or files or folders in the window of a disk that has been ejected.

You don't need to say *dimmed (unavailable)* because a dimmed object is understood to be unavailable.

direction keys Don't use; use *arrow keys*. See also arrow keys.

directory The standard UNIX term for an organizational unit, or container, used to organize files and other directories into a hierarchical structure known as a *file system*. In developer materials, use *directory*; in other Apple materials, use *folder*. See also folder.

directory pathnames See pathnames.

disability OK to use to refer to a person with a disability.

> Make sure your website or app is accessible to people with disabilities.

Avoid terms like *differently abled*, *people with special needs*, *people with special abilities*, and *people of all abilities*.

See also Writing about disability.

disable (v.), disabled (adj.) Don't use *disable* to refer to turning off a feature or deselecting an option; use *turn off* or *deselect*.

> You can turn off Airplane Mode using Control Center.
>
> To hide an object's caption, deselect the Caption checkbox.

Don't use *disabled* to describe features that are turned off or unavailable; use *turned off*, *unavailable*, or *inactive*.

> Make sure virus-protection software is turned off.
>
> The Copy command is unavailable if there's no text selected.
>
> Active roles appear in color in the timeline; inactive roles appear in gray.

For guidance about referring to people with disabilities, see Writing about disability.

See also enable (v.), enabled (adj.); turn on, turn off.

disc Use *disc* (or *optical disc*) when you refer to optical storage media (such as CDs and DVDs).

For magnetic storage media such as hard disks, use *disk*. See also disk.

disclosure arrow A button that reveals or hides options when clicked (not the *disclosure button*). It's usually not necessary to mention that it's closed (pointing to the right) or open (pointing down).

> *Correct:* You can click the disclosure arrow to reveal more information.
>
> *Avoid:* You can click the closed disclosure arrow (pointing to the right) to reveal more information.

The Info window contains disclosure arrows:

In developer materials, this control is referred to as a *disclosure triangle*.

See also disclosure button.

disclosure button A button containing an arrow that expands a dialog or utility window to provide additional choices that are associated with a specific list-based selection control.

The arrow on the disclosure button points down in the closed position. When the user clicks a disclosure button, the window expands and the arrow points up. See also disclosure arrow.

disc titles Use italics for the full title of a disc and capitalize it the way it appears on the label. The word *CD* or *DVD* isn't typically part of the title.

disk Use to refer to magnetic storage media such as hard disks. You can also use *disk* more broadly to include other types of computer storage media, such as solid-state drives and flash storage. For example, legacy terms such as *startup disk*, *disk partition*, *disk image*, and *target disk mode* are commonly used regardless of the type of storage.

You can often use a more general term, such as *computer* or *storage space*.

> You can import media files stored on your computer.
>
> You can delete files to free up storage space.

In user materials, don't omit the article in phrases such as *to a disk* or *on a disk*.

> *Correct:* You can copy the files to a disk.
>
> *Incorrect:* You can copy the files to disk.

For optical storage media (such as CDs and DVDs), use *disc*.

See also volume (disk).

disk drive See drive.

disk image Note the *k* in *disk*.

disk name Use when you refer to the name that appears below a disk's icon on the desktop; don't use *disk title* for this purpose.

display (n.) In most cases, use *display*, not *monitor*, to refer to the primary display connected to a desktop computer. Also use *display* to refer to the built-in display in a laptop or all-in-one computer. Don't use when you mean *desktop* or *screen*.

> *Correct:* A window appears on the screen.
>
> *Incorrect:* A window appears on the display.
>
> *Correct:* Arrange your display so that the top of the screen is slightly below eye level.

On Apple Watch, use *display* to refer to the part of the watch that shows the screen, and that users tap to interact with.

> A new photo appears when you tap the display.
>
> Tap the display to wake Apple Watch.

On Apple Vision Pro, use *display*, not *screen*, to refer to the device's internal displays.

> If you get a notification that you're too close to the displays, adjust the fit of Apple Vision Pro.

See also monitor; screen; view.

display (v.) Don't use *display* when you mean *appear*.

> *Correct:* The Print dialog appears.
>
> *Incorrect:* The Print dialog displays.

See also appear.

display cable Use instead of *monitor cable* or *monitor power cord* for Apple displays.

display device Refers to a device connected to the computer that displays text or graphics. If possible, be more specific: *LCD projector* or *TV*.

display port The port on a computer or graphics card used to plug in an Apple display. Don't use *monitor port*.

division sign Not *division symbol*.

DJ Use instead of *deejay*. The plural is *DJs*.

do Don't use in phrases such as *do a clean installation*. Use *perform* instead.

dock A base in which to place a device. Use lowercase in general references: *place iPad in the dock*. Capitalize in product names: *iPhone Lightning Dock*, *Apple Watch Magnetic Charging Dock*. In user materials, don't use *dock* as a verb; devices are *in the dock*, not *docked*. Don't use *dockable*.

Dock A bar of icons (for example, at the bottom of the screen on iPhone) that provide quick access to apps and other items.

Don't use as a verb. Items are *in* the Dock, not *on* the Dock. Don't say an item is *docked*.

> *Correct:* To put a window in the Dock, click the minimize button.
>
> *Incorrect:* To dock a window, click the minimize button.
>
> *Correct:* Click the Mail icon in the Dock.
>
> *Incorrect:* Click the Mail icon on the Dock.

In macOS, don't assume that an item is in a user's Dock; everything except the Finder and the Trash can be removed.

See also minimize (v.), minimized (adj.).

document In user materials, refers to a file the user creates and can open, edit, and print. A document is a particular type of file; don't use *document* when the file could be of another type.

> *Correct:* Time Machine backs up all your files to an external disk.
>
> *Incorrect:* Time Machine backs up all your documents to an external disk.

See also file.

document titles When you cite the full title of a document, follow the capitalization style used in the title. The article *the* isn't usually part of the title, but for user materials a phrase such as *User Guide* often is. Consult your editor for titling guidelines specific to your department.

- *Specific references to document titles:* Always give the title exactly as it appears on the document's cover page (but eliminate any trademark symbols). Don't change an old title to comply with the current guidelines for naming documents.

  > For more information, see the *iPad User Guide*.

- *Generic references to document titles:* Don't capitalize or use italics for generic references to documents.

  > See the user guide that came with your computer.
  >
  > To connect your display, follow the instructions in the setup guide.

See also cross-references.

document window Don't use; use *document* or *window*, not both. In developer materials, *document window* is OK in reference to the predefined window type.

Dolby formats Note capitalization of the following audio and video formats:

Dolby Atmos surround sound
Dolby Digital 7.1 surround sound
Dolby Digital 5.1 surround sound
Dolby Vision

When referring to an audio format, include the descriptive term *surround sound* on first reference.

Correct: HomePod supports Dolby Atmos surround sound.

Incorrect: HomePod supports Dolby Atmos.

In subsequent references, it's OK to omit the term *surround sound* in the format names if the context is clear.

When you set up a home theater on HomePod, you can enjoy surround sound in the following formats: Dolby Atmos, Dolby Digital 7.1, or Dolby Digital 5.1.

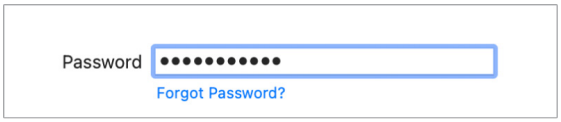
Do Not Disturb Note capitalization.

To stop notifications, turn on Do Not Disturb.

dos and don'ts Note apostrophe.

dot (n.) Use to describe any of the following:

- The characters that appear when a user types a password



- The color components of a pixel (also called *subpixels*)

  There are usually three dots per pixel: red, green, and blue.

Don't use *bit* when referring to the components of a pixel.

See also bit (n., adj.); bullet; pixel.

dots per inch See dpi.

double Hyphenate compound adjectives beginning with *double*.

double-precision, double-sided, double-wide

double-byte characters Not *2-byte characters*.

double click (n.), double-click (v.), double-clicking (n., v.) Note hyphenation.

Open apps with a simple double click.

You can double-click an app's icon to open it.

You open a folder by double-clicking it.

On devices with a Home button, side button, top button, or Digital Crown, users *double-click* (not *double-press*) the button or Digital Crown.

> To view your open apps, double-click the Home button.
>
> To decline an incoming call, double-click the Digital Crown.

See also click.

double layer (n.), double-layer (adj.) Hyphenate as an adjective, but not as a noun: *double-layer disc*; *DVD + R DL (Double Layer)*. Use lowercase for general references.

> You can burn up to 4 hours of video on a double-layer DVD.

See also DVD.

double press (n.), double-press (v.), double-pressing (n., v.) Refers to quickly pressing twice on the stem of some models of AirPods. Note hyphenation.

> You can use a double press to control playback.
>
> Double-press the stem to skip to the next track.
>
> Skip to the next track by double-pressing the stem.

Don't use to refer to quickly pressing a mechanical button twice; use *double-click*.

> To view your open apps, double-click the Home button.

See also double click (n.), double-click (v.), double-clicking (n., v.).

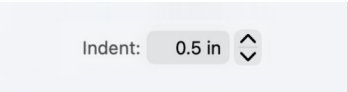
double tap (n.), double-tap (v.), double-tapping (n., v.) Note hyphenation.

> A simple double tap lets you zoom in.
>
> Double-tap the photo to zoom in or out.
>
> You can zoom in by double-tapping.

See also tap (n., v.).

down arrow Use to refer to the small arrow that users click to decrease a value in a stepper.

> Click the down arrow to decrease the text indent.



See also Down Arrow key; stepper.

Down Arrow key When you refer to arrow keys generically, use lowercase, but capitalize and use the complete name when you refer to one or more arrow keys by name. See also arrow keys.

download (n., v.), downloadable (adj.) Use only to refer to user-initiated downloads of content.

> You can download music you've already purchased to all your devices.

Avoid using *download* to refer to what iCloud does; instead, use an alternative such as *keep up to date*, or say that content *appears automatically*.

> *Avoid:* iCloud downloads your new photos to all your devices.
>
> *Preferable:* iCloud keeps your photos up to date on all your devices.

See also iCloud.

Downtime Capitalize when referring to the feature or to the names of interface elements. Use lowercase in generic references.

> You can use the Downtime feature to schedule time away from the screen for young family members.
>
> During downtime, app icons are dimmed and an hourglass icon is shown.

dpi Abbreviation for *dots per inch* (n.) and *dot-per-inch* (adj.). For guidelines about spelling out abbreviations, see abbreviations and acronyms.

> The printer provides a resolution of 600 dots per inch (dpi); it can be upgraded to 1200 dpi.
>
> The printer provides a 600-dot-per-inch (dpi) resolution; some printers offer 1200 dpi resolution.

drag Refers to an action that can be performed on a desktop or laptop computer, on a device with a touchscreen, or on Apple Vision Pro. Usage is slightly different in each case; follow the guidelines below.

- *On desktop and laptop computers: Drag* refers to the act of positioning the pointer, pressing and holding the mouse or trackpad, moving the mouse (or, on a trackpad, the user's finger), and then releasing. If you're writing for novice users, you might need to define *drag* on first mention.

  Use *drag* to refer to actions users perform with objects onscreen. For example, a user can drag an onscreen item (such as a folder or file), drag a control (such as a slider), or drag across part of the screen—for example, to create a shape or select an area of a document to work with. Don't use *drag the mouse* or *drag the pointer*.

  > *Correct:* Drag the Volume slider to change the volume.
  >
  > *Correct:* Choose Tools > Annotate > Rectangle, and then drag to create a rectangle.
  >
  > *Incorrect:* Drag the mouse to draw a rectangle.

  Don't use *click and drag*. Don't use *place*, *put*, or *move* when you mean *drag*.

  > *Correct:* Drag your songs into the order you want.
  >
  > *Correct:* Drag the icon to the Trash.
  >
  > *Incorrect:* Click and drag the icon to the Trash.
  >
  > *Incorrect:* Put the icon in the Trash.

- *On devices with touchscreens: Drag* refers to the act of moving one finger across the screen.

  Users can drag to scroll through items, drag controls, or drag to pan around items such as photos and webpages.

  > Drag up or down to scroll through your contacts.
  >
  > Drag the slider to unlock iPhone.
  >
  > To move around in a webpage, drag up, down, left, or right.

  Don't use *tap and drag*.

  > *Correct:* Drag to see a different part of the map.
  >
  > *Incorrect:* Tap and drag to see a different part of the map.

  Don't say *drag your finger*.

  > *Correct:* Drag across the text.
  >
  > *Incorrect:* Drag your finger across the text.

  See also gestures; swipe (n., v.).

- *On Apple Vision Pro: Drag* refers to the act of pinching and holding your thumb and finger together to select an object, and then moving your hand to drag the object. In instructions for users, in most cases use *pinch and drag* (not just *drag*).

  For example, users can pinch and drag to move or resize objects, or to scroll in a window or document.

  > To resize an object, pinch and drag a blue dot on any side of the object.

drag and drop (n., v.), drag-and-drop (adj.) Note hyphens in the adjective.

> With drag and drop, you can use a finger to move text and other items between apps.
>
> Just drag and drop to add photos to your documents.
>
> Using Photos, you can create digital photo albums with drag-and-drop simplicity.

Avoid using *drag and drop* as a compound verb followed by an object; dragging includes dropping the item into place.

> *Correct:* Drag the file to the printer icon.
>
> *Incorrect:* Drag and drop the file onto the printer icon.

drag handle Don't use; use *handle*. See also handle.

DRAM Acronym for *dynamic random-access memory*. Pronounced "DEE-ram." For guidelines about spelling out acronyms, see abbreviations and acronyms.

drawer A window that slides out from a parent window when the user clicks a button or chooses a command.

drive Use to refer to a data storage device such as a hard drive (which holds magnetic disks), an optical drive (which holds optical discs), or a solid-state drive (which stores data using flash memory and has no moving parts). Don't capitalize *drive* except in a product name such as *SuperDrive* or *Fusion Drive*.

It's OK to use *drive* on its own after you first specify the type of drive.

> If your Mac doesn't have a built-in optical drive, you can use another computer's drive.

Don't use *drive* when you mean *disk* or *disc*.

> *Correct:* You can partition the disk in Disk Utility.
>
> *Incorrect:* You can partition the drive in Disk Utility.

See also disk; hard drive.

driver Capitalize the word *driver* in a driver name only if it's part of the name (for example, *Sound Driver* or *Disk Driver*). When you use the term *driver* generically, as in *print driver*, don't capitalize. In user materials, avoid using *driver*; use *software* instead (*printer software*).

DRM Abbreviation for *digital rights management*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

DRM-free (adj.) Note hyphenation.

drop box Two words.

drop-down menu Don't use; use *menu*.

drop zone Two words.

dual Hyphenate compound adjectives beginning with *dual*.

> dual-band, dual-channel, dual-link

dual-core (adj.) Refers to a processor with two execution cores or to a computer with a dual-core processor. Processors have *dual cores*, not *a dual core*. Related terms include *dual-core processing*, *dual-core performance*, and so on. See also dual-processor (adj.); Intel Core; Intel Xeon.

dual-display (adj.) Refers to the connection of two displays to a computer, or to an external display connected to a laptop computer or an all-in-one computer. Computers can have *two displays* or *dual displays*, not *a dual display*. See also extended desktop (n., adj.); video mirroring (n., adj.).

dual inline memory module See DIMM.

dual-layer (adj.) Don't use. Use *double-layer* in reference to the SuperDrive and the DVDs it uses. See also double layer (n.), double-layer (adj.).

dual-processor (adj.) Computers with two processors are *dual-processor computers*. They have *dual processors*, *dual Intel Xeon processors*, and so on. Don't use *a dual processor* or *DP*. See also dual-core (adj.).

duckhead Don't use. When describing the wall-plug module that attaches to an Apple power adapter, use *AC wall adapter*.

due to Avoid; instead, use alternatives such as *caused by* or *because of*.

> *Avoid:* The interference was due to a faulty cable.
>
> *Preferable:* Your apps will open more quickly because of the additional memory.

dummy Don't use. To refer to placeholder content, use *placeholder*, *sample*, *test*, *stub*, or another alternative.

> *Correct:* Use layout guides to replace the placeholder views you created.
>
> *Incorrect:* Use layout guides to replace the dummy views you created.

DV An industry-standard video format. Generally, use *DV* to refer to the format or to products that use the format. Don't use *DV* to refer to the medium *digital video*. Related terms include *DV format*, *DV standard*, *DV camera*, *DV camcorder*.

DVD An optical disc designed for high-capacity storage. Use *disc*, not *disk*, to refer to DVD media.

DVD drive Avoid; use *optical drive*. See also SuperDrive.

DVI Abbreviation for *Digital Visual Interface*, not *Digital Video Interface*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

Dynamic Island Precede with *the*.

> The Dynamic Island appears whenever your iPhone is unlocked.

dynamic random-access memory See DRAM.

E

e Short for *electronic*. Hyphenate terms using the short form: *e-commerce*, *e-learning*. Exceptions include *email* and *ebook*. In titles that use title-style capitalization, capitalize as follows: *The Growth of E-Commerce*.

earbuds One word.

earlier, later Use to refer to versions of software; don't use *lower* and *higher* or *newer* and *older*.

> You can use Apple Fitness+ with iPad (iPadOS 14.3 or later) and Apple TV 4K or Apple TV HD (tvOS 14.3 or later).
>
> To use Universal Control, you need a Mac with macOS 12.3 or later and iPad with iPadOS 15.4 or later.
>
> You can do Group Workouts with watchOS 8.1 or later.

See also latest; version number.

earphones One word.

ear tip Lowercase when referring to the silicone ear tips that come with AirPods Pro.

> Choose the best-size ear tips for you.

Ear Tip Fit Test Note capitalization.

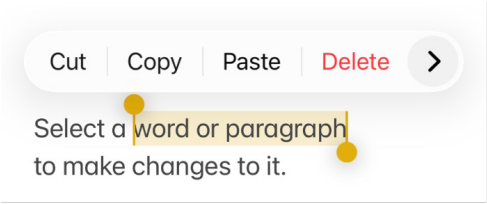
> Use the Ear Tip Fit Test to find out which ear tips provide the best fit.

ebook (n.) An electronic book. See also EPUB (adj.).

editing Don't use a hyphen when you use *editing* in a compound adjective.

> video editing app, audio editing system

edit menu, Edit menu A menu that lets you perform actions (such as copy, paste, and select) on objects or text.



Capitalize *Edit* when referring to the Edit menu in the menu bar: *the Select All command in the Edit menu.* Avoid using *edit menu* (lowercase) in user materials; simply describe what people should choose from the menu.

> *Correct:* Tap Copy.
>
> *Incorrect:* Tap Copy in the edit menu.

OK to use *edit menu* in developer materials. See also menu bar; menus.

education Use lowercase in reference to education customers and products.

> K–12 education, higher education, Apple education pricing, Apple education representative

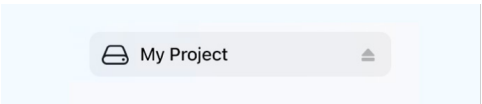
Don't use abbreviations such as *ed*, *edu*, or *HED*.

e.g. Don't use; use *for example* or *such as*. See also abbreviations and acronyms.

eject (trans. v.) Don't use as an intransitive verb.

> *Correct:* The disk drive ejects the disk.
>
> *Correct:* To eject the disk, drag its icon to the Trash.
>
> *Incorrect:* The disk ejects.

Eject button The button next to the name of a disk, a device, or another item listed in the sidebar of Finder windows or in other app windows. See also Media Eject key.



ellipsis A set of three dots indicating a continuation or, in a quotation, the omission of one or more words. Use the ellipsis character (Option-Semicolon) to prevent line breaks from occurring between the dots. For more information about using ellipses, refer to *The Chicago Manual of Style*.

If the name of a menu item or button ends with an ellipsis, don't include the ellipsis in running text.

> *Correct:* Choose File > New and click a template.
>
> *Incorrect:* Choose File > New… and click a template.

email (n., v., adj.) One word.

> Send an email to your manager.
>
> Your manager wants you to email her.
>
> You can set up email filters.

When referring to more than one email, use *email* if you're using the word in a collective sense; use *emails* to refer to a specific group or type of emails.

> You can filter incoming email.
>
> Here are tips for how to avoid phishing emails.
>
> Flag important emails to make them easier to find later.

You can use *messages* to refer to email if the context makes it clear you're talking about email, not text messages.

email addresses Email addresses use this format:

> *username@domain*

For example, the address *steve@icloud.com* specifies a user named "steve" at the icloud.com domain.

- *In text:* Use plain text for email addresses in text.
- *Line breaks:* Avoid line breaks in an email address. If necessary, set the address on a separate line.
- *Punctuation:* If an email address ends a sentence, it's OK to use a period.

See also internet addresses.

email alias Use to refer to an alternate email address created by a user to mask the user's main email address.

> You can have up to three active email aliases.
>
> You can also send email from an alias.

embed Not *imbed*.

em dash See dash (em).

Emergency SOS The feature that makes an emergency call. Note capitalization. Use *emergency call*, not *emergency SOS call*, to refer to the type of call placed by this feature.

> With Emergency SOS, you can quickly and easily call for help.
>
> To make an emergency call, press and hold the side button, and then drag the Emergency SOS slider.

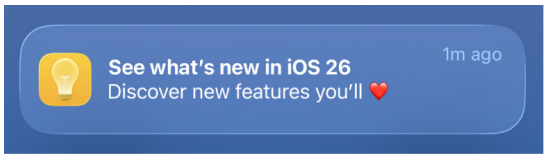
emoji Lowercase; same form for singular and plural. Use to refer to small symbols (such as 😊) that represent emotions, concepts, or common objects in email and other electronic communications.

> For some emoji, such as those for people, you can click and hold the emoji to see variations.
>
> If you don't see the emoji keyboard, you can turn it on in Settings.

Use regular punctuation with emoji that appear in running text.

> Use Clips to personalize your video with filters, animated graphics, and even emoji 😎.

It's OK to omit punctuation in special cases, such as the Tips notification below.



See also emoticon.

emoticon A representation of an emotion or a facial expression created with typographic characters or small symbols.

> The emoticon :-) represents a smiley face.

In general, use *emoji* to refer to characters created using an emoji input method (such as the Touch Bar), even though some emoji are also emoticons.

> To add an emoji, such as a smiley face, in your message, tap 😀 and tap the emoji you want to use.

Use regular punctuation with emoticons that appear in running text.

> With Enhanced Dictation, you can use voice commands for emoticons. To produce :-), say "smiley face."

It's OK to omit punctuation in special cases, such as when showing an example of a text message.

See also emoji.

enable (v.), enabled (adj.) Avoid when you mean *turn on*. *Turn on* implies initiating an action or starting a process immediately; *enable* implies doing a task that makes subsequent actions possible.

> *Correct:* Turn on Windows file sharing.
>
> *Incorrect:* Enable Windows file sharing.

Don't use *enabled* when you mean *selected* (for example, when you refer to radio buttons or checkboxes) or *available* (when you refer to commands or buttons that are sometimes dimmed, but not in this case).

> *Correct:* Make sure the Use Touch ID checkbox is selected in Notes settings.
>
> *Incorrect:* Make sure the Use Touch ID option is enabled in Notes settings.
>
> *Correct:* The Copy command isn't available because no text is selected.
>
> *Incorrect:* The Copy command isn't enabled because no text is selected.

Don't use *enable* when you mean *give the ability to*. You can usually rewrite a sentence to avoid it.

> *Correct:* With iMovie, you can view, edit, and share movie projects.
>
> *Incorrect:* iMovie enables you to view, edit, and share movie projects.

It's OK to use *enable* to describe a task that makes other actions possible.

> To use this website, you must enable cookies.

See also allow; disable (v.), disabled (adj.); let.

en dash See dash (en).

end user (n.), end-user (adj.) Avoid in favor of *user*. See also user.

energy management software No hyphen.

energy-saving (adj.) Note hyphenation.

ENERGY STAR Note capitalization.

ensure, insure Use *ensure* to mean *make sure* or *guarantee*. Use *insure* to describe what an insurance company does.

> Insure your car to ensure that it's covered in an accident.

See also assure.

enter Use *enter*, not *type*, to describe inputting text-based information by typing, copying and pasting, dragging, or some other method. Use *type* to describe pressing or tapping keys to produce characters on the screen. Use *press*, not *type*, to refer to pressing keys on the keyboard.

> Enter your account information and tap Save.
>
> The intelligent keyboard may suggest corrections as you type.
>
> Press the Return key.

See also press; type (v.).

Enter key Note capitalization.

entitled Don't use; use *titled*, *named*, or *called*.

Environment An experience on Apple Vision Pro that transforms a physical space into a different setting. Capitalize *Environment* when referring to both systemwide Environments (such as Mount Hood) and Environments in Apple apps (such as Conference Room in Keynote).

> Some Environments that come with Apple Vision Pro include sound effects.
>
> You can use the Cinema Environment to watch movies in the Apple TV app.

Use lowercase *environment* when referring to custom environments in third-party apps.

Environments View The view on Apple Vision Pro where you can choose an Environment. See also Apps View; Home View; People View.

EPUB (adj.) A file format for electronic books and other documents. Don't use as a noun; to refer generically to an electronic book, use *ebook*.

> *Correct:* You can import an EPUB file into a template.
>
> *Incorrect:* You can import an EPUB into a template.

See also file types.

equal sign Not *equal's sign*, *equals sign*, or *equal symbol*.

error message Don't use except in developer materials. Instead, use *message*, *alert*, *alert message*, or *alert sound*. See also alert (n., adj.).

Escape key See Esc key.

Esc key Include the word *Escape* in parentheses on first occurrence.

> *First occurrence:* Press the Esc (Escape) key.
>
> *Thereafter:* Press Esc.

When you describe escape sequences, don't use a hyphen between names of keys (because the user presses and releases the keys separately).

> Esc 4, Esc F

et al. Abbreviation for *and others*. Use only to list people (not things) too numerous to mention—for example, when referring to scholarly books or articles having four or more authors.

> See M. B. Cooper et al., "Reader Preferences for Report Typefaces,…"

Avoid in user materials. See also abbreviations and acronyms.

etc. Don't use; use *and so forth* or *and so on*. See also abbreviations and acronyms.

Ethernet A cable-based system for connecting computers and peripheral devices. OK to use *Ethernet network* or simply *Ethernet*, depending on the context. See also Gigabit Ethernet (1000Base-T).

EU No periods. OK to abbreviate or to spell out *European Union* as a noun. Use the abbreviation for the adjective form.

events, Events Use lowercase in generic references to events. Capitalize when referring to the feature in an app such as iMovie, and to capitalized interface elements.

> You can use events to group clips any way you like.
>
> To sort events chronologically, choose View > Sort Events By > Oldest to Newest.

exclamation points OK to use exclamation points occasionally in promotional text and dialogue. Avoid in documentation.

exit In user materials, don't use to refer to quitting an open app; use *quit*. See also interrupt; quit; stop.

expansion board Not *daughter board* or *piggyback board*.

extended desktop (n., adj.) A dual-display mode in which different elements are placed on each display, such as images on one screen and tools on the other.

external display Use only to refer to a display connected to a laptop computer or to a computer with a built-in display. For modular computers or unknown configurations, use *additional display*. You can also use *external monitor*. See also display (n.); monitor.

EyeSight Apple Vision Pro technology that reveals your eyes on the front display and lets others know when you're using apps or are immersed in an experience. Don't precede with *the*.

> EyeSight shows your eyes to others when you're using Apple Vision Pro.

Don't use *EyeSight* to refer to the front display of Apple Vision Pro; instead use *the front display* or just *the front*.

> The Apple logo appears on the front of Apple Vision Pro while it turns on.

F

F1, F2, F3... Function keys on a keyboard. Capitalize the *F* and use plain (not italic) style and arabic numerals. No space between letter and numeral.

Face ID A face recognition technology used for authentication in some iOS and iPadOS devices.

FaceTime Don't use as a verb.

failover One word.

Fall Detection Note capitalization.

> You can choose to have Fall Detection on only during workouts.

family controls Don't use; use *parental controls*.

Family Sharing The iCloud feature. Don't use *iCloud Family Sharing*.

The person who sets up the family group is the *family organizer*; users added to the family group are *family members*.

On first occurrence, refer to the family the organizer sets up as *the family group*. Thereafter you can use simply *the family*, as long as the context makes it clear you're referring to Family Sharing (not to an actual family).

> The family organizer sets up Family Sharing and invites people to join the family group.
>
> Family members' purchases are available to the rest of the family.

See also Ask to Buy; child's Apple Account.

FAQ Abbreviation for *frequently asked questions*. *FAQ* is singular; use the article *an*. Use *FAQs* to refer to more than one set of frequently asked questions. Use title-style capitalization if the full term precedes a noun: *the Frequently Asked Questions document*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

fast-forward (n., v., adj.) Note hyphen.

Favorites Capitalize only when referring to the Favorites feature or to an onscreen element.

> With Favorites, you can make a call with a single tap.
>
> To make a contact a favorite…
>
> To add someone to your Favorites list...

female Don't use to describe a type of connector. Use *socket*, *port*, or another term appropriate to the context.

> *Correct:* Insert the plug into the socket to ensure a reliable connection.
>
> *Incorrect:* Insert the male endpoint into the female endpoint to ensure a reliable connection.

See also connector; male; mate.

fewer, less Use *fewer* for countable items; use *less* for quantity or bulk.

> The fewer devices in your network system, the less cable you need.

Fiber Gigabit Ethernet Gigabit Ethernet using fiber optic cable. See also Gigabit Ethernet (1000Base-T).

fiber optics (n.), fiber optic (adj.) The adjective isn't hyphenated (*fiber optic cable*).

Fibre Channel A high-speed serial data transmission technology.

field Use to refer to the boxes (in windows and dialogs, for example) in which users enter information. It's not necessary to specify *text field* or *number field*, but if a field has a name, try to use it. For example:

> Enter the video timecode in the Current Timecode field.
>
> Fill in the required fields, and then click Checkout.

For novice users, *text box* or *number box* may be more appropriate. These are OK too, but try to be consistent within a document.

figure captions Use of figure captions varies by department. Consult your department guidelines to determine whether to use them.

- *Number and title:* Most figure captions include both a figure number and a figure title. Unnumbered figures aren't included in a list of figures and tables. A figure with a number must also have a title; a figure with a title generally has a number.
- *Title length:* Figure titles should be short and to the point; a line and a half should be considered the absolute maximum.
- *Capitalization:* Use sentence-style capitalization for figure titles. Don't end a title with punctuation, even if the figure title is a complete sentence. Use articles in captions whenever appropriate.

  Correct: The Apple menu

  Correct: AirPort Express connected to a printer

  Incorrect: AirPort Express Connected to a Printer

- *In-text references:* Each numbered figure should have an in-text reference to point the reader to the figure. You can use various styles for in-text references, depending on the needs of the sentence:

  (See Figure 6-2.)

  Choose Mail > Settings (see Figure 6-2).

  the Page Setup dialog (Figure 3-13) appears…

  the Page Setup dialog, shown in Figure 3-13, appears…

  Figure 3-1 shows…

  You can use more than one style in a project, but don't use different styles for what's essentially the same purpose. For example, don't use both the first and second styles or both the third and fourth styles within a project.

figure label Use to refer to text that accompanies a figure but isn't connected to the figure with a leader line. (Text with a leader line is a *callout*.) See also callouts.

figures Line art, photographs, and screenshots are all considered figures. You should use figures when their presence will enhance the reader's understanding or illustrate a procedure or point that isn't evident from the text alone.

file Refers to any entity stored on a disk, regardless of whether the user can open, edit, or print it. See also document.

file format Refers to a standard that defines a file's structure and its method of storing data. It's OK to shorten to *format* if the meaning is clear. In user documentation, don't use to refer to a specific kind of file, such as a JPEG file; use *file type*.

> Images stored using the raw file type have a variety of formats, defined by different camera manufacturers.

In documentation for video apps, it's customary to use *format* to refer to the type of media.

> You can create multicam clips using media with different formats and frame rates.
>
> You can set the output format of the shared movie (video and audio, or just audio).

It's also customary to use *format* when referring to encoding methods.

> The MPEG-2 format encodes MPEG-2 stream files for SD DVD and Blu-ray authoring.

See also file types.

file locations See pathnames.

FileMaker Note capitalization.

filename One word.

> You can find a document by typing its filename in the search field.

When referring to specific filenames, match the capitalization shown in the interface. In user materials, filenames should appear in regular text font; in developer materials, it's OK to use code font.

> *User materials:* Name the file Paperdoc.
>
> *Developer materials:* The folder contains the `CurrencyConverter.nib` file.

filename extensions When referring to filename extensions, use lowercase and include the "dot."

> A filename extension, such as .txt, appears at the end of some filenames.
>
> You can use files with the .ics or .jpg extension.

You can shorten *filename extension* to *extension* if the meaning is clear, but don't use *file extension*.

If an article is needed before a filename extension, use *the*. If *the* doesn't work in a particular case, assume that *dot* is pronounced and use *a*, not *an*: *a .aif extension*.

Don't use filename extensions to refer to file types.

> *Correct:* The image is saved as a JPEG file.
>
> *Incorrect:* The image is saved as a .jpeg file.

See also file format; file types.

Files app An app on iPhone, iPad, and Apple Vision Pro used to access files stored in iCloud Drive or on external devices or servers. In iOS 10 or earlier, the app was called the *iCloud Drive app*.

file server In user materials, use only when you explain what a file server is (a computer that's dedicated to holding files shared by users on a network). Use *shared disk* to refer to a file server icon on the desktop. See also shared disk.

file sharing (n.), file-sharing (adj.) Note hyphenation of adjective. Use lowercase unless you're referring to a specific onscreen element that's capitalized.

> Turn on file sharing.
>
> Click the File Sharing icon.

file system (n.), file-system (adj.) Note hyphenation of adjective.

File Transfer Protocol See FTP.

file types Abbreviations should be in all caps; filename extensions should be in lowercase. In most cases, you don't need to spell out on first occurrence. Use to refer to a specific kind of file, such as a JPEG file or a PDF file. Don't use *file format* (a file's structure and method of storing data) when you mean *file type*.

> *Correct:* PNG is a file type popular for web images.
>
> *Incorrect:* PNG is a file format popular for web images.

When possible, use just *file*.

> The photo is exported as a JPEG file.
>
> For better playback performance, Final Cut Pro transcodes all MP3 audio files to MOV audio files.

The following table shows the abbreviations and extensions for some common file types.

Abbreviation	Extension
AIFF	.aif
CAF	.caf
DMG	.dmg
GIF	.gif
JPEG	.jpg
MP3	.mp3
PDF	.pdf
RTF	.rtf
TIFF	.tif
WAV, WAVE	.wav

See also file format; filename extensions.

Finder Use *the* with *Finder* (exception to the rule to not use *the* with app names).

firewall One word.

FireWire A high-speed industry-standard technology (IEEE 1394) developed by Apple for connecting peripheral devices to personal computers.

Products are *FireWire equipped*, not *FireWire enabled*. A FireWire cable is described according to its connector type, such as a *4-pin-to-6-pin FireWire cable*.

firmware One word.

first person Don't use the first-person pronouns *we*, *us*, or *I*; rewrite in terms of the reader or the product.

Fit Dial The dial that lets you adjust the fit of Apple Vision Pro. You *turn* the Fit Dial; you don't *rotate* it.

fixed-point (adj.) Note hyphenation.

fixed-width (adj.) Preferred term to describe fonts, such as Courier, in which each character takes up the same amount of space on the line. Synonymous with *monospaced*.

flash A type of memory or storage with no moving parts. Related terms include *flash drive*, *flash memory*, and *flash storage*.

flashing Don't use to describe the insertion point; use *blinking* for this purpose.

flick (n., v.) Use only in developer documentation. In user materials, use *swipe*. See also drag; gestures; swipe (n., v.).

floating-point (adj.) Note hyphenation.

flowchart One word.

Fn key Capitalize when you refer to the Fn key on many keyboards. On first occurrence, you can say *the Fn (Function) key*; thereafter, use *the Fn key*.

Focus Capitalize *Focus* when referring to the overall feature or to an individual Focus. Don't use an article when referring to the feature, but use an article when referring to an individual Focus.

> Focus lets you tune out distractions.
>
> Click Add, and then choose a Focus.

Capitalize the names of provided Focus options (*the Sleep Focus*, *the Driving Focus*). Don't use the plural (*Focuses*); use *Focus options*.

Users can *choose*, *turn on*, or *use* a Focus (don't use *activate*). To stop using a Focus, users *turn it off*.

> *Correct:* Turn a Focus on or off in Control Center.
>
> *Correct:* Use the Work Focus to work without distractions.
>
> *Incorrect:* Activate a Focus in Control Center.

When a Focus is on, use *on* or *active* to describe it (don't use *turned on*).

> *Correct:* When a Focus is active…
>
> *Incorrect:* When a Focus is turned on…

See also Reduce Interruptions.

Focus filters Note capitalization.

> Use Focus filters to hide specific content in some apps while you're using a Focus.

folder An organizational unit, or container, used to organize files and other folders into a hierarchical structure known as a *file system*. In developer materials, folders are usually referred to as *directories*.

Capitalize folder names according to how they're named and how they appear on the screen. Capitalize the word *Folder* only if it appears in the folder name.

> Burn Folder [The word *Folder* appears in the folder name on the screen.]
>
> Applications folder [The word *folder* doesn't appear on the screen.]

Use *a user's [folder name] folder* or *your [folder name] folder* to refer to folders in an individual user's home folder (for example, *a user's Library folder* or *your Library folder*). Use *the [folder name] folder* to refer to folders shared by all users of a computer (for example, *the Library folder*). If there's risk of confusion about whether the folder you're referring to belongs to a specific user or is shared by all users, you can describe its location: *the Library folder in your home folder*, *the Library folder at the top level of the disk*.

See also directory; pathnames.

font In digital typography, a design for a set of characters (for example, Helvetica). Don't use *font family*, *typeface*, or *face*.

> You can change the title's font using the Text inspector.

See also font size; font style.

font size Not *type size*. When the meaning is clear, it's OK to use just *size*.

font style Not *typestyle* or *typeface attribute*. Refers to one or more attributes such as boldface, underline, italic, shadow, and so on. When the meaning is clear, it's OK to use just *style*.

Fonts window The systemwide window in macOS for selecting fonts, styles, sizes, and other text features.

foot Note hyphenation when used as an adjective: *3-foot height*, *3-foot-high table*, but *is 3 feet high*. The abbreviation (*ft.*) is the same in the singular and the plural. It's OK to abbreviate in tables and technical specifications, but don't abbreviate in body text. Don't use the symbol ′ unless space limitations prevent the use of *foot* or *ft.*

footnotes See tables.

force click (v.) Use to describe the act of pressing a Force Touch trackpad until you feel a deeper click.

> Force click a file's icon to see a quick preview of the file.

See also click and hold; Force Touch.

force quit In user materials, it's preferable to say *force an app to quit*.

> *Acceptable:* If an app doesn't respond, you can force quit it.
>
> *Preferable:* If an app doesn't respond, you can force it to quit.

Force Touch A technology used in trackpads that senses how hard the user presses. A trackpad that uses Force Touch technology is called a *Force Touch trackpad*. Don't use *Force Touch* as a verb; use *force click* or *press harder*. See also force click (v.); press.

format (n.) Refers to the arrangement and appearance of text, graphics, and other elements (such as footers) on a page. See also file format.

format (v.) When you refer to disks, *format* and *initialize* mean the same thing.

form factor Avoid; use *design*, *enclosure*, or another term.

Forward button Use to refer to a button—usually in a toolbar or navigation bar—that lets users move forward to the next screen or webpage.

See also right arrow.

forward compatibility Not *future compatibility* or *upward compatibility*.

forward-compatible (adj.) Note hyphenation.

Forward Delete key A key that deletes the character to the right of the insertion point.

- *Apple keyboards:* On the Apple Keyboard with Numeric Keypad, this key is labeled *delete*, and it also has a right-pointing arrow with an *x* in it. OK to abbreviate as *Fwd Del* if space is tight. Apple keyboards without a numeric keypad don't have this key.
- *Windows keyboards:* On Windows keyboards, the equivalent to the Forward Delete key is the Delete key; the key that's equivalent to the Apple Delete key is the Backspace key.

fps Abbreviation for *frames per second*. Include a space between the number and *fps*: *24 fps*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

fractions In user materials, spell out fractions whose denominator is 10 or lower except in specification lists, technical appendixes, or tables. For the spelled-out forms, hyphenate the fractions: *one-tenth*, *one-fifth*, *three-fourths*.

> This app uses one-fifth of available memory.
>
> The other app uses only 1/20 of available memory.

When you express a noninteger greater than 1 in fractional form, use a mixed numeral rather than an improper fraction.

> *Correct:* 1 1/6
>
> *Incorrect:* 7/6

frame Use to refer to the main structural component of Apple Vision Pro.

> Detach the Light Seal from the frame.

frame buffer Two words.

frame rate Two words.

frames per second See fps.

free Don't use to refer to available memory or storage space; use *available*.

FreeBSD Note spelling.

freeze Use to refer to the behavior of a pointer on the screen. Avoid using *freeze* as a noun or to refer to something the computer does. Instead, use a phrase such as *not responding*.

> *Correct:* If the pointer freezes, or if the computer stops responding to the mouse, trackpad, or keyboard, follow these instructions.
>
> *Incorrect:* If the computer freezes, follow these instructions.
>
> *Incorrect:* If you experience a freeze, follow these instructions.

freeze frame (n.), freeze-frame (adj.) Note hyphenation of adjective.

> You can add a freeze-frame clip to your movie to temporarily stop the action onscreen.

frequently asked questions See FAQ.

front end (n.), front-end (adj.) Note hyphenation of adjective.

front, frontmost The active window is the *front* or *frontmost* window. See also active; in front.

front panel (n.), front-panel (adj.) Note hyphenation of adjective.

FTP Abbreviation for *File Transfer Protocol*. Avoid as a verb; use *transfer files* instead. The UNIX command `ftp` is all lowercase. In the term *anonymous FTP*, the *a* is lowercase. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

> *Correct:* You can use FTP software to transfer files from a remote computer to your computer.
>
> *Correct:* You use the `ftp` command to transfer files from a remote computer to your computer.
>
> *Incorrect:* You can FTP files from a remote computer to your computer.

full Use a hyphen in compound adjectives beginning with *full*.

> full-duplex, full-featured, full-height, full-page, full-screen, full-size

Don't use a hyphen with *fully*.

> fully buffered, fully charged, fully loaded

full-screen (adj.), full screen (pred. adj.) Note hyphenation of adjective: *full-screen controls*, *view full screen*. OK to use *full-screen window* to refer to a window that's in full-screen view: *This action has no effect on a full-screen window.*

functionality In user materials, avoid if you can use a word such as *features* instead.

> *Avoid:* Some functionality is not available in certain regions.
>
> *Preferable:* Some features are not available in certain regions.

Function key See Fn key.

function keys The keys on a keyboard labeled *F1*, *F2*, *F3*, and so on. Note that *function* is lowercase.

Fusion Drive A storage technology consisting of flash storage combined with a high-capacity hard drive. See also drive.

future tense Whenever possible, use present, not future, tense. Don't switch unnecessarily from present to future tense when present tense is sufficient to express a sequence of steps or events.

- *Conditional constructions:* Use present tense for conditional constructions such as the following:

  Correct: If the `noWait` parameter is `true`, play from the disk stops immediately, and program control returns to the caller.

  Incorrect: If the `noWait` parameter is `true`, play from the disk will stop immediately, and program control will return to the caller.

- *Future events:* Future tense is sometimes appropriate—for example, when a product described isn't yet available.

  Apple will give users a peek at the new app by releasing a public beta.

  Next year students at Clareton High School will use EPUB textbooks in their math classes.

Fwd Del key See Forward Delete key.

G

gallery view In Finder windows, a way to display and select items as horizontally scrolling thumbnails. In the Notes app, a way to display notes in a grid of thumbnails.

Gallery View button In Finder windows, the rightmost button in the View control.

Also a button in the Notes app for displaying notes as thumbnails.

GB (n., adj.) Abbreviation for *gigabyte*. *GB* equals 1000^3 bytes in the context of file size or storage capacity, and 1024^3 bytes in the context of computer memory. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. Use the preposition *of* before the unit that the value quantifies.

  20 GB of memory

  320 GB of storage capacity

- *Adjective:* Don't hyphenate the adjective form.

  a 1 GB SO-DIMM

  a 320 GB hard drive

Gbit (n., adj.) Abbreviation for *gigabit*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. Use the preposition *of* before the unit that the value quantifies.

  10 Gbit of memory

- *Adjective:* Don't hyphenate the adjective form.

  10 Gbit memory

Gbit/s Standard international abbreviation for *gigabits per second*. See also Names and unit symbols for units of measure and abbreviations and acronyms.

GB/s Abbreviation for *gigabytes per second*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

gender See Gender identity; pronouns.

generation Refers to products that were released at a particular time or that share a common design or features. Hyphenate compound adjectives that include the word *generation*: *sixth-generation iPad mini*, *second-generation chip*, *previous-generation Mac Studio*. When the generation follows the name, use the numeral: *iPad (5th generation)*. Don't shorten *generation* to *gen* or *G*—for example, *10th-gen iPad* or *iPad 9G*.

If a list includes models identified by chip and models identified by generation, use the following format:

iPad (8th, 9th, and 10th generation) and iPad (A16)

iPad mini (5th and 6th generation) and iPad mini (A17 Pro)

See also iPad; iPod.

Genius An Apple Music feature that plays songs that go well together. *Genius* can be used alone (don't precede with *the*) or in terms such as the following:

Genius feature, Genius Mix, Genius Playlist, Genius recommendations

Genmoji An Apple Intelligence feature. Use Genmoji for both singular and plural.

Learn how to create a Genmoji based on a photo from your photo library.

You can add Genmoji to your messages.

See also Animoji; emoji; Memoji.

gestures Refers to finger movements used on a touchscreen or trackpad or with Apple Vision Pro. Don't refer to them as *finger gestures*; use simply *gestures*.

When you write instructions that include gestures, in general, don't include the word *finger*.

Correct: Swipe left or right.

Incorrect: Swipe your finger left or right.

However, you can refer to fingers if the gesture involves multiple fingers or is complex.

> Triple-tap with two fingers.
>
> Touch and hold the object with one finger, and use another finger to swipe in the direction you want the object to move.

You can also refer to fingers to provide greater detail when you first define or describe a gesture; subsequent occurrences can omit *finger*.

> *Defining reference:* Pinch two fingers together or apart to zoom out or in.
>
> *Other occurrences:* Pinch to zoom in on the page.

When describing the act of scrolling through documents and other items, it's often preferable to simply use *scroll* instead of specific gestures such as *drag* or *swipe*.

See also drag; pinch (v.); rotate; scroll; swipe (n., v.); tap (n., v.); touch; touch and hold.

GHz (n., adj.) Abbreviation for *gigahertz*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

- *Noun:* Use a space between the numeral and the abbreviation.

  > at a rate of 3.0 GHz

- *Adjective:* Don't hyphenate.

  > a 3.0 GHz processor

GIF Acronym for *Graphics Interchange Format*, a bitmapped graphics file format that includes data compression. For guidelines about spelling out acronyms, see abbreviations and acronyms. See also file format.

gigabit See Gbit (n., adj.).

Gigabit Ethernet (1000Base-T) A standard that allows data transmission rates of up to 1 gigabit per second (1000 megabits per second). See also Ethernet; Fiber Gigabit Ethernet.

gigabits per second See Gbit/s.

gigabyte See GB (n., adj.).

gigabytes per second See GB/s.

gigahertz See GHz (n., adj.).

glyph In typography, a distinct visual representation of a character. OK to use when referring to the appearance of characters (such as for a particular font) or to explain the term in an app's UI. Otherwise, use *character*.

> In Font Book, you can print a grid with all the *glyphs* (characters and symbols) in a font. To set the glyph size for printing, drag the Glyph Size slider.
>
> Use the Keyboard Viewer to see where characters for other languages are located on your keyboard.

See also character; font.

GPU Abbreviation for *graphics processing unit*. In most cases, don't spell out. OK to use in developer documentation, technical specifications, and descriptions of processor architecture.

> Metal sends the commands to the GPU to be executed.
>
> The GPU represents a substantial leap forward in graphics architecture.
>
> M5 Max pairs the 18-core CPU with an up-to-40-core GPU.

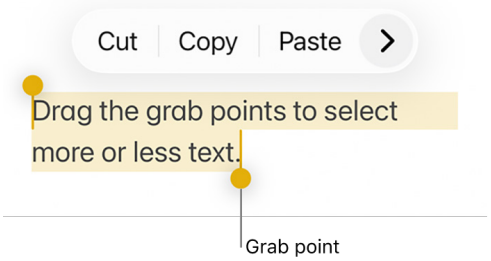
In user materials, use *GPU* only to refer specifically to GPU activity.

> Check the GPU activity in the Activity Monitor app.

Use terms like *graphics* or *graphics processor* when referring generally to graphics capabilities.

> *Correct:* If your Mac runs more slowly when you do graphics-intensive tasks…
>
> *Incorrect:* If your Mac runs more slowly when you do GPU-intensive tasks…

grab point One of a set of movable points around a text selection.



See also handle.

grandfathered, grandfathered in Don't use; use an alternative that's appropriate to the context, such as *legacy*, *exempt*, or *preexisting*. Or reword the sentence using *you can keep*, *allowed to remain*, or similar wording.

> *Correct:* You can keep your plan if you purchased it before January 1, 2021.
>
> *Incorrect:* Your plan is grandfathered in if you purchased it before January 1, 2021.

graphical (adj.) Use to refer to visual art or information.

> You can provide a graphical representation, such as a chart or diagram.

See also graphic, graphics (adj.).

graphical user interface See interface.

graphic, graphics (n.) Use to refer to one or more computer-generated images used for illustration.

> Click the graphic you want to add.
>
> Graphics help break up dense text.
>
> Use Motion to build fluid 3D motion graphics for show intros, commercials, or title sequences.

See also graphic, graphics (adj.).

graphic, graphics (adj.) Use *graphic* to refer to the field of visual communication.

> Apple is known for its innovative graphic design.

Use *graphics* to refer to software or hardware used to process graphics.

> You can use advanced graphics software on the Mac.
>
> Several models include integrated graphics processing units.

See also graphic, graphics (n.).

graphics card Don't use when referring to Apple products with Apple silicon, which have an integrated GPU built into the chip. Instead, use *GPU* or *graphics processor*. See also GPU.

Graphics Interchange Format See GIF.

graphics processing unit See GPU.

gray Not *grey*.

grayed Don't use; use *dimmed*.

grayscale (n., adj.) One word.

greater-than sign Use *greater-than sign*, not *greater-than symbol*, to describe the > symbol. You can also use *right angle bracket* if appropriate in the context. See also angle brackets.

grey Don't use; use *gray*.

grille Note spelling: *grille pitch*, *speaker grille*.

grounded outlet Not *three-prong outlet*.

Guest User Capitalize when referring to the feature that lets you temporarily share Apple Vision Pro with a guest. To refer to the guest, use *guest user* or just *guest*. Don't use *Guest User Mode* or *Guest Mode*.

> With Guest User, other people can use your Apple Vision Pro, and you choose which apps they can open.
>
> The guest may need to adjust the fit before using your Apple Vision Pro.

GUI Acronym for *graphical user interface*. Don't use. Instead, use *interface* (in user materials) or *UI* (in developer materials).

Guided Access A feature that lets you restrict a device to one app and control which of the app's features are available. You *start* and *end* a Guided Access session.

> Before you start a Guided Access session, open the app you want to use.

Guides Capitalize when referring to Guides offered in the Maps app by Apple and its partners.

> You can save Guides, and they're updated automatically when new locations are added.

Use lowercase when referring to guides users create in the Maps app.

> You can organize places into your own guides and share them with friends.

H

H.264 A video compression standard (or video codec). Also known as *MPEG-4 Part 10* and *AVC* (or *Advanced Video Coding*).

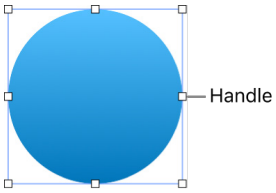
half Use a hyphen in compound adjectives beginning with *half*.

> half-duplex, half-height, half-hour, half-length

handheld (adj.) One word.

handicapped Don't use to refer to people with disabilities. See also Writing about disability.

handle Use to refer to a small control on the edge of an object that can be dragged to move or change the object.



Don't use *drag handle*. In apps that have more than one type of handle, you may need to describe or name handles (for example, *white handle*, *outer handle*, *corner handle*, *selection handle*, *fade handle*, *trim handle*).

> *Correct:* Drag the outer handle away from the center circle.
>
> *Correct:* To set the direction of the effect, drag the rotation handle.
>
> *Incorrect:* A drag handle appears on the motion path.

See also grab point.

hands-free (adj.) Note hyphenation.

hands-on (adj.) Note hyphenation.

hang Don't use as a description of the computer's behavior in response to a system error; use a phrase such as *not responding*.

> *Correct:* If the computer doesn't respond to input from the mouse, trackpad, or keyboard, a system error may have occurred.
>
> *Incorrect:* If the computer hangs, a system error may have occurred.

See also freeze.

haptic (adj.), haptics (n.) Refers to technology that uses touch (for example, a tap) to give users feedback. In user materials, define *haptics* on first use.

> You can adjust the strength of the wrist taps—or *haptics*—Apple Watch uses for notifications.

Avoid using *haptic* or *haptics* when you can reword to describe what the user feels.

> *Preferable:* You feel a tap when your message is sent.
>
> *Avoid:* You receive a haptic alert when your message is sent.

See also tap (n., v.); Taptic Engine.

Haptic Touch A technology used in some devices that provides additional features when the user touches and holds an item on the screen. See also 3D Touch; Force Touch.

hard copy Avoid; use a term such as *printout*, *print version*, or *printed document*.

hardcover One word.

hard disk (n., adj.) Use to refer to a magnetic disk.

> The files are stored on the server's hard disk.

When referring broadly to computer storage media, which can include solid-state drives and flash storage, use just *disk* or a more general term such as *storage device*.

> You can use Disk Utility to manage internal disks and external storage devices.

See also hard drive; storage device.

hard drive Use to refer to the mechanism that holds a magnetic disk and accesses its contents.

> You can back up your Mac using an external hard drive.

It's also OK to use the more formal term *hard disk drive*, especially in contexts where it's important to be precise.

When referring broadly to computer storage media, which can include other types of storage such as solid-state drives and flash storage, use *storage device*.

> You can connect an external storage device to your computer.

See also drive; hard disk (n., adj.).

hard of hearing See deaf or hard of hearing, Deaf.

HD (n., adj.) Abbreviation for *high definition* (n.) and *high-definition* (adj.). For guidelines about spelling out abbreviations, see abbreviations and acronyms.

HDMI Abbreviation for *High-Definition Multimedia Interface*. Related terms include *HDMI port*, *HDMI input*, *HDMI output*, *HDMI cable*, *HDMI to HDMI cable*, and *HDMI to DVI cable*. For guidelines about spelling out abbreviations, see abbreviations and acronyms. See also video input, video input/output, video output (n., adj.).

HDR (n., adj.) Abbreviation for *high dynamic range* (n.) and *high-dynamic-range* (adj.). A video or still-image format that allows additional levels of brightness per color component.

See also SDR (n., adj.).

head band Two words (exception to *Merriam-Webster*). Lowercase when referring generically to the bands that secure Apple Vision Pro to your head. Capitalize the names of specific bands: *Solo Knit Band*, *Dual Knit Band*, *Dual Loop Band*.

headphone (adj.) Related terms include *headphone jack* and *headphone port*.

headset Don't use to refer to Apple Vision Pro. See also Apple Vision Pro.

heads-up display See HUD.

hearing health A set of features on AirPods Pro 2. Hearing health features include the following:

- *Hearing Aid:* Use the name with *feature*.

  You need AirPods Pro 2 to use the Hearing Aid feature.

- *Hearing Protection:* You can use the name with or without *feature*.

  Before using the Hearing Protection feature, make sure your AirPods have the proper fit.

  Hearing Protection is on by default when you use Transparency mode.

- *Hearing Test:* You can use the name with or without *feature*. OK to shorten to just *test* if it's clear in context what you're referring to.

  Learn how to use the Hearing Test feature on your AirPods Pro 2.

  Take a Hearing Test with your AirPods Pro 2.

  After taking a Hearing Test, you can retake the test whenever you want.

In general references—when you're not discussing the Apple features specifically—use lowercase.

You can use compatible hearing aids with iPhone.

You can take a Hearing Test with your AirPods Pro 2, or you can use an existing hearing test result (for example, from your hearing healthcare professional).

hearing impaired Don't use. See also deaf or hard of hearing, Deaf; impairment; Writing about disability.

help Don't use when referring to documentation that has *user guide* in its title—even if the user guide can be opened from the Help menu.

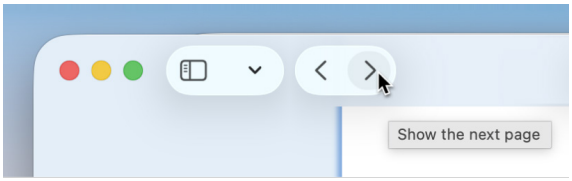
> To view the Safari User Guide, choose Help > Safari Help.

In developer materials, it's OK to use *help* and *help book* when referring to documentation delivered in Help Viewer on Mac.

> To display help in Help Viewer, you must create and register a help book.

Help button A button that opens help content for an app. The standard Help button has a question mark graphic.

help tag Use to refer to the instructional text that appears when the user holds the pointer over an interface element. *Exception:* In content for developers, use *tooltip* instead.



hexadecimal In user materials, don't use *hex* as a short form. In developer materials, *hex* is OK, but spell out *hexadecimal* on first occurrence. Use a preceding *0x* to designate a hexadecimal number.

HFS Plus Not *HFS+*. The technical name for a file system used to format a disk for use with macOS. (*HFS* stands for *hierarchical file system*.) Avoid in user materials; use *Mac OS Extended format* instead. See also Mac OS Extended format.

HFS Plus (Journaled) Not *HFS+ (Journaled)*. Avoid in user materials; use *Mac OS Extended (Journaled) format* instead. See also Mac OS Extended (Journaled) format.

high Use a hyphen in compound adjectives beginning with *high*.

> high-bandwidth, high-definition, high-level, high-quality, high-resolution

high definition (n.), high-definition (adj.) See HD (n., adj.).

high dynamic range (n.), high-dynamic-range (adj.) See HDR (n., adj.).

highlight (v.) Don't use when you mean *select*.

> *Correct:* Select the text you want to change.
>
> *Incorrect:* Highlight the text you want to change.

Don't use as an intransitive verb.

> *Correct:* As you type in the search field, matching icons are highlighted in the window below.
>
> *Incorrect:* As you type in the search field, matching icons highlight in the window below.

See also highlighted (adj.); highlighting (n.); select (v.).

highlighted (adj.) Not *hilighted*. Don't use *inverted* except in developer materials. When explaining highlighting, use *a highlighted icon changes color* or *a highlighted icon is filled in*.

> *Correct:* When you click the icon, it becomes highlighted.
>
> *Incorrect:* When you click the icon, it highlights.

Don't use *unhighlighted* or *dehighlighted* for an item that isn't highlighted; use *not highlighted*.

highlighting (n.) Don't use in user materials. OK to use in developer materials.

> When an app displays a selection range, it marks the range with highlighting.

high resolution (n.), high-resolution (adj.) Not *hi-res*. The short form *high-res* (n., adj.) is OK in developer materials or when space constraints don't allow use of the full phrase (as in column headings in tables).

Hindi Don't use when you refer to the writing system used to represent Hindi and several other Asian languages; use *Devanagari*.

hi-res Don't use; use *high resolution* (n.) or *high-resolution* (adj.). See also high resolution (n.), high-resolution (adj.).

hit (n.) Don't use when talking about search results. OK to use to refer to webpage visits.

> *Correct:* Search results appear below.
>
> *Incorrect:* Search hits appear below.
>
> *Acceptable:* This website gets many hits per day.
>
> *Preferable:* This website gets many visits per day.

hit (v.) Don't use to instruct users to press a key or touch a screen; use *press* or *tap* instead. See also press; tap (n., v.).

hold down Don't use to describe the act of pressing the mouse or trackpad, a key on the keyboard, or a mechanical button until an action or result occurs. Use *press and hold*. See also press and hold.

Home button The physical button on some iOS and iPadOS devices that returns the user to the Home Screen. For devices with a Home button, use *press* to mean pressing the Home button once; use *double-click* or *triple-click* to mean pressing it more than once.

home folder, home directory In macOS, a *home folder* is a folder for a user's personal use.

> Your home folder provides a secure place to keep your documents.

In developer materials, use *home directory*.

See also directory; folder; pathnames.

homepage Use to refer to a webpage that serves as the directory or entry point to a website. Don't use *landing page* or *portal*. Don't use *homepage* to refer to an entire website.

> *Correct:* The Apple homepage has links to product information, including purchasing options.
>
> *Correct:* Visit the Apple website for more information about Apple products.
>
> *Incorrect:* You can purchase products on the Apple homepage.

HomePod In general references, don't use an article with *HomePod*. When referring to the user's particular HomePod, it's OK to use *your*.

If you need to refer to more than one HomePod, you can use *HomePod speakers*.

> If you have two HomePod speakers in the same room, you can set them up as a stereo pair.

Home Screen The main screen on iPhone, iPad, or Apple TV 4K, and one of the two main screens on Apple Watch (the other is the watch face).

The Home Screen contains icons representing the apps on the device. On some devices, you can browse between *pages* of the Home Screen.

> The Home Screen on Apple TV 4K provides easy access to apps and settings.
>
> The dots above the Dock show how many Home Screen pages you have and which one you're viewing.

home theater (n., adj.) Note spelling: *your home theater*, *a home theater system*.

Home View The main view on Apple Vision Pro. From Home View, you can navigate between Apps View, Environments View, and People View. While viewing your apps, you can browse between *pages* in Home View.

> To quickly return to the first page of apps, tap Apps in the tab bar.

hostname One word.

hotspot, hot spot Use *hotspot* to refer to a place where users can connect to a public wireless network. Use *hot spot* to refer to the VoiceOver feature or to refer to an area of a graphics object, or a section of text, that users can click to activate a function.

> You can connect to the internet from public hotspots.
>
> You can use VoiceOver hot spots to mark up to ten items that you want to return to later.
>
> A hot spot in a virtual museum scene could link to another room in the museum, or the hot spot could allow you to manipulate one of the objects in the museum.

hover (v.) Avoid using *hover over* to describe the act of holding the pointer over an onscreen element until something occurs. Use *hold the pointer over* or *move the pointer to* instead.

> *Correct:* Hold the pointer over an address, and then click the arrow that appears.
>
> *Correct:* Move the pointer to the right of Auto-Play, click the pop-up menu, and then choose an option.
>
> *Avoid:* Hover over a participant's name, and then click the More button.

Don't use *hover the pointer over*.

See also Apple Pencil hover; Hover Text.

Hover Text Note capitalization. It's OK to use *Hover Text* to refer to the accessibility feature, but when writing instructions or describing how to use the feature, use alternatives like *hold the pointer over*.

> Hover Text makes it easier to view text on the screen.
>
> To use Hover Text, press the Control key and hold the pointer over any text.

See also hover (v.).

HTML Abbreviation for *Hypertext Markup Language*. Use lowercase when the abbreviation is part of a URL. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

A file can be *in HTML* or *an HTML file*, but it isn't *in HTML format* (because HTML isn't a format).

> If you know HTML, you can create webpages.
>
> You can find the file at this address: http://www.books.com/classics.html.

See also internet addresses; URL.

HTTP Abbreviation for *Hypertext Transfer Protocol*. Use lowercase when the abbreviation is part of a URL. For guidelines about spelling out abbreviations, see abbreviations and acronyms. See also HTML; internet addresses; URL.

HUD Acronym for *heads-up display*, a window for making adjustments and selecting options in some apps. Precede *HUD* with *a*, not *an*. Avoid unless the term appears in the user interface. For guidelines about spelling out acronyms, see abbreviations and acronyms.

humor Humor can enhance documentation by adding to a reader's enjoyment and by helping to lighten the tone. Humor usually works best in examples, where it's less likely to distract the reader.

Be careful that your humor is in good taste—one reader's joke can be another reader's insult—and keep in mind that humor may not translate well in localized text.

See also Intro to inclusive writing.

hypertext link Don't use; use *link*. See also link (n.).

Hypertext Markup Language See HTML.

Hypertext Transfer Protocol See HTTP.

hyphenation In general, hyphenate two words that precede and modify a noun as a unit. Follow this rule especially when:

- Confusion might result if the hyphen were omitted, as in *parameter-list pointer* or *random-access memory*.
- The second word is a past or present participle, as in *binary-coded decimal* or *color-matching algorithm*.
- The two modifiers are a number or a single letter and a noun or a participle, as in *32-bit color* or *D-shaped connector*.

Follow these guidelines for specific cases:

- *Units of measure:* When you use a spelled-out unit of measure in a compound adjective, hyphenate the compound (*27-inch screen*). When you use an abbreviation or a metric unit of measure, including *KB*, *MB*, *mm*, and so on, don't hyphenate (*500 GB hard disk*).
- *Location compounds:* Hyphenate compounds such as *lower-left corner*, *top-right portion*.
- *Adverbs:* Don't hyphenate compounds with *very* or with adverbs that end in *-ly*.

  very high speed

  recently completed project

- *Keyboard shortcuts using combination keystrokes:* Use hyphens to signify that the first key or keys should be held down while the last key is pressed. (Don't use hyphens if each key should be pressed and released separately.) Make sure you explain this convention on first use.

  Control-Shift-N

  Esc N

See also dash (en).

I

I-beam Refers to this pointer:

iBooks Use *iBooks* to refer to versions of the Apple ebook app released before iOS 12 and macOS Mojave. Use *Apple Books* for versions of the app released with iOS 12 or later and macOS Mojave or later. See also Apple Books.

iCloud Capitalize the *C* in *iCloud* in all references to iCloud or the iCloud website (*iCloud.com*). Don't capitalize the *C* in email addresses or when giving the URL for a particular domain of the iCloud website (*icloud.com/calendar*).

> To sign up for iCloud, go to iCloud.com.
>
> Enter the recipient's email address (for example, j.appleseed@icloud.com).

In user materials, avoid referring to iCloud as a *service*; simply call it *iCloud*. In addition, avoid referring to iCloud features (such as iCloud Mail, iCloud Calendar, or Find My) as *services* or *web apps*; refer to them as *features*, or simply discuss each feature by its name.

- *In or on:* Use *in* to refer to where content is stored (*in* iCloud, *in* iCloud Drive); use *on* to refer to where users can access content (*on* iCloud.com).

  > You can store files in iCloud Drive and access them from any device or on iCloud.com.

  You can say content is *in the cloud* if the context makes it clear you're referring to iCloud.

  > With iCloud, you can store all of your content in the cloud and access it wherever you go.

- *Signing in:* To access iCloud features, users *sign in to* their Apple Account. Don't use *sign in to iCloud*.

  > *Correct:* Your music library is available on all your devices where you're signed in to the same Apple Account.
  >
  > *Incorrect:* Your music library is available on all your devices where you're signed in to iCloud.

  Exception: Users *sign in to* or *sign out of* the iCloud.com website.

  Don't use the term *iCloud account*.

  > *Correct:* If you use iCloud, you can share a reminder list with other iCloud users.
  >
  > *Incorrect:* If you have an iCloud account, you can share a reminder list with other iCloud users.

  See also Apple Account.

- *What iCloud does:* iCloud *syncs* content between the user's device and the cloud. Use *sync with* to refer generally to syncing devices with iCloud.

  > Sync the photos and videos on your iPhone with iCloud.

  In most cases, use *sync to*—not *upload* and *download*—to refer to the transfer of content to iCloud from a device, or vice versa.

  > While photos are being synced to iCloud…

  However, you can use *upload* or *download* to refer to one-time transfers of content.

  > To upload files to iCloud Drive, drag them to the iCloud Drive window.
  >
  > You can download the original photos from iCloud whenever you need them.

Don't say that iCloud syncs devices *with each other*; instead, describe content as being *available from every device*, *updated automatically across all your devices*, and similar alternatives.

> iCloud keeps your contacts up to date across all your devices.
>
> Any photos you take appear automatically on every device.

It's OK to occasionally use phrases like *iCloud keeps your data in sync*.

- *iCloud storage:* Users *upgrade* their iCloud storage; they don't *purchase storage* or *increase their storage quota*. Don't use *iCloud storage* to refer to iCloud (*you can store your documents in iCloud*, not *you can store your documents in iCloud storage*).

See also iCloud Drive; iCloud Photos; Shared Albums.

iCloud Drive An iCloud feature that allows users to store documents in iCloud and access them from multiple computers and devices. Documents are stored *in* iCloud Drive, or saved or moved *to* iCloud Drive.

> When you turn on iCloud Drive, documents you've already stored in iCloud are moved to iCloud Drive.

iPhone, iPad, and Apple Vision Pro users access files in iCloud Drive using the Files app.

iCloud Photo Library Don't use; use *iCloud Photos*. See also iCloud Photos; iCloud Shared Photo Library.

iCloud Photos An iCloud feature that stores users' photos in iCloud and keeps them up to date on every device with iCloud Photos turned on. Don't use *iCloud Photo Library*, *iCloud photo library*, or *your iCloud Photos*. You *turn on* or *turn off* iCloud Photos. Photos are *stored in* iCloud, not *backed up to* iCloud Photos. See also iCloud.

iCloud Photo Sharing Don't use; use *Shared Albums*. See also Shared Albums.

iCloud+ A subscription service that provides additional iCloud features and storage. Don't use *iCloud Plus* or other variations.

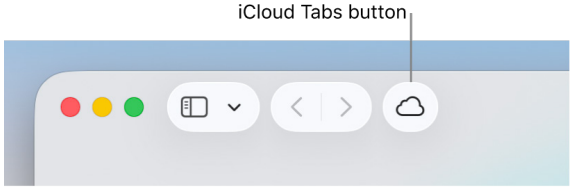
> When you upgrade to iCloud+, you get even more storage, along with enhanced privacy features.

iCloud Shared Photo Library Use the full name when referring to the feature. It's OK to use *Shared Photo Library* or *shared library* to refer to an individual shared library. Use *personal library* to refer to someone's personal photo library.

> iCloud Shared Photo Library lets you share photos and videos with up to five other people.
>
> You can switch between your shared library and your personal library.

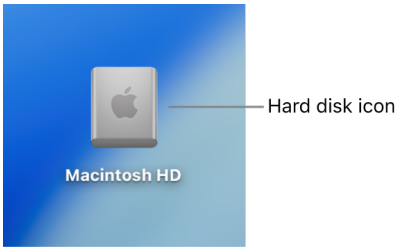
See also Shared Albums.

iCloud Tabs button Use to refer to the button users can add to the Safari toolbar.

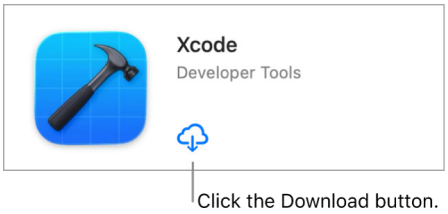


icon An onscreen graphic that represents another item, such as a file in a Finder window or an album in Photos.

- *Icons that don't act like buttons:* If an element in the user interface looks like an icon (is a graphic but isn't enclosed in a rectangular border) and doesn't act like a button (doesn't initiate an action when clicked or tapped), always call it an *icon*.



- *Icons that act like buttons:* If an element in the user interface looks like an icon (is a graphic but isn't enclosed in a rectangular border) but acts like a button (causes something to happen when clicked or tapped), call it a *button*.



  You can also simply refer to it by what it looks like (use lowercase):

  Exception: Sometimes app icons act like buttons—for example, icons in the macOS Dock or on the iOS Home Screen—but they're still referred to as *icons* (*Click the System Settings icon in the Dock*).

- *Unnamed icons:* If an icon doesn't have a label or an established name, describe its appearance or function. Use lowercase. If you include an inline graphic of the icon, don't enclose it in parentheses.

  > The speaker icon appears next to the song that's playing.
  >
  > If an item has a display icon next to it, it's a video.

See also button.

icon view A way to display and select items by viewing them as icons—for example, the icon view in Finder windows.

> You can view items in Finder windows as icons, in a list, in columns, or in gallery view.

Icon View button The leftmost button in the View control in Finder windows.

i.e. Don't use; use *that is*. See also abbreviations and acronyms.

IEEE Abbreviation for *Institute of Electrical and Electronics Engineers*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

if necessary Avoid in user materials. Instead, describe the circumstance in which the action would be necessary.

> *Correct:* If file sharing isn't on, turn it on.
>
> *Incorrect:* If necessary, turn on file sharing.
>
> *Correct:* If the file size is larger than the maximum your mail app allows, compress the file.
>
> *Incorrect:* If necessary, compress the file.

if, whether Use *if* to indicate a condition. Use *whether* when two outcomes are possible.

If you can mentally introduce the words *or not* in a clause, use *whether* rather than *if*.

> *Correct:* When you start editing a locked file, the app asks whether you want to unlock it.
>
> *Incorrect:* When you start editing a locked file, the app asks if you want to unlock it.

Although using *if* specifies a condition, it can also introduce ambiguity. For instance, *Let her know if he sets up the user account* may mean either *Let her know whether he sets up the user account* or *If he sets up the user account, let her know*. Ensure that the condition's meaning is clear.

iMac See Mac.

image See photo; still image (n.), still-image (adj.).

Image Playground An Apple Intelligence feature. Refers to both the app and the feature within other apps. You can refer to the in-app feature as an *experience*.

> Create unique images in the Image Playground app.
>
> You can use Image Playground in apps like Messages and Freeform.
>
> With the Image Playground experience in Messages, you can quickly create fun images for your friends.

Image Wand An Apple Intelligence feature. Don't precede with *the*.

> Image Wand can transform your rough sketch into a related image.
>
> You can use Image Wand to create images based on the surrounding content.

IMAP Acronym for *Internet Message Access Protocol*. For guidelines about spelling out acronyms, see abbreviations and acronyms.

imbed Don't use; use *embed*.

iMessage Apple's secure messaging service for sending and receiving messages in the Messages app. Use only to refer to the service. Users send *a message* or *messages*, not *an iMessage* or *iMessages*.

> *Correct:* You can send messages using iMessage.
>
> *Correct:* You can turn on iMessage in Messages settings.
>
> *Incorrect:* If you get an iMessage that looks like spam, you can report it to Apple.

See also message.

iMovie Don't use *iMovie* when you mean *movie* or *project*.

> *Correct:* You can share your movie on YouTube.
>
> *Incorrect:* You can share your iMovie on YouTube.

See also movie.

impairment In general, use *disability* instead of *impairment*, or refer to the specific disability (*blind or low vision*, *deaf or hard of hearing*).

> iPhone has many built-in features for people with disabilities.
>
> Switch Control allows users with motor challenges to control devices with head or body movements.

See also blind, low vision; deaf or hard of hearing, Deaf; hearing impaired; visually impaired; Writing about disability.

Important Use an Important notice to alert the reader to significant potential trouble spots that don't cause bodily injury, damage, or loss of data. (Those situations require a Warning notice.)

Use Important notices and other notices sparingly; they lose effectiveness if they appear too often. Avoid using an Important notice immediately before or after a note, Warning notice, or another Important notice, or immediately after a text heading.

See also Note; Warning.

in-app purchase Note lowercase and hyphenation.

inbox Capitalize only when referring to an onscreen label; otherwise, use lowercase.

> To see the items in your inbox, click Inbox.

inch (in.) Note hyphenation when used as an adjective: *2-inch height*, *1-inch-thin design*, but *is 1 inch thin*. Use *inch*, not *inches*, for measurements of 1 inch or less: *0.76 inch thin*. The abbreviation (*in.*) is the same in the singular and the plural. It's OK to abbreviate in tables and technical specifications, but don't abbreviate in body text. Don't use the symbol " unless space limitations prevent the use of *inch* or *in.*

inclusive language See Intro to inclusive writing.

Incorporated, Inc. Spell out or abbreviate according to the particular corporation's preference.

incrementer Don't use to refer to a control that has up and down arrows, or left and right arrows, to increase or decrease a value. In user materials, use *up arrow*, *down arrow*, *right arrow*, *left arrow*, or *arrows*, as appropriate. For example, *Click one of the arrows to increase or decrease the volume*. If it's necessary to refer to the control itself, use *stepper*. See also stepper.

indeterminate progress bar In developer materials, the progress bar that has a spinning striped cylinder. In user materials, use *progress indicator* and describe what it looks like.

> *Developer materials:* Use an indeterminate progress bar when the duration of a process can't be determined.
>
> *User materials:* A progress indicator (a spinning striped cylinder) lets you know that a process is taking place.

See also asynchronous progress indicator.

index Use to refer to the vertical column of letters at the right side of a list in iOS apps.

indexes Not *indices*, unless you mean mathematical indices.

indicator See progress indicator.

indicator light Not *LED*.

industry standard (n.), industry-standard (adj.) Note hyphenation of adjective: *the industry standard*, *an industry-standard video format*.

information Use instead of *data* in user materials if it makes sense in the context. See also data.

Info window Not *Get Info window* or *Info box*.

infrared No hyphen.

in front Use to explain the term *active* (*the active window is in front of other windows*); subsequently, use *active*. You can also use to describe windows that "float" on top of active windows. See also active; front, frontmost.

initialize When you refer to disks, *initialize* and *format* mean the same thing.

inkjet One word.

inline One word.

in order to Don't use unless absolutely necessary; use just *to*.

input (n., adj.) Avoid using as a verb; instead, use *enter* or *type*, depending on the context.

Input menu A menu on the right side of the macOS menu bar that allows users to select the language and input method to use on their Mac. Depending on the user's settings, the menu icon may be a region or language code (for example, DE for German), a character (for example, あ for Japanese), or a window with a Command key symbol ⌘.

input/output See I/O.

insertion point Use to describe the point at which the user types or inserts data.

> The vertical blinking bar marks the insertion point.

See also cursor; pointer.

inside Not *inside of*.

inspector A window that enables users to view the attributes of a document or a selected item, and often to modify those attributes. You can refer to the *inspector* or the *inspector window*.

> You can format most elements of your document using the inspector.
>
> You can open multiple inspector windows to work with different aspects of your document.

- *Capitalization:* Capitalize *Inspector* when it's a button name or in a menu command.

  > Click the Inspector button in the toolbar.
  >
  > Choose Tools > Inspector.

  Otherwise, spell with a lowercase *i*.

  > *Correct:* You can add a hyperlink using the inspector.
  >
  > *Incorrect:* You can add a hyperlink using the Inspector.

- *Panes:* When referring to a pane of an inspector, use *the [pane name] inspector*.

  > Use the Table inspector to change the row height.
  >
  > To change the appearance of links, use the Link inspector.

  You can also use *the [pane name] pane of the inspector* (for example, *the Table pane of the inspector*) to introduce the concept of multiple panes in an inspector.

- *Inspector buttons:* Inspectors with multiple panes typically have buttons that enable users to switch between panes. The name of the button should match the name of the pane it opens.

  > Click the Text button to open the Text inspector.

install You install items *on* a disk, not *onto* a disk. Don't use *install* as a noun.

installation Don't use *install* when you mean *installation*.

> *Correct:* Click Download to start the installation process.
>
> *Incorrect:* Click Download to start the install process.

installer, Installer Capitalize when you refer to a specific installer app, but not when you refer to installers in general.

> The iWork Installer app asks you to specify where to install the software.
>
> You can install some apps by dragging them to the Applications folder; other apps require an installer.

Instant Hotspot See Personal Hotspot, Instant Hotspot.

Institute of Electrical and Electronics Engineers See IEEE.

insure See ensure, insure.

Intel Use *Intel* to refer to Intel Corporation or to its processors and other technologies. Always use as an adjective except as the company name. Related terms include *Intel processors*, *Intel-based Mac computers*, *Intel-based iMac*, *Mac with Intel processor*, and so on. Don't use terms such as *Intel Mac*. See also Intel Core; Intel Xeon.

Intel Core *Intel Core* refers both to Intel's Core microarchitecture and to a family of Intel processors. Intel Core processors used in Mac computers include the Intel Core m3, Intel Core m5, Intel Core i5, and Intel Core i7. You can also use *Intel processors*, *Intel Core processors*, *quad-core Intel Core i5*, and so on.

Generally, precede the names with an article. Note the en dash in phrases such as *Intel Core i5–based Mac*. Don't use terms such as *Intel Core Mac*. See also dual-core (adj.); Intel Xeon.

Intel Xeon Processors used in Mac computers include the Quad-Core Intel Xeon and 6-Core Intel Xeon. You can shorten the name to *Intel Xeon* or *Xeon*. Use an en dash in phrases such as *Intel Xeon–based Mac*. Don't use terms such as *Intel Xeon Mac*. See also dual-core (adj.); Intel Core.

interface OK to use in user materials. Don't use *user interface* in user materials.

internal disk drive Use either *internal disk drive* or *built-in disk drive*.

internet, Internet Use lowercase whether you're referring to *the* internet (used by the World Wide Web) or *an* internet (a generic network, or *internetwork*). Capitalize only in proper names, such as *Internet Protocol*.

> Connect your iPhone to the internet by using an available Wi-Fi or cellular network.
>
> On Mac, a DNS server converts internet names to IP addresses.
>
> An internet is two or more computer networks that are connected using network routers.

See also intranet; web.

internet addresses An internet address (also called a *URL*, or *Uniform Resource Locator*) specifies an address on the web or other internet sites, such as FTP sites.

- Use plain text for an internet address. (Developer materials use code font.)
- If the address ends a sentence, use a period.

If you need to break an internet address (for example, in print publications), it's preferable to:

- Break *after* a colon (:), a double slash (//), or a slash (/)

  > www.apple.com/legal/
  > rfexposure

- Break *before* any other punctuation mark or symbol

  > www.energystar
  > .gov
  > www.apple.com/batteries/service
  > -and-recycling

See also URL.

Internet Message Access Protocol See IMAP.

Internet Protocol See IP.

internet service provider See ISP.

interrupt OK to use as a noun in developer materials. See also exit; force quit; quit; stop.

into, in to Use *in to* when *in* is part of the verb. Use *into* to imply motion to the inside of something.

> *Correct:* Log in to the computer.
>
> *Incorrect:* Log into the computer.
>
> *Correct:* Insert the CD into the optical drive.

See also onto, on to; plug in (v.), plug into (v.).

intranet A private network, usually owned by a corporation or an institution (*your company's intranet*). See also internet, Internet.

inverted Don't use when you mean *highlighted*.

invite (v.), invitation (n.) Don't use *invite* as a noun in place of *invitation*.

invoice A document issued by a seller to a buyer listing the goods or services supplied and stating the sum of money due. If payment hasn't been made, use *invoice* and not *receipt*. See also receipt.

I/O Abbreviation for *input/output*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

iOS The operating system for iPhone and older iPad models. Use without an article.

> iOS is the world's most advanced mobile operating system.
>
> More than a million apps are available for iOS.
>
> iOS 13 introduces new ways to help you protect your privacy.

Some apps have versions that work on multiple platforms. To distinguish between versions of an app, use *[app name] for [platform]*.

> Learn about the new features of Pages for iOS and iPadOS.
>
> You can add tracks to a song in GarageBand for Mac.

If the context makes it clear which version of an app you're referring to, you can simply use its name.

See also iOS device; iPadOS.

iOS device Use to refer generically to mobile devices that use iOS. Avoid using *mobile device* when referring to iOS devices (*mobile device* could refer to devices made by other companies).

> You can set up a new iOS device using information from your previous device.

In some cases, it's better to use device names instead of *iOS device*:

- When it's important to be specific (for example, to clarify which devices a particular app or accessory is compatible with)

  You can install iOS 26 on iPhone 11 or later.

- In any context where it's friendlier—or clearer—to use the device names

  Acceptable: Learn how to back up your iOS or iPadOS device.

  Preferable: Learn how to back up your iPhone or iPad.

If you list devices by name, list them in the same order throughout a document—for example, always *iPhone, iPad, and Mac*. (The order you use might vary depending on the product.)

Don't use *iOS device* to refer to devices that use iPadOS.

See also iOS; iPadOS; iPadOS device.

IP Abbreviation for *Internet Protocol*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

iPad In general references, don't use *the* with *iPad*. It's OK to use another article or a possessive adjective. If you need to refer to a specific iPad, it's OK to use *the*.

Rotate iPad to landscape orientation.

Find the serial number of your iPad.

Select the iPad you want to use as a second display.

- *Chip or generation:* iPad models can be identified by the chip (for more recent models) or the generation. To include the chip in general text, use one of the following formats:

  iPad Pro with the M4 chip is available for purchase.

  iPad Pro with M4 is available for purchase.

  iPad Pro (M4) is available for purchase.

  For iPad models that are identified by generation, you can list the generation before or after the name. Use the numeral when the generation comes after the model name.

  The fifth-generation iPad Air was announced in March 2022.

  iPad Air (5th generation) features a Liquid Retina display and the Apple M1 chip.

  Don't shorten *generation* to *gen* or *G*—for example, *10th-gen iPad* or *iPad 10G*.

  To list multiple generations, use one of the following formats:

  iPad (5th generation or later)

  iPad (9th and 10th generation)

  iPad Pro (2nd, 3rd, and 4th generation)

If a list includes models identified by chip and models identified by generation, use the following format:

iPad (8th, 9th, and 10th generation) and iPad (A16)

iPad mini (5th and 6th generation) and iPad mini (A17 Pro)

- *Display size:* You can include the display size before or after the name: *12.9-inch iPad Pro*, *iPad Pro (12.9-inch)*. To include both the display size and the chip (or generation) in general text, list the display size first:

  13-inch iPad Pro with the M4 chip

  13-inch iPad Pro with M4

  13-inch iPad Air (M3)

  12.9-inch iPad Pro (6th generation)

  In technical material (such as specifications), list the display size after the name, followed by the chip or generation in parentheses.

  iPad Pro 12.9-inch (M4)

  iPad Pro 12.9-inch (6th generation)

- *Capacity:* The capacity can be listed before or after the name: *512 GB iPad Pro*, *iPad Pro 512 GB*.

See also generation; M-series chips.

iPadOS The operating system for newer iPad models. Use without an article.

iPadOS includes features that make your iPad more secure than ever.

Learn about developing apps for iPadOS.

iPadOS 26 bring a powerful new windowing system.

Some apps have versions that work on multiple platforms. To distinguish between versions of an app, use *[app name] for [platform]*.

Learn about the new features of Pages for iOS and iPadOS.

You can add tracks to a song in GarageBand for Mac.

If the context makes it clear which version of an app you're referring to, you can simply use its name.

See also iOS; iOS device.

iPadOS device Use to refer generically to mobile devices that use iPadOS. Avoid using *mobile device* when referring to iPadOS devices (*mobile device* could refer to devices made by other companies).

Use the Finder to share files between your computer and iPadOS device.

You can stream movies from iPadOS devices to Apple TV 4K.

You can simply use *iPad* instead of *iPadOS device* if you know that all the devices you're discussing use iPadOS, or if it's friendlier—or clearer—to use device names.

Acceptable: Learn how to back up your iOS or iPadOS device.

Preferable: Learn how to back up your iPhone or iPad.

If you list devices by name, list them in the same order throughout a document—for example, always *iPad, iPhone, and Mac*. (The order you use might vary depending on the product.)

See also iOS; iOS device; iPadOS.

iPhone In general references, don't use *the* with *iPhone*. It's OK to use another article or a possessive adjective. If you need to refer to a specific iPhone, it's OK to use *the*.

To lock iPhone, press the side button.

You can change the name of your iPhone.

Turn off the iPhone you're troubleshooting, and then press and hold the side button to turn the device back on.

The capacity can be listed before or after the name.

iPhone 14 (128 GB, 256 GB, and 512 GB) includes…

The 1 TB iPhone 15 Pro features the A17 Pro chip.

Don't refer to iPhone as *phone* for short; always use *iPhone* or the specific model name (*iPhone 14*, *iPhone 15 Pro Max*, and so on).

Correct: Tap Level, and then hold iPhone against an object, such as a picture frame.

Incorrect: Tap Level, and then hold the phone against an object, such as a picture frame.

When writing the names of iPhone XR, iPhone XS, and iPhone XS Max, use small caps for the *R* and *S* if your tools let you. If your tools don't offer small caps, use uppercase *R* and *S*. Don't use lowercase.

Preferable: iPhone XR, iPhone XS, iPhone XS Max

Acceptable (in case of tools limitations): iPhone XR, iPhone XS, iPhone XS Max

Incorrect: iPhone Xr, iPhone Xs, iPhone Xs Max

The letter *X* in the model name is pronounced "ten" (for example, "iPhone ten-ess").

iPod The last iPod model is iPod touch. (Previous models include iPod classic, iPod nano, and iPod shuffle.) Always include *iPod* in the name; don't shorten to *touch* alone.

In general references, don't use an article with *iPod touch*. When referring to the user's particular iPod touch, it's OK to use *your*. The capacity and generation can be listed before or after the name: *128 GB iPod touch*, *iPod touch (128 GB)*, *sixth-generation iPod touch*, *iPod touch (6th generation)*. Use the numeral when the generation comes after the model name. Don't shorten *generation* to *gen* or *G*; for example, *seventh-gen iPod touch* or *iPod touch 7G*.

> The sixth-generation iPod touch features the Apple A8 chip.
>
> If you experience problems with your iPod touch (7th generation)…

Don't capitalize *touch* even in title-style headings: *iPod touch*, not *iPod Touch*.

IPsec Abbreviation for *Internet Protocol Security*.

ISP Abbreviation for *internet service provider*; not *ISP provider*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

italics (n.), italic (adj.) The noun form is plural.

> Use italics to emphasize a word or phrase.
>
> Use italic text to emphasize a word or phrase.

Follow these guidelines for using italics:

- *References to document titles:* Italicize the entire title.

  > See the *iPhone User Guide*.

- *Letters as letters, words as words, and phrases as phrases:* Italicize.

  > the *i*, the *o*'s
  >
  > the word *restart*
  >
  > the phrase *Welcome to iOS 26*
  >
  > *But:* type Q, press Command-S

- *Emphasis:* Use italics to emphasize a word or phrase, but don't overdo this use of italics.

  > Make sure that the power cable is plugged in and that *power is available* at the outlet.

- *Placeholder names:* Italicize.

  > Choose File > Add Files to [*app name*].

- *Terms that stand for or define other terms:* Use italics, not quotation marks, for terms after *stands for*, *labeled*, *named*, *termed*, *the term*, and so on. If the term is an onscreen element, however, use plain text for elements whose names are capitalized title style; use plain text in quotation marks for elements whose names are capitalized sentence style.

    INIT stands for *initialize*.

    A folder named New Folder appears.

    Select the checkbox labeled "Keep lines together."

- *Text the user types:* Don't use italics to represent what the user actually types; use quotation marks or code font, depending on your department's style guidelines.

    For example, type "dog" in the search field to find photos of dogs.

    In the Title field, type `Exchange Rate per $1`.

- *Variables:* In code and other technical notation, italicize artificial terms that are to be replaced by a value or symbol.

    Replace *volumeName* with a name of up to 12 characters.

See also placeholder names; titles of works; variables.

it's, its Don't confuse *it's* (the contraction for *it is*) with *its* (a possessive pronoun): *It's important for the department to keep track of its computers.* See also contractions; possessives.

iTunes Gift Card OK to shorten to *card* or *gift card* after the first reference.

iTunes Store Not *iTunes Music Store* or *iTunes App Store*. Music, movies, and other features are available *in*, *on*, or *from* the iTunes Store.

Find your favorites in the iTunes Store.

Buy your favorites from the iTunes Store.

After the first reference to the iTunes Store, you can use the full name or simply *the store*.

iTunes U An Apple service that schools and other institutions can use to provide free educational content on Apple devices.

J

jack A small, round, 1-pin socket used in audio and video connections. Don't use *connector* to refer to a jack. See also connector; port; slot; socket.

jargon Avoid jargon whenever possible. Define technical terminology on first occurrence.

JavaScript A scripting language commonly used to add interactive features to webpages.

jiggle Use *jiggle*, not *wiggle*, to describe the movement of app icons on a screen (such as the Home Screen of an iPhone) when they're being rearranged or deleted.

Joint Photographic Experts Group See JPEG.

JPEG Acronym for *Joint Photographic Experts Group* (pronounced "JAY-peg"). *JPEG* usually refers to the image compression standard that this group developed for color and grayscale images. It's not necessary to spell out *JPEG* on first occurrence.

junk mail (n., adj.) Use to refer to unwanted mail that users have somehow opted to receive (for example, ads from websites where they've shopped). In the Mail app and iCloud Mail, *junk mail* refers to *all* unwanted mail, including unsolicited mail from unknown senders (also known as *spam*).

It's OK to shorten *junk mail* to *junk* when describing how to filter unwanted mail.

> To filter junk mail, choose Mail > Settings, click Junk Mail, and then select "Enable junk mail filtering."
>
> You can mark unwanted mail as junk.

See also spam.

justification Don't use to refer to the alignment of text to the right or left margin; use *alignment*. Text that's aligned on both the right and the left margins is *justified*. See also alignment.

K

K Don't use; use *KB*.

K–12 Note en dash (Option-Hyphen): *K–12 education*.

KB (n., adj.) Abbreviation for *kilobyte*. *KB* equals 1000 bytes in the context of file size or storage capacity, and 1024 bytes in the context of computer memory. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

  > 800 KB of memory

- *Adjective:* Don't hyphenate the adjective form.

  > a 687 KB file

kbit (n., adj.) Abbreviation for *kilobit*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

  > 256 kbit of memory

- *Adjective:* Don't hyphenate the adjective form.

  > 256 kbit device

kbit/s Standard international abbreviation for *kilobits per second*. See also Names and unit symbols for units of measure and abbreviations and acronyms.

KB/s Abbreviation for *kilobytes per second*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

Kerberos A network authentication protocol.

keyboard equivalent Don't use; use *keyboard shortcut*.

keyboard focus The location where your actions take effect when you use the keyboard. When you use VoiceOver, the keyboard focus can be different from where the VoiceOver cursor is focused.

keyboard icon Not *script symbol* or *script icon*. Refers to the small icon associated with each keyboard layout. These icons are used in the Input menu and the Text Input section of Keyboard settings.

keyboard shortcut Use instead of *keyboard equivalent*. See also key, keys.

keychain, Keychain Access A keychain stores certificates and passwords for servers, internet resources, and apps. Users create keychains by using the Keychain Access app.

key-down (adj.) Note hyphenation.

key, keys You *press* a key on a keyboard or *tap* a key on a touchscreen; you *type* a character, word, or phrase.

In general, don't use articles and the word *key* in references to keys. Ease the user into this construction by using *the* and *key* the first time you mention a keystroke.

> *First occurrence:* Press the Control key.
>
> *Thereafter:* Press Control.

- *Modifier keys:* Capitalize the names of modifier keys.

  > Control key, Option key, Shift key, Command key, Esc key

- *Punctuation keys and nonalphanumeric keys:* When a punctuation key or nonalphanumeric key is used in a combination keystroke, or as a modifier for the word *key*, capitalize the key name. (However, use lowercase for punctuation marks and nonalphanumeric symbols in other contexts.)

  > Option-Shift-Hyphen
  >
  > Press the Hyphen key.
  >
  > Type a hyphen.

  Placing the punctuation mark or symbol in parentheses after the spelled-out key name is optional, but be consistent within a document.

  > Shift-Command-Tilde (~)

- *Keyboard shortcuts using combination keystrokes:* In combination keystrokes, use hyphens to signify that the user should press and hold the first key or keys while pressing the last key. Don't use a hyphen if each key should be pressed and released separately. Be sure to explain this convention on first use.

  > Control-Shift-N
  >
  > Esc N

  Capitalize but don't italicize or use code font for letters used as key names.

  > Command-C
  >
  > Command-X

If there's more than one modifier key, use this order: Fn (function), Control, Option, Shift, Command. When a keyboard shortcut includes a mouse or trackpad action, use lowercase for the mouse or trackpad action.

Option-click

Option-swipe with three fingers

- *Two-word key names*: When referring to more than one key, use the full name of each key.

  Correct: the Right Arrow or Left Arrow key

  Incorrect: the Right or Left Arrow key

- *Keys labeled with two characters:* When a key with two characters is used in a keyboard shortcut, identify the key by the lower of the two characters, unless the Shift key is part of the shortcut. If the Shift key is part of the keyboard shortcut, identify the key by the upper of the two characters.

  Correct: For more information, press Shift-Command-Question Mark.

  Incorrect: For more information, press Shift-Command-Slash.

  When the Shift key and a key with two characters are in a combination keystroke, always show the Shift key as part of the keyboard shortcut (don't show only the upper of the two characters and assume that the user will know to press the Shift key).

  Correct: To increase the Loupe diameter, press Option-Shift-Plus Sign.

  Incorrect: To increase the Loupe diameter, press Option-Plus Sign.

  If one of the characters on the key provides a mnemonic for the action of the command, you can identify the key by that character.

  To remove keyword presets 1 through 8, press Option-Shift-1, Option-Shift-2, and so on.

- *Key graphics:* With graphic representations of combination keystrokes (in tables, for example), use the plus sign (+) instead of a hyphen between keys.

- *Escape and Function:* Spell out the key names *Escape* and *Function* (the Fn key on laptop computers and wireless keyboards) when you introduce them. In subsequent references, it's OK to abbreviate them as *Esc* and *Fn*.

  First occurrence: Press the Esc (Escape) key.

  Thereafter: Press Esc.

  Don't abbreviate any other key names, except when space is very tight (in table headings, for example).

See also specific key names.

keypad Use *keypad* or *numeric keypad*, not *numeric keyboard*.

keypress One word.

keystroke One word.

key-up (adj.) Note hyphenation.

keyword Refers to a special word that identifies a particular type of statement or command, such as *int* or *while*. Follow the capitalization style of the programming language involved.

The term *keyword* also refers to assigned identifiers in apps such as Photos.

> Use keywords to make your photo albums easy to search.

kHz (n., adj.) Abbreviation for *kilohertz*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation.

  > at a rate of 44.1 kHz

- *Adjective:* Don't hyphenate the adjective form.

  > a 44.1 kHz rate

kill Don't use to refer to stopping an app or process. Use an alternative that conveys the correct meaning in context, such as *force quit*, *force exit*, *terminate*, *end*, *stop*, *halt*, or *cancel*.

> *Correct:* Cancel all background tasks.
>
> *Incorrect:* Kill all background tasks.

If the term *kill* is used in code you're documenting and the code can't be changed, show a code sample to make it clear what users need to enter, but use alternative terms in the documentation.

> The `kSecCodeStatusKill` flag indicates that the code should be terminated if it is ever invalidated.

kilobit See kbit (n., adj.).

kilobits per second See kbit/s.

kilobyte See KB (n., adj.).

kilobytes per second See KB/s.

kilohertz See kHz (n., adj.).

Korea Don't use. Specify *South Korea* or *North Korea*.

L

L2 cache, L3 cache See level 2 cache, level 3 cache.

label See figure label. See also button; capitalization.

labeled, labeling Not *labelled*, *labelling*.

LAN Acronym for *local area network*. For guidelines about spelling out acronyms, see abbreviations and acronyms.

laptop A descriptive term for computers that are designed to be portable, such as MacBook Air and MacBook Pro. Don't use *notebook computer* or *notebook*.

In most cases, you can use just *laptop*; use *laptop computer* if needed for clarity.

> Schedule your Mac laptop to shut down.
>
> Find out how to clean your laptop screen.
>
> Place your laptop computer on a flat surface.
>
> Connect a display to a Mac desktop or laptop computer.

When you refer to a specific model (such as MacBook Air or MacBook Pro), use the model name (not *Mac laptop*).

See also desktop computer; portable computer.

later See earlier, later.

latest Don't use to refer to a specific software update. Instead, use only the version number (or a date, in technical support documents), or use *or later* to indicate a range of updates. It's OK to use *latest* if you're generally instructing users to keep their software up to date.

> *Correct:* To use this feature, you must have iPadOS 13.2 or later installed.
>
> *Correct:* For the best results, make sure you're using the latest version of iPadOS.

See also earlier, later; version number.

launch Avoid in user materials when you mean to *open* an app. OK to use in developer materials.

Launchpad Don't use in content about macOS 26 or later. To refer to the Dock icon used to open apps, use *Apps icon*. To refer to the location where you browse and open apps, use *Spotlight*. See also Spotlight.

LCD Abbreviation for *liquid crystal display*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

LCI Abbreviation for *liquid contact indicator*. Spell out on first occurrence. In subsequent references, it's OK to say *LCI* or *the indicator*.

LED Don't use in user materials unless you have a specific reason (to distinguish from *LCD*, for example). Use *light* or *indicator light*.

left arrow Use to refer to a button that looks like a left arrow and lets users navigate horizontally through content, such as a category of TV shows in the Apple TV app.

Don't call it the *left arrow button* or the *left-pointing arrow*.

> Click the left arrow to view more episodes.

Don't use when you mean *Back button*.

See also Back button; Left Arrow key.

Left Arrow key When you refer to arrow keys generically, use lowercase, but capitalize and use the complete name when you refer to one or more arrow keys by name. See also arrow keys.

left-hand Avoid except in reference to left-hand (verso) pages; use just *left* whenever possible.

leftmost No hyphen.

left side Not *left-hand side*.

less, fewer Use *less* for quantity or bulk; use *fewer* for countable items.

> The fewer devices in your network system, the less cable you need.

less-than sign Use *less-than sign*, not *less-than symbol*, to describe the < symbol. You can also use *left angle bracket* if appropriate in the context. See also angle brackets.

let Don't overuse the phrase *lets you* in instructions; try to restructure the sentence to focus on what the user does.

> *Avoid:* The Up Next button lets you see which songs will play next.
>
> *Preferable:* Click the Up Next button to see which songs will play next.

It's OK to use *lets you* in content that focuses on describing features and their capabilities.

> Family Sharing lets you share Apple purchases and subscriptions with family.

See also allow; disable (v.), disabled (adj.); enable (v.), enabled (adj.).

letterboxing (n.), letterbox (v., adj.), letterboxed (adj.) Refers to the black bars placed above and below widescreen video to preserve the wide aspect ratio when the video is presented in a format with a narrower aspect ratio.

> Letterboxing allows the full 16:9 video image to be displayed on a standard 4:3 display.
>
> You can letterbox widescreen footage to display it on a standard 4:3 display.
>
> You can crop the video image to remove the letterbox area (the black bars above and below the widescreen image).

See also aspect ratio; pillarboxing (n.), pillarbox (v., adj.), pillarboxed (adj.).

letters as letters Italicize a letter when it's used as a letter.

- *Plural:* Avoid using the plural; if you must, use an apostrophe and an *s* to form the plural, but don't italicize the apostrophe or the *s*.

  > *o*'s, *p*'s, *s*'s

- *Fonts:* When you discuss fonts and character formation, using italics for letters as letters may be misleading—for example, when you discuss a particular character in plain style. In such cases, use quotation marks.

  > The letter "å" can be converted to "a."

- *Key names:* Don't italicize a letter when you use it as the name of a key.

  > Press Command-Q.

See also italics (n.), italic (adj.); words as words.

level 2 cache, level 3 cache Can be abbreviated as *L2 cache* or *L3 cache*. Don't use *secondary cache* or *second-level cache* when you mean *L2 cache*.

library Use lowercase in general references: *your music library*, *the photo library*. Capitalize the names of interface elements: *click Library*.

lid Use this, not *clamshell*, to refer to the lid of a laptop computer or device case (such as an AirPods case).

LiDAR Note capitalization.

lifespan One word.

Light Seal A component of Apple Vision Pro. Note capitalization.

Light Seal Cushion A component of Apple Vision Pro. Note capitalization.

like (suffix) Close up words ending with *like* unless the word is a proper name or a compound term, or the resulting word is difficult to read.

> businesslike, Ethernet-like, typewriter-like

like, love Users can *like* or *love* an item. Items can have *likes*, but not *loves*; instead, refer to loved items as *items you've loved* or *loved items*. Users can *dislike* a liked or loved item. Don't capitalize *like* or *love* unless you're referring to a button in the user interface (for example, *the Loved button*).

> Telling Apple Music what you love and dislike improves future recommendations.
>
> In News, when you like a topic or channel, related stories appear more often in For You.
>
> You can create a Smart Playlist of your loved songs and albums.

To avoid ambiguity, you can also say *mark an item as liked*, an item *is marked as loved*, or similar.

> The album subscriber marked the photo of the Grand Canyon as liked.

limited warranty Note lowercase.

line breaks Don't break a line between *Chapter* or *Appendix* and its number or letter; between *Figure* or *Table* and its number; between *slot* or *port* and its number; or between a product name and its number. Don't break a line within an email address or a URL.

line feed (n.), line-feed (adj.) Note hyphenation of adjective.

link (n.) A user clicks a link to go to another page or to perform an action. Avoid using *follow a link*; use *click a link* instead.

> *Correct:* Click a link on the homepage to go to another page.
>
> *Incorrect:* Follow the link to the page of your choice.

link (v.) OK to use when you describe the act of creating a link on a webpage, but don't use *link* to describe connecting to a webpage.

> *Correct:* When creating a webpage, be sure to link to other interesting webpages.
>
> *Incorrect:* Click the map to link to other pages on the site.

liquid contact indicator See LCI.

Liquid Glass An interface design featuring a glasslike visual effect that provides a consistent experience across Apple devices. Don't precede with *the*.

> Liquid Glass brings a new look to iPhone.

lists (bulleted) Use a bulleted list when you want to stress the parallelism of a number of options, elements, rules, or instructions that need not be presented or performed in a particular order.

- *Introductory punctuation:* Precede all lists with colons, whether the sentence before the colon is a complete thought or a partial thought (exception to *The Chicago Manual of Style*). See also colons.
- *Capitalization:* All list items should start with a capital letter unless the word is a product name that begins with a lowercase letter or, in developer materials, is a computer literal that begins with a lowercase letter.
- *Punctuation within a list:* List items that are fragments or that complete the thought started by the main clause should not end with a period; list items that are complete sentences should end with a period.
- *Parallelism:* Within a single list, all bulleted items should be parallel.
- *A regular sentence broken into a list:* This type of list emphasizes the parts of a series. The syntax of the sentence is unbroken.

  Using the Clock app, you can:

  - Check on the time anywhere in the world
  - Set an alarm
  - Time an event
  - Set a timer

- *A simple list:* The main clause is an independent clause and each bulleted item is a sentence fragment.

  You can view the following items in Settings:

  - Name
  - iOS version
  - Model name
  - Model number
  - Serial number

- *A complex list:* The main clause is an independent clause and each bulleted item is a complete sentence.

  Follow these guidelines for password systems:

  - Allow passwords to contain both alphabetic and numeric characters.
  - Allow passwords to be as long as is practical.
  - Provide a way for the user to verify the password when it's entered or changed.

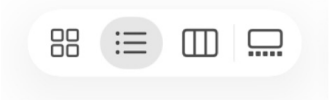
lists (numbered) Use a numbered list when you want to stress the sequential nature of steps, rules, or instructions. In numbered task lists (steps), each item should be a complete sentence. Use sentence-style capitalization for each item and end each item with closing punctuation.

Reduce an image's file size:

1. Choose Tools > Adjust Size.
2. Select "Resample image."
3. Enter a smaller value in the Resolution field.

list view A way to display items in a list, with one or more columns of data—for example, the list view in Finder windows.

List View button The button second from the left in the View control in Finder windows.



lithium-ion (adj.) It's OK to abbreviate as *Li-ion* if space is limited. See also batteries.

Live Activities Capitalize the name of the feature. You can use *Live Activity* or just *activity* to refer to individual activities.

You can view Live Activities in the Dynamic Island on your iPhone.

A Live Activity can be active for up to 8 hours.

To switch between activities, swipe left or right.

Live Photos The feature name. You can also use *Live Photos* or *Live Photo* to refer to the photos themselves.

Live Photos is turned on by default.

With some models of iPhone, you can take Live Photos.

You can use a Live Photo as the wallpaper for your Lock Screen.

You *play* or *view* a Live Photo. Avoid referring to any part of a Live Photo as *video*. Instead, you can use wording such as *the moments before and after the photo*.

> *Avoid:* If you set a Live Photo as your watch face, the video plays when you raise your wrist.
>
> *Preferable:* If you set a Live Photo as your watch face, it plays when you raise your wrist.
>
> *Avoid:* A Live Photo captures a still image, along with a few moments of video before and after it was taken.
>
> *Preferable:* A Live Photo captures a still image, along with the moments just before and after it was taken.

In instances where a Live Photo might not play, avoid describing the Live Photo as *playable* or *not playable*; instead, use alternatives such as *you see only the still image*.

> If you drag a Live Photo to a conversation in Messages, only the still photo appears.

livestream (n., v.), livestreaming (n.) Use to refer to media content that's streamed in real time.

> Watch the livestream of this year's Worldwide Developers Conference, or stream it on demand on Apple Podcasts.
>
> Apple livestreams the Worldwide Developers Conference each year.
>
> Livestreaming will begin at 10:00 a.m. Pacific daylight time.

If the context makes it clear you're discussing content that's streamed in real time, you can just use *stream*.

> You can stream lectures to your students and answer their questions in real time.

When discussing HTTP Live Streaming, the Apple technology for streaming live content, always capitalize *Live Streaming* and don't hyphenate (even if a noun immediately follows).

> Get HTTP Live Streaming tools from Apple.
>
> Discuss HTTP Live Streaming with Apple engineers and other developers.

See also stream (n., v.), streaming (n., adj.).

Live Text Use only as a feature name. Don't use to refer to the text users interact with.

> *Correct:* You can use Live Text to copy and share text in a photo.
>
> *Incorrect:* You can copy and share Live Text in a photo.

local area network See LAN.

localizable Don't use.

> *Correct:* An app that follows the human interface guidelines should be easy to localize.
>
> *Incorrect:* An app that follows the human interface guidelines should be easily localizable.

localization (n., adj.) Many Apple publications and user materials written in English go through the localization process, which involves revision and translation for non-English-speaking users.

- *Idiomatic language:* To make the localization process easier, avoid idiomatic phrases such as these:

  nitty-gritty details

  start from scratch

  piggy-backing

- *Examples and graphics:* Avoid examples and graphics that show events or activities specific to a particular nation or culture.
- *Conciseness:* Remember that text length may expand after translation, so keep paragraphs short and tight.

See also Intro to international style; Intro to inclusive writing.

localize (v.) Takes the preposition *for*, not *to*.

Correct: Whether you localize your app for the French language or for French Canada, make sure you test its interface.

Incorrect: Whether you localize your app to the French language or to French Canada, make sure you test its interface.

Location Services The feature name. Singular.

Correct: Make sure Location Services is turned on.

Incorrect: Make sure Location Services are turned on.

lock Users *lock* files, apps, or devices; they *write-protect* their disks. Disks are *copy-protected* by the manufacturer.

Lock Screen Note capitalization.

logical operators Don't use as verbs.

Correct: Using OR to combine *x* and *y* produces the result TRUE if either one is true or if both are true.

Incorrect: ORing *x* and *y* produces the result TRUE if either one is true or if both are true.

Correct: The directive uses the logical operator AND to compare the accumulator contents with the contents of memory specified by the operand.

Incorrect: The directive logically ANDs the accumulator contents with the contents of memory specified by the operand.

logic board Not *motherboard*, *mother board*, *main board*, or *main circuit board*. You can refer to a board as the *main logic board* if there's a secondary logic board on the device; otherwise, use just *logic board*.

Login Items Capitalize when referring to Login Items settings (in macOS 13 and later) or Login Items preferences (in macOS 12 and earlier); use lowercase when referring generically to apps or files that open automatically when the user logs in. In user materials, it's preferable to use descriptive language (for example, *items that open automatically*).

login (n., adj.), log in (v.) Use to refer to the procedure for starting use of a Mac system account. Use *log in to*, not *log into*.

> *Correct:* You must log in as an administrator.
>
> *Correct:* If you turn on automatic login for yourself, your account opens when the computer starts up.
>
> *Incorrect:* You must log into the computer.

Users *log in to* a file server (not *log on to*); users *log out of* a file server (not *log off*, *log off of*, or *log out from*).

> *Correct:* You must log out of the server.
>
> *Incorrect:* You must log out from the server.
>
> *Incorrect:* You must log off the server.

Use *login window* to refer to the window that appears when a new user logs in to macOS.

See also sign-in (n., adj.), sign in (v.).

log on, log off Don't use; use *log in* and *log out*. See also login (n., adj.), log in (v.).

long press (n.), long-press (adj.) In developer materials, you can use *long press* when discussing the gesture recognizer that detects when a user touches and holds an onscreen item.

> To detect a long press, use a long-press gesture recognizer (`UILongPressGestureRecognizer`).

Don't use *long press* in user materials. Instead, use *press and hold* to refer to the act of pressing a mechanical button until an action or result occurs; use *touch and hold* to refer to the act of touching a touchscreen and leaving the finger motionless until an action or result occurs.

See also press and hold; touch and hold.

look Use to refer to looking at buttons and elements in visionOS to interact with them. Don't use *gaze*.

> App icons subtly come to life when you look at them.

In visionOS, looking at an element is an integral part of interacting with it, so you don't need to include *look* with every instruction. However, when you're first explaining how to do something on Apple Vision Pro, you can include *look* to help describe the action.

> *First reference:* To open an app, look at the app and tap your fingers together.
>
> *Subsequent references:* Tap an app to open it.

look and feel (n.) No hyphens.

Look Around The Maps feature that lets users get a street-level view of a location.

lookup (n., adj.), look up (v.) One word except as a verb.

love See like, love.

low bit (n.), low-bit (adj.) Note hyphenation of adjective. Not *lo bit* or *lo-bit*. *Low bit* is an acceptable short form of the noun *low-order bit*.

lowercase (n., adj.) When you use *lowercase* in conjunction with *uppercase* as a noun (or to modify a noun), use *uppercase and lowercase* (both words spelled out, in that order).

low-order bit (n.) Not *lo bit* or *lo-bit*. *Low bit* is an acceptable short form.

Low Power Mode Note capitalization. See also Power Reserve mode.

low resolution (n.), low-resolution (adj.) Not *lo-res*. The short form *low-res* (adj.) is OK when space constraints don't allow use of the full phrase (such as in column headings in tables).

low vision See blind, low vision.

M

M1 chip See M-series chips.

M2 chip See M-series chips.

M3 chip See M-series chips.

Mac Use *Mac* to refer to Mac computers and related products (*Mac software*, *Mac apps*).

- *Articles:* In general references, don't use *the* with *Mac* or the names of specific Mac models.

  Get to know Mac.

  Mac mini delivers unprecedented power in a small package.

  Mac Pro features seven expansion slots.

  It's OK to use another article or a possessive adjective.

  This feature requires a Mac with macOS 14 or later.

  Set up your Mac Studio.

  If you need to refer to a specific Mac, it's OK to use *the*.

  Shut down the Mac you want to restore.

  Slide the Mac Pro you're troubleshooting out of the rack.

- *Plurals and possessives:* Because *Mac* and the names of specific Mac models are trademarks, don't use them in the plural or possessive form.

  Correct: Mac computers, Mac Pro models, your Mac computer's screen

  Incorrect: Macs, Mac Pros, your Mac's screen

- *Generic references:* Don't refer to a Mac computer as a *machine*, *CPU*, or *PC*; acceptable alternatives are *computer* or *personal computer*.

The following examples show ways to list Mac computers together with other types of products:

> your Mac, iPhone, or iPad; a macOS, iOS, or iPadOS device; your Mac or mobile device; your Mac or PC; Mac computers and PCs

See also device; trademarks (usage).

Macao Use this spelling, not *Macau*.

Mac App Store Apps for the Mac are available *in*, *on*, or *from* the Mac App Store. Precede the name with an article in text. Don't abbreviate as *MAS*.

> Find the item you want on the Mac App Store.
>
> To download an app from the Mac App Store, open the App Store app on your computer.

After the first reference to the Mac App Store, you can use the full name or simply *the store*. To prevent confusion, avoid using *the store* if you're discussing the App Store for different platforms (for example, the Mac App Store and the App Store for iPhone).

See also App Store.

MacBook See Mac.

Mac Catalyst A feature of Xcode that developers can use to bring iPad apps to Mac as native Mac apps. Don't use *Catalyst* alone. Developers bring apps *to Mac*, not *to macOS*.

> Bring your iPad app to Mac with Mac Catalyst.

Don't use *Mac Catalyst* as an adjective. For example, don't describe an app as *a Mac Catalyst app*; say *a Mac app created using Mac Catalyst*, or similar. Apps don't *run in* Mac Catalyst; apps are *built with* Mac Catalyst.

> *Correct:* Mac apps built with Mac Catalyst can use AppKit APIs marked as available.
>
> *Incorrect:* Mac apps running in Mac Catalyst can use AppKit APIs marked as available.

machine Don't use when you mean *computer*.

machine language (n.), machine-language (adj.) Note hyphenation of adjective.

Macintosh See Mac.

Mac mini See Mac.

Mac operating systems In general, use *macOS* to refer to the Mac operating system.

> To reinstall macOS, you must be connected to the internet.
>
> macOS includes apps you'll use every day.

Don't use *Mac OS* to refer generically to the operating system.

> *Correct:* To determine which version of the Mac operating system you have…
>
> *Incorrect:* To determine which version of the Mac OS you have…

Features are *in* macOS, not *on* macOS.

> *Correct:* In macOS, you can…
>
> *Incorrect:* On macOS, you can…

Mac operating systems have a version name and a version number. If you include both the name and the number, place the name first. Don't place the name in quotation marks, and don't include the word *version* or the letter *v*.

To refer to specific versions of the Mac operating system, follow these guidelines, depending on the version number:

- *10.12 or later:* Use *macOS*. To refer to a specific version of macOS, you can use its name, its version number, or both. Always include *macOS*.

  macOS Sierra
  macOS 10.12
  macOS Sierra 10.12

- *10.8 through 10.11:* Use *OS X*. To refer to a specific version of OS X, you can use its name, its version number, or both. Always include *OS X*.

  OS X El Capitan
  OS X 10.11
  OS X El Capitan 10.11

- *10.0 through 10.7:* Use *Mac OS X*. Include the version number only.

  Correct: Mac OS X 10.7

  Incorrect: Mac OS X Lion 10.7

When referring to a range of OS versions that includes both macOS and earlier versions, use the name (or version number) of the earliest version followed by *or later*.

> *Correct:* To use Handoff, you must have OS X Yosemite 10.10 or later installed.
>
> *Incorrect:* To use Handoff, you must have macOS Yosemite 10.10 or later installed. [Version 10.10 was called *OS X*, not *macOS*.]

Exception: If a range of versions includes both macOS and earlier versions, developer publications refer to all included versions as *macOS*.

macOS See Mac operating systems.

Mac OS See Mac operating systems.

Mac OS Extended format A file system used to format a disk for use with macOS. It's OK to define the format parenthetically as *HFS Plus* on first occurrence, but don't use *HFS+*. See also HFS Plus.

Mac OS Extended (Journaled) format A file system used to format a disk for use with macOS. It's OK to define the format parenthetically as *Journaled HFS Plus* on first occurrence, but don't use *HFS+ (Journaled)*. See also HFS Plus (Journaled).

macOS Server Use to describe Apple's server software beginning with macOS 10.12. Use only to refer to the software; don't use to refer to a computer with macOS Server installed. Call the computer *the server* or *the server with macOS Server installed*.

Correct: You can give users access to the server.

Incorrect: Create a password to make your macOS Server more secure.

When discussing administrative tasks users can do in the Server app, use *the Server app*. When discussing the features or behavior of the server software as a whole, refer to it as *macOS Server*.

macOS Server sends alerts about important server events.

Use the Server app to change which alerts you receive.

When referring to software versions, don't include the word *version* or the letter *v*. In developer materials, don't use version names such as *Snow Leopard*; use version numbers only. To refer to specific versions of the software, follow these guidelines:

- *macOS Server (for macOS 10.12 or later):* Each version is a separate add-on that may work with multiple versions of macOS, so don't include an operating system name (for example, *Sierra*) when referring to macOS Server; include only a version number.

  macOS Server 5.2

- *OS X Server (for OS X 10.8 through 10.11):* Each version is a separate add-on that may work with multiple versions of OS X, so don't include an operating system name (for example, *Mavericks*) when referring to OS X Server; include only a version number.

  OS X Server 5.1

- *Mac OS X Server (Mac OS X 10.7 or earlier):* You can use the operating system name and the version number on first occurrence. Thereafter, it's OK to use *[version name] Server*. Don't place the name in quotation marks.

  Mac OS X Lion Server 10.7

  Lion Server

Mac OS X See Mac operating systems.

Mac OS X Server See macOS Server.

Mac Pro See Mac.

Mac Studio See Mac.

Mac Virtual Display The virtual macOS display in Apple Vision Pro. Don't precede with *the*.

With Mac Virtual Display, you can view your Mac screen on Apple Vision Pro.

Made for iPhone, iPod, and iPad See MFi.

Mail Capitalize when referring to the app name: *You can use Mail to send and receive email.* See also iCloud.

mailbox One word.

mailbox list The list of mailboxes in the Mail app.

main logic board See logic board.

main memory Not *central memory*.

male Don't use to describe a type of connector. Use *plug* or *connector*; if you use *connector*, describe the connector by its shape, icon, or other identifying feature.

> *Correct:* Insert the plug into the socket to ensure a reliable connection.
>
> *Incorrect:* Insert the male endpoint into the female endpoint to ensure a reliable connection.

See also connector; female; mate.

man Don't use *man* (or compound words that include *man*) to refer to people in general.

> staff, workforce (*not* manpower)
> work hours, people hours (*not* man hours)
> artistry, craft (*not* craftsmanship)
> unstaffed (*not* unmanned)

Managed Apple Account An account that a business or educational institution creates and manages to allow users to access Apple services. This account was formerly known as a *Managed Apple ID*.

> *Correct:* Some features and settings aren't available to Managed Apple Accounts.
>
> *Incorrect:* Some features and settings aren't available to accounts with Managed Apple IDs.

See also Apple Account.

Managed Apple ID Don't use; use *Managed Apple Account*. See also Managed Apple Account.

man-in-the-middle attack Don't use. Depending on the context, use *intermediary attack* or *machine-in-the-middle attack*.

manual Use *manual* to refer generically to print or PDF documentation that comes with a computer or another product. You can also use *user manual*, *user's manual*, or *user guide*, depending on the manual title.

> See the manual that came with your camcorder.
>
> See your user guide for instructions.

- *Electronic delivery:* If a manual is delivered electronically (for example, as a PDF file available from www.apple.com/support), don't call the manual an *electronic manual*; simply describe it for the user.

  > The manual is available as a PDF file at www.apple.com/support.

- *Cross-references:* To refer to documentation that may be either printed or electronic, use *documentation*.

  > See the documentation that came with your computer.

See also document titles; user guide, user manual.

master The term *master* can have oppressive associations, even when used in a technological context. For this reason, avoid using *master* when referring to the following:

- The default branch of a source repository. Instead, use *main branch*.
- A system, device, or setting that controls another or that others are subordinate to. Instead, use alternatives such as *primary*, *main*, *global*, *manager*, or *host*.
- An object or file that serves as a source or basis for others. Instead, use alternatives such as *source*, *original*, *reference*, or *main*.

If none of these alternatives work, you might be able to replace *master* with another term that makes sense in a particular context. For example, you could call objects in the background of a document *background objects* instead of *master objects*.

See also master branch; master-detail (adj.); master/slave.

master branch Don't use to refer to the default branch of a source repository; use *main branch*.

master-detail (adj.) Don't use; use *list-detail* or *navigation-detail*.

> In a navigation-detail interface, the navigation interface displays a collection of objects, and the detail interface shows an editor for the selected object.

master/slave Don't use to describe the relationship between two devices or processes. Instead, use an alternative that's appropriate to the context, such as *primary/secondary*, *primary/replica*, *main/secondary*, *host/client*, or *active/standby*.

> *Correct:* Anything written on the primary device is given to the secondary device as input.
>
> *Incorrect:* Anything written on the master device is given to the slave device as input.
>
> *Correct:* In a multipeer session, there is no explicit separation of devices into host and client roles.
>
> *Incorrect:* In a multipeer session, there is no explicit separation of devices into master and slave roles.

Don't use alternatives that retain the term *master* (such as *master/helper*) or use the term *worker* (such as *master/worker*).

If the terms *master* and *slave* are used in code you're documenting and the code can't be changed, show a code sample to make it clear what users need to enter, but use alternative terms in the documentation.

> The primary view controller (`MasterViewController`) shows the available views and controls.

mate Don't use to refer to connecting hardware. Use *connect*.

> *Correct:* Securely connect the cable connectors.
>
> *Incorrect:* Securely mate the cable connectors.

See also connect.

maximize Use to refer to making a window as big as possible without going full screen. Don't use to refer to clicking a window that's been *minimized* into the Dock; use *make active*.

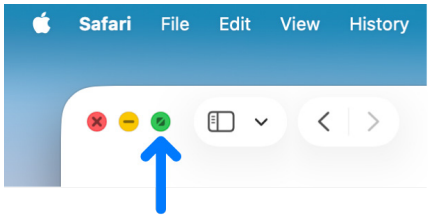
Correct: To maximize a window, Option-click the green button.

Incorrect: To maximize a window, click its icon in the Dock.

Correct: To make a minimized window active, click its icon in the Dock.

See also minimize (v.), minimized (adj.).

maximize button The rightmost (green) button of the three window controls at the left of the title bar. Users click this button to go full screen, or Option-click it to *maximize* the window.



See also maximize.

may, can See can, might, may.

MB (n., adj.) Abbreviation for *megabyte*. *MB* equals 1000^2 bytes in the context of file size or storage capacity, and 1024^2 bytes in the context of computer memory. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

  20 MB of memory

  500 MB of storage capacity

- *Adjective:* Don't hyphenate the adjective form.

  a 3 MB L2 cache

  a 4 MB file

Mbit (n., adj.) Abbreviation for *megabit*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

  10 Mbit of memory

- *Adjective:* Don't hyphenate the adjective form.

  10 Mbit memory

Mbit/s Standard international abbreviation for *megabits per second*. See also Names and unit symbols for units of measure and abbreviations and acronyms.

MB/s Abbreviation for *megabytes per second*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

measurement See Intro to units of measure.

Media Eject key Note capitalization.

media, medium When you describe a method of storing or delivering information, use the singular *medium* or the plural *media*.

> The characteristics of the video storage medium determine playback and recording capabilities. [singular]
>
> The guide is presented in both print and electronic media. [plural]

When you discuss video, audio, and still-image content, however, you can use *media* as a singular term to describe a collection of content (for example, a set of video clips).

> Your imported media appears as clips in one or more events.

Medical ID Use with *a* or *your*.

> In an emergency, you can check someone's iPhone for a Medical ID.
>
> You can quickly set up your Medical ID in the Health app.

mega (prefix) Close up words beginning with *mega*.

> megabit, megabyte, megahertz, megapixel, megawatt, megawide

megabit See Mbit (n., adj.).

megabits per second See Mbit/s.

megabyte See MB (n., adj.).

megabytes per second See MB/s.

megahertz See MHz (n., adj.).

Memoji Personalized Animoji that users can create to represent themselves in some apps. Use *Memoji* for both singular and plural.

> Add features to a Memoji to bring your character to life.
>
> Create more Memoji to match different moods.

See also Animoji; emoji.

Memories Capitalize when referring to the feature in Photos. Use lowercase when referring to the memories that Photos creates and when referring to memory movies.

> Use Memories to rediscover favorite photos in your library.
>
> Photos scans your library to create a collection of memories.
>
> Create a custom memory movie right in Photos.

memory A general term for the part of a computer that holds data and instructions for use by processors. *Memory* can refer to random-access memory (RAM), virtual memory, swap files, and portable storage devices (such as flash drives), among others.

> Use Activity Monitor to see the amount of system memory being used on your Mac.
>
> macOS automatically allocates memory and adjusts its contents as needed.

Don't use *memory* to refer to storage capacity; use a term such as *storage space* instead. See also storage.

memory address, memory location OK to use just *address* or *location* for brevity. Don't use commas in addresses, even in numbers of five digits or more.

menu bar The bar at the top of the Mac screen. The menu bar contains menus for the active app (*File menu, Edit menu*, and so on) and menus for system status icons (icons on the right, also called *menu bar icons*, *menu bar status icons*, or *menu bar items*). If you need to refer to the menu type, use *pull-down menu*, not *pop-up menu*.

Menu button A physical button on the Siri Remote (called the *Apple TV Remote* in countries or regions where Siri isn't available for use with Apple TV devices) and the Apple Remote. See also Apple Remote; Apple TV Remote; Siri Remote.

menu names Note capitalization: *Edit menu*, *File menu*, and so on.

menus Anything that can be chosen in a menu is a *menu item*; some menu items are also *menu commands* (or simply *commands*). A menu item is *in* a menu, not *on* or *under* a menu; a menu *contains* items.

In user materials, you can use *item* or *option* to refer to menu items that aren't commands, such as names of fonts in a pop-up menu. However, when possible, use a more specific term (for example, if a menu contains a choice of colors, say *choose a color*).

> To specify how numbers in a spreadsheet are rounded, click the Accuracy pop-up menu, and then choose an option.
>
> To change the size of icon text, click the "Text size" pop-up menu, and then choose a size.

- *Pull-down menus:* A pull-down menu is a menu in the menu bar. When you give instructions for choosing an item from a pull-down menu, use the style shown here.

  > Choose [*menu*] > [*item*] > [*submenu item*].
  >
  > Choose Edit > Find > Find Next.
  >
  > Choose File > Save As.

  Don't use an angle bracket when you're simply identifying which menu contains the item.

  > *Correct:* the Page Setup command in the File menu
  >
  > *Incorrect:* the File > Page Setup command

  Don't refer to pull-down menus as *pop-up menus* or *drop-down menus*. In general, refer to them as *menus*; however, if you need to distinguish them from other types of menus, it's OK to call them *pull-down menus*.

- *Pop-up menus:* A pop-up menu is a menu in a dialog or window, labeled with up and down arrows (or just a down arrow). For pop-up menus, use the style *Click the X pop-up menu, and then choose Y*.

    Click the Connection Speed pop-up menu, and then choose Intranet LAN.

    Click the Format pop-up menu, and then choose a format.

    If the pop-up menu doesn't have a name, simply call it *the pop-up menu*.

    Click the pop-up menu, and then choose Numeric.

- *Shortcut menus:* A shortcut menu is a menu that appears when a user presses the Control key and clicks an item on the screen. For shortcut menus, use the style shown here.

    Control-click the image, and then choose Copy Image from the shortcut menu.

    If the shortcut menu has submenus, you can use the style shown above, or you can use the angle bracket style.

    Control-click the images, choose Align Objects from the shortcut menu, and then choose Left from the submenu.

    Control-click the images, and then choose Align Objects > Left from the shortcut menu.

    In user materials, don't refer to a shortcut menu as a *contextual menu*. However, you can refer to the menu parenthetically as a contextual menu on first reference for users who may be more familiar with that term.

    A shortcut menu (also called a *contextual menu*) appears.

- *Checkmarks in menus:* For menu items that are turned on or off by showing or hiding a checkmark, use the following language:

    To show the library, choose Window > Library so that a checkmark appears next to Library.

    To hide the library, choose Window > Library so that the checkmark disappears.

See also choose; command names; submenus.

message An electronic communication containing information sent by a computer or mobile device. If the context isn't clear, you can add an adjective to indicate the type of message (*audio message, email message, MMS message, SMS message, text message, video message*).

Send a message to your friend.

The Messages app automatically chooses the type of group message to send.

Avoid using *message* as a verb. Instead, use *send a message to*.

Correct: Send a message to your family.

Incorrect: Message your family.

See also chat (n., v., adj.); text message.

message list The list of messages in the viewer window in Mail.

metadata One word.

MFi Short for *Made for iPhone, iPod, and iPad*. A licensing program for manufacturers of accessories that work with Apple devices.

> Learn how to pair your MFi hearing device with your iPad.

MHz (n., adj.) Abbreviation for *megahertz*. In both the noun and adjective form, use a space between the numeral and the abbreviation (don't hyphenate the adjective form).

> at a rate of 800 MHz
>
> an 800 MHz processor

See also abbreviations and acronyms.

mic (n.) OK to use as the short form of *microphone*. Don't use as a verb; use *mike*.

> After you connect the microphone to the speaker, you might have to adjust the mic.

See also mike, miked, miking (v., adj.).

mice Try to avoid, but if you must use the plural of *mouse*, it's OK to use *mice* or *mouse devices*. See also mouse.

microarchitecture One word.

microphone OK to use *mic* for short. See also mike, miked, miking (v., adj.).

Microsoft Windows OK to use *Windows*. Computers that use Microsoft Windows can be called *Windows-based computers*, *Windows computers*, *Windows-based PCs*, or *Windows PCs*. See also PC.

MIDI Acronym for *Musical Instrument Digital Interface*. For guidelines about spelling out acronyms, see abbreviations and acronyms.

mike, miked, miking (v., adj.) Don't use *mike* as a noun; use *microphone* or *mic*.

> You can change the volume of each miked instrument.
>
> There are three commonly used stereo miking variants used in recording.

See also mic (n.).

millimeter (mm) OK to abbreviate. Note hyphenation when the spelled-out version is used as an adjective: *2.4 millimeters*, *2.4 mm*, *2.4-millimeter slot*, *2.4 mm slot*.

For film sizes, close up the numeral and the abbreviation: *16mm film*.

MIME Acronym for *Multipurpose Internet Mail Extension*, commonly used to distinguish an email format from plain text format. It's not necessary to spell out on first occurrence. Use as an adjective (*a MIME file*, *MIME format*).

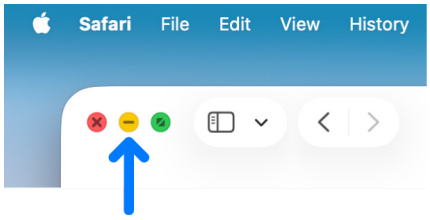
mini (prefix) Close up except before a vowel, a proper noun, or an abbreviation.

> minicircular connector, minitower
>
> mini-application, mini-VGA

minimize (v.), minimized (adj.) OK to use to describe windows in the Dock.

> To put a document in the Dock, click the minimize button.
>
> Document windows in the Dock are minimized.

minimize button The middle (yellow) button of the three window controls at the left of the title bar. Users click this button to put a window in the Dock (*minimize* the window).



See also minimize (v.), minimized (adj.).

minus sign Use *minus sign*, not *minus symbol*, to describe this symbol: –. Use an en dash (generated by pressing Option-Hyphen) for a minus sign (except in code font, where a hyphen is used).

mixed-directional (adj.) Use to refer to a combination of left-to-right and right-to-left text within a single line (French and Arabic on one line, for example). See also bidirectional (adj.).

mobile device OK to use to refer to handheld computing devices such as iPhone and iPad, or to phones and tablets in general.

> Numbers is the most innovative spreadsheet app available for a mobile device.

When possible, however, use the name of a specific device, or describe the category of device: *iOS device*, *iPadOS device*.

See also device.

mobile phone Use instead of *cell phone* or *cellular phone*. Don't use simply as a synonym for *iPhone*.

mode Don't overuse *mode*; it can often be omitted with no change in meaning. In particular, avoid referring to a feature as a mode if *mode* isn't part of the feature name.

> *Correct:* When you're using the paintbrush…
>
> *Incorrect:* When you're in paintbrush mode…
>
> *Correct:* In Stage Manager, you can group apps together for specific tasks.
>
> *Incorrect:* In Stage Manager mode, you can group apps together for specific tasks.

If *mode* is part of a feature name, capitalize or use lowercase depending on the feature.

> Action mode, Airplane Mode, burst mode, Cinematic mode, Dark Mode, Express Mode, Lockdown Mode, Lost Mode, Low Data mode, Low Power Mode, Night mode (iPhone), Night Mode (Apple Watch), Nightstand mode, Portrait mode, recovery mode, Reference Mode, Ring mode, safe mode, Silent mode, sleep mode, Smart Data mode, standby mode, target disk mode, Theater Mode, Transparency mode, Voice Isolation mode, Wide Spectrum mode

model Don't use when you can use *computer*.

> *Correct:* How you use this feature depends on which model of Mac computer you have.
>
> *Correct:* The setup guide that came with your computer provides instructions.
>
> *Incorrect:* The setup guide that came with your model provides instructions.

modifier key Use instead of *control key* in the generic sense for a key that affects the action of other keys, such as the Control, Option, Shift, Command, and Esc keys.

monitor In general, don't use to refer to the primary display connected to the user's computer; use *display*. You can use *monitor* to refer generically to different kinds of display devices that may be connected to a user's computer (such as a CRT monitor or an NTSC monitor).

> Connect the display to your Mac Pro.
>
> If you want to show your movie on an external monitor, first connect the monitor to your computer.

monitor cable Not *video cable* or *monitor cord*. Use when you refer to cables for displays other than Apple displays; otherwise, use *display cable*. (Use *display power cord* or *monitor power cord* for the cord that goes from the display or monitor to the power source.) See also display cable.

monitor depth Avoid; use *color depth*.

monitor port Not *video port*. Use to refer to the port to which a monitor is connected. Don't use *monitor port* to refer to the port to which an Apple display is connected. See also display port.

monospaced (adj.) Not *monospace*. *Fixed-width* is the preferred term to describe fonts (such as Courier) in which each character takes up the same amount of space.

More button, More menu Use *More button* to refer to a button labeled with an ellipsis (either with a circle ⋯ or without a circle •••). Use *More menu* to refer to the menu of options that the More button opens.

> To show completed reminders, tap the More button ⋯, and then choose Show Completed.
>
> The standard toolbar in the Notes app includes a More menu with additional actions.

In some apps, a button with an ellipsis might have a more specific name based on its function—for example, the View Options button in the Mail app on Mac. In those cases, use the app-specific name.

See also Character Viewer.

most recent See earlier, later; latest; version number.

motherboard Don't use; use *main logic board* or *main board*.

mount (v.) In user materials, avoid when referring to making a disk or disk image available; use alternatives such as *open*, *make available*, or *connect to*, or describe what the user must do to make the disk available.

> *Avoid:* To see the contents of a disk image, you must mount the disk image.
>
> *Preferable:* To see the contents of a disk image, you must open the disk image by double-clicking it.
>
> *Avoid:* Use the Recent Items command to mount servers you've recently used.
>
> *Preferable:* Use the Recent Items command to connect to servers you've recently used.

In server materials or materials for more technical users, it's OK to use *mount*.

> To mount the disk again, select it in Disk Utility and click Mount.
>
> Use this function to mount one or more server volumes.

Don't use *mount* as an intransitive verb.

> *Correct:* Mount the volume.
>
> *Incorrect:* The volume mounts.

See also unmount (v.); unmounted (adj.).

mounted (adj.) In user materials, avoid when referring to a disk or disk image that's available; use alternatives such as *available*, *on your desktop*, or *in a Finder window*. (Note that users can choose whether to display disk icons on their desktops, so be careful when using *on your desktop* as an alternative for *mounted*.)

> *Avoid:* All mounted disks are listed in the sidebar of the Finder window.
>
> *Preferable:* All available disks are listed in the sidebar of the Finder window.

In server materials or materials written for more technical users, it's OK to use *mounted*.

> You can't rename a mounted Xsan volume using the Finder.

See also unmount (v.); unmounted (adj.).

mouse Avoid referring to the mouse when possible. Switch emphasis to the actions on the screen, such as *clicking*, *dragging*, *selecting*, or *choosing*. See also choose; click; drag; press; select (v.).

Avoid using the plural form of *mouse*. If you must use the plural, use either *mouse devices* or *mice*.

> Apple offers several types of mouse devices.

mouse-down event Note hyphenation.

Mouse Keys Capitalize when you refer to the feature that can be set in Accessibility settings in macOS.

mousepad One word.

mouse scaling (n.), mouse-scaling (adj.) Note hyphenation of adjective.

mouse-up event Note hyphenation.

movie In general, use to describe commercially produced films or the end product a user creates in a video editing app such as iMovie or Final Cut Pro.

> You can buy or rent movies in the Apple TV app.
>
> You can publish your completed movie to a website such as YouTube.

See also iMovie; video.

MP3 Short for *MPEG Audio Layer 3*, an audio compression technology. The plural is *MP3s*. Don't use *MP3* to refer to audio files in general; some files use AAC or other formats.

MPEG Acronym for *Moving Picture Experts Group*, a working group of the International Standards Organization (ISO). The acronym is pronounced "em-peg." It's not necessary to spell out on first occurrence.

MPEG usually refers to the family of digital video compression standards that the group developed. There are three major versions: MPEG-1, MPEG-2, and MPEG-4. MPEG-4 is based on the QuickTime file format and defines standards for video and audio streaming.

There's no MPEG-3. Note that *MP3* is short for *MPEG Audio Layer 3*, not *MPEG-3*.

MPEG Audio Layer 3 See MP3.

M-series chips A series of systems on a chip (SoCs) built on Apple silicon. You can refer to each set of M-series chips as a *family*: *the M4 family of chips*, *the M5 family*. M-series chips include M1, M2, M3, M4, and M5. Chip names can include *Pro*, *Max*, and *Ultra*: *M4 Pro, M3 Ultra, M5 Max*.

> MacBook Pro with the M5 Pro chip handles demanding workflows and AI-based tasks with ease.
>
> The M5 Max chip is designed for the most extreme workflows.

It's OK to use the name of the chip alone, without *chip*.

> Like M4 Pro, M4 Max supports Thunderbolt 5 at transfer speeds of up to 120 Gbit/s.
>
> M5 Max brings next-generation speed and powerful on-device AI to your work.

To refer to devices with an M-series chip, you can use terms such as *Mac with the M5 chip* and *iPad Pro with M4*; don't use *M5 Mac*, *M4 iPad*, or other variations. Don't refer to an M-series chip as a *processor*.

To refer generally to Mac models with Apple silicon, you can use *a Mac with Apple silicon*.

See also Apple silicon.

multi (prefix) Close up except before *i*.

> multiplayer, multiprocessor, multitasking, multithreading, multiuser
>
> multi-item

multicore Use to refer to processors that have more than one core.

multiplication sign Not *multiplication symbol*.

multiprocessing, multiprocessor A multiprocessor computer has *multiple processors*, not *multiprocessors*.

Multipurpose Internet Mail Extension See MIME.

Multi-Touch Refers to the Apple touchscreen interface. Related terms include *Multi-Touch display*, *Multi-Touch interface*, *Multi-Touch technology*, *Multi-Touch trackpad*, and *Multi-Touch gestures*.

Music See Apple Music.

Musical Instrument Digital Interface See MIDI.

Mute key Note capitalization.

My Photo Stream The iCloud feature. You *turn on* or *turn off* My Photo Stream.

Don't use the term *photo stream* generically to refer to the photos in My Photo Stream; always use the full feature name.

> *Correct:* You can see the photos in My Photo Stream on all your devices.
>
> *Incorrect:* You can see the photos in your photo stream on all your devices.

Use *My Photo Stream album* to refer to the album where photos are stored on a device or in an app.

> When My Photo Stream is turned on, you can see your most recent photos in the My Photo Stream album.

See also iCloud Photos.

N

name server Two words.

native In user materials, avoid using *native* to describe apps; instead, describe the apps as being designed to work with specific hardware or software.

> For best performance, use an app designed for use on Intel-based Mac computers.

network Computers are *on*, not *in*, a network.

network time server Note lowercase.

Neural Engine Technology in A-series and M-series chips that accelerates AI and machine learning tasks.

neurodivergence (n.), neurodivergent (adj.) Use *neurodivergence* to refer to a neurological difference (such as dyslexia). Use *neurodivergent* to refer to an individual who identifies as having a neurodivergence.

> A few examples of neurodivergence include ADHD, dyslexia, and autism.
>
> Some people are born with a neurodivergence.
>
> A neurodivergent person brings unique strengths to the workplace.

Use *neurotypical* to refer to a person who isn't neurodivergent.

See also autism (n.), autistic (adj.); neurodiversity (n.), neurodiverse (adj.); Writing about disability.

neurodiversity (n.), neurodiverse (adj.) Use *neurodiversity* to refer to the range of natural variation in neurocognitive function (the way people think and process information). Use *neurodiverse* to refer to a group of people who have a variety of neurocognitive styles.

> Researchers have learned more about neurodiversity.
>
> The school has a neurodiverse student body.

Don't refer to a single individual as *neurodiverse*; use *neurodivergent*.

See also autism (n.), autistic (adj.); neurodivergence (n.), neurodivergent (adj.); Writing about disability.

new In most documents, avoid describing a product or feature as new because the text will quickly become out of date. When appropriate, state the version of software in which a feature was introduced.

> *Correct:* Math Notes, introduced with iOS 18…
>
> *Incorrect:* The new Math Notes feature…

News See Apple News.

non (prefix) Close up except before a proper noun, a proper adjective, an abbreviation, or an acronym, or when the resulting word would be difficult to read.

> noncompliant, nondestructive, nonstandard
>
> non-Apple, non-Mac, non-USB

See also prefixes.

nonce Don't use to refer to a random, one-time value used to protect against a replay attack; use *anti-replay value*. See also anti-replay value.

nonsexist language See Intro to inclusive writing.

normal installation Not *normal install*. Users *perform a normal installation*; they don't *do a normal install*. See also custom installation.

normal user See standard user.

Note Use the Note tag for information that's relevant to a topic but that may not apply to all readers. You can also use a note for a bit of information that's tangential to a topic.

Use notes and other notices sparingly. They lose their effectiveness if they appear too often. Don't use a Note tag immediately before or after a Warning notice, an Important notice, or another note, or immediately after a text heading.

See also Important; Warning.

notebook computer Don't use; use *laptop* or *laptop computer*. See also laptop.

notes, Notes Use lowercase to refer to notes the user creates. Capitalize when referring to the app name.

> You can use the Notes app to share notes with friends and family.

Notification Center Don't precede with *the*.

> To open Notification Center, click the date and time in the menu bar.

number If space is limited, abbreviate as *no*. See also number sign.

numbers Spell out the following numbers:

- Cardinal numbers from one through nine. (However, use a numeral, no matter how small, to express numbers as numbers and as units of measure.)

  > You can use your purchases on up to five computers.
  >
  > For example, if you have four new messages, the number 4 appears on the app icon.

- Ordinal numbers from zero through nine.

  > You can install drives in the second, third, and fourth drive bays.

- Numbers that appear at the beginning of a sentence. (Try to rephrase to avoid starting a sentence with a number.)

  > *Correct:* Two hundred fifty functions are available in the Function Browser.
  >
  > *Preferable:* The Function Browser gives you access to 250 functions.

- A number that appears next to another number, if it helps readability.

  > There are sixteen 32-bit registers.

Use numerals:

- To refer to numbers as numbers.

  > The numeral 8 occurs eight times.

- To refer to a specific address, bit, byte, chapter, field, key, pin, sector, slot, or track, or when expressing amounts of memory.

  > Open the ejectors on slots 1, 2, and 3.
  >
  > 8-pin minicircular connector
  >
  > Your Mac Pro comes with a minimum of 16 GB of memory.

- To form ordinal numbers larger than nine (add *st*, *nd*, *rd*, or *th* to the numeral as appropriate).
- For numbers of the same category within a paragraph, if any number is larger than nine.

    We have 25 computers and 4 printers on the network. [*Computers* and *printers* are the same category.]

    There are two kinds of 32-bit registers. [*Kinds of registers* and *bits* are different categories.]

- For units of measure, including units of time, no matter how small the number is. For a list of units of measure, see Names and unit symbols for units of measure.

    Set the timer for 3 minutes.

    Apple Music 1 is a worldwide radio station that's available 24 hours a day, 7 days a week.

    You can't set paragraph margins of less than 1 inch.

    If you increase the clip's speed to 200 percent, Final Cut Pro removes frames and the clip plays back in only 2.5 seconds.

- To express an approximation.

    Cocoa includes definitions for more than 250 additional classes.

Follow these additional guidelines for numbers:

- *Ranges of numbers:* Use an en dash between numbers that represent the endpoints of a continuous range: *bits 3–17*. Use the full concluding number in a range of numbers.

    Correct: 2013–2019

    Incorrect: 2013–19

- *Commas:* Use a comma to set off numbers of five digits or more. (If your editor has asked you to follow international style, see Decimals.)

    1024

    65,536

    Don't use a comma in memory addresses or in numbers representing microprocessors.

    $FFFF FFFF

    68020 microprocessor

- *Plural:* Form the plural of a number by adding an *s*.

    1s and 5s

    the '90s

- *Software version numbers:* When you refer to software version numbers, use *later* and *earlier*. For example, *macOS 10.13 or later*. See also version number.

- *Code values in text:* Use numerals for numeric values in text except for *zero* in the same sentence as *nonzero*.

    `ord(blue)` returns 0.

    The function `fseek` returns nonzero for improper seeks; otherwise, it returns zero.

- *Large numbers:* For very large numbers that are a power of 2, you can use the exponential form to avoid a long string of digits—for example, 2^{32}. Numbers larger than 65,536 (2^{16}) are good candidates for showing in exponential form. If there are numbers larger and smaller than 65,536 in the same discussion, show the smaller numbers both ways.

    x must be between 1024 (2^{10}) and 2^{32}.

See also fractions.

number sign Use to describe this character: #. Don't use *pound sign* or *number symbol*. Avoid using the number sign to specify an item in a numbered series.

You can frequently omit *number* or the number sign from a sentence and still make the meaning clear.

> See document 58677 for more information.
>
> Use part 661-2262 to repair the computer.

numeric (adj.) Not *numerical*, except when you refer specifically to numerical order. See also numerics (n., adj.).

numeric keypad Can be shortened to *keypad*. Don't use *numerical keypad* or *numeric keyboard*.

numerics (n., adj.) As a noun, *numerics* takes a singular verb. Use *numerics* (not *numeric*) as an adjective in relation to the science of numerics: *numerics capabilities*, *numerics environment*.

O

offline Use to describe a device or account that's not connected to the internet or a network. Be sure the context makes it clear what *offline* means.

> If your email account is offline (not connected to the internet), you can't send or receive mail.

In informal contexts, it's OK to describe people as being *offline*, but use a more specific term if necessary for clarity.

> *Acceptable:* If you want to go offline for a while, turn on Do Not Disturb.
>
> *Acceptable:* You can read your saved articles at any time—even when you're offline.
>
> *Preferable:* You can read your saved articles at any time—even when you're not connected to the internet.

See also online.

offscreen (adj., adv.) One word.

offsite One word.

OK Not *okay*.

onboard (adj., v.), on board (pred. adj.) In computing, *onboard* (short for *on the board*) refers to components attached to a circuit board or logic board. Use *built in* or *internal* unless you need to make clear that a component is attached to a board.

In internal communications, it's OK to use *onboard* as a verb: *Onboard your new employee*. Use two words when *on board* is an adjective following a verb: *Make sure your employee is on board*. Don't use *onboard* as a verb in user materials.

once Don't use when you mean *after*.

> *Correct:* After you turn on the computer…
>
> *Incorrect:* Once you turn on the computer…

one-click (adj.) OK to use to refer to actions or functions that are very simple.

> From one-click fixes to detailed editing, there are a number of tools available in Photos.

Don't use *1-Click*.

online One word. Use to describe content or services that are available on the internet or a network.

> Some books contain online content, which is stored on the web, not in the book file.
>
> Safari keeps your information secure when you shop online.

In informal contexts, it's OK to describe people as being *online*, but in most cases use a more specific term (for example, *signed in* or *connected to the internet*).

> *Acceptable:* Follow these tips to keep your kids safe when they're online.
>
> *Correct:* To use Siri, you must have an internet connection.
>
> *Incorrect:* To use Siri, you must be online.

You can refer to devices as *online* if the context makes it clear what that means.

> *Correct:* You can locate your Mac if it's online—awake and connected to a Wi-Fi network.
>
> *Incorrect:* You can locate your Mac if it's online.

See also offline.

on/off switch Not *on/off button*.

onscreen (adj., adv.) One word.

onsite One word.

onto, on to Use *on to* when *on* is part of the verb.

> *Correct:* Hang on to the handles.
>
> *Correct:* Lift the printer onto the table.
>
> *Incorrect:* Lift the printer on to the table.

See also into, in to.

open Users *open* icons, folders, documents, and apps. See also close.

opening display Not *splash screen*. *Opening display*, *startup display*, and *startup screen* are all OK.

open source (n., adj.) No hyphen.

operating system (n.), operating-system (adj.) Note hyphenation of adjective. See also iOS; iPadOS; Mac operating systems; tvOS; visionOS; watchOS.

optical disc CDs and DVDs are optical discs. OK to use *optical disc*, *optical media*, or the type of CD or DVD. See also CD; DVD.

optical drive Use instead of *CD drive* or *DVD drive* to refer generally to drives that read from and write to (burn) optical discs (CDs and DVDs). *Exception:* Refer specifically to *SuperDrive* when appropriate. See also SuperDrive.

optical inserts See ZEISS Optical Inserts.

Optic ID An authentication technology using iris recognition. Don't precede with *the*. It's OK to use *Optic ID* alone or in terms such as *Optic ID technology*.

> You can use Optic ID to authorize purchases and unlock Apple Vision Pro.

optionally Avoid in user materials. Instead, describe the reason the user would perform the action. If it's important to emphasize that the action is optional, you can say *If you want to…*

> *Correct:* If you want to set a disk quota, enter the number and specify megabytes (MB) or gigabytes (GB).
>
> *Incorrect:* Optionally, enter a disk quota and specify megabytes (MB) or gigabytes (GB).
>
> *Correct:* To set a trust level, enter the command in Terminal.
>
> *Incorrect:* Optionally, set the trust level by entering the command in Terminal.

Option-click (v.) Equivalent to *press the Option key while you click*.

> To add a Bezier point, Option-click the path.

See also key, keys.

Option-drag (v.) Equivalent to *press and hold the Option key while you drag*.

> To copy a bookmark, Option-drag it.

See also key, keys.

Option key To refer to the action of pressing the Option key while performing a mouse or trackpad action, use *Option-click* or *Option-drag*. See also Alt key.

option names For options and other onscreen elements of two or more words whose names are capitalized using sentence style, use quotation marks in text to avoid misreading.

> Select the checkbox labeled "Keep lines together."

OS X See Mac operating systems.

OS X Server See macOS Server.

outbox One word.

output (n., adj.) Avoid as a verb; use *write to*, *display on*, *print on*, or *print to*.

outside Not *outside of*.

over Don't use when you mean *more than*.

> *Correct:* You can add more than 1000 songs.
>
> *Incorrect:* You can add over 1000 songs.

P

page See homepage; webpage.

pair, paired You pair a device *with* another device, not *to*.

> To use Apple Watch, pair it with iPhone.

Use *paired iPhone*, not *companion iPhone*, to refer to the iPhone that an Apple Watch is paired with. Use *paired Apple Watch* to refer to an Apple Watch that has been paired with an iPhone.

pane In user materials, use *pane* (not *panel*) to refer to an area within a window or dialog that can be changed by clicking a button: *the AutoFill pane of Safari settings*.

In many cases, you can avoid using *pane* by describing how to get to a particular onscreen item: *Open Safari settings, and then click AutoFill*. It's OK to refer to a pane within a pane.

See also tab.

panel Don't use in user materials; use *dialog*, *window*, or *pane*.

In developer materials, use *panel* in most contexts because *Panel* appears in the names of programming symbols—for example, `SFChooseIdentityPanel` and `SFCertificatePanel`. When, however, the panel is seen by the developer as a user sees it—such as when giving instructions for using developer apps—use the appropriate user term.

See also dialog; pane; window.

parental controls Don't use *family controls*.

parenthesis (sing.), parentheses (pl.) Note different spelling of singular and plural. See also punctuation.

parts Most documents don't need to be divided into parts; division into chapters is usually sufficient. A good candidate for division into parts is a document that describes two or more separate products or a document that's so long that division into parts is necessary to make the organization clearer to the reader.

- *Part titles:* Documents are divided into parts when each part deals with a distinct topic. Part titles indicate that difference in subject matter.
- *Part numbers:* Roman numerals are usually used for part numbers, but your department's design style may specify arabic numerals.
- *Chapter numbering:* In a document with parts, chapter numbering continues uninterrupted from part to part.
- *Cross-references:* In references to specific parts of a document, italicize the document title but not the word *Part*, the part number, or the part title. Enclose the part title in quotation marks.

passcode See code, passcode.

passive voice Avoid when possible and use active voice. Passive voice is sometimes appropriate and necessary—for example, when using the active voice would require either a highly convoluted sentence structure or excessive anthropomorphism—but rewrite to avoid passive voice if you can.

In tutorials, a passive construction might be appropriate to avoid miscuing the reader—that is, when you describe an action that the user isn't supposed to try yet.

> *Explanation screen:* An icon is selected by clicking it.
>
> *User-try screen:* You try it. Click the icon.

passkey Use to refer to a sign-in method for apps and websites that's more secure than a password. Don't use when you mean *code*, *passcode*, or *password*. See also code, passcode; password.

passphrase Avoid in user materials. Use *passcode*, *password*, or *passkey*, depending on the context. See also code, passcode; passkey; password.

password Use to refer to a sequence of characters a user enters to gain access to a protected resource. Don't use when you mean *code*, *passcode*, or *passkey*. See also code, passcode; passkey.

pasteboard Don't use in user materials when you mean *Clipboard*. OK to use in developer materials that discuss the `NSPasteboard` class, but point out that users view the contents of the pasteboard in the Clipboard.

pathnames Follow these guidelines to specify the path to a location in the file system:

- *Absolute path:* An absolute path describes the location of an item starting at the top level, or *root*, of the user's file system. In user materials, describe such paths in plain English.

  > Open TextEdit, located in the Applications folder at the top level of the computer.
  >
  > Fonts for all users are stored in the Fonts folder in the Library folder at the top level of the internal disk.

  For more technical audiences (for example, users who are accustomed to the pathname conventions used in operating systems such as macOS and UNIX), you can use slashes (including a leading slash) to indicate an absolute path. (In developer materials, pathnames are in code font.)

  > Fonts for all users are stored in /Library/Fonts/.

  You can also use slashes in user materials if the path goes more than two folders deep from the top level of the file system.

  > Place the file in the /System/Library/Keychains/ folder.

- *Relative path:* If there's no leading slash, the path is a relative path—that is, relative to some location other than the root folder.

  > Make sure the file is in Library/Application Support.

- *Home folder:* In user materials, use *your* to indicate that the item being described is in the user's home folder. Use plain English (no slashes) to describe folders that are just one or two levels deep.

  > Your files are saved in your Documents folder.
  >
  > Your fonts are located in the Fonts folder in your Library folder.

  If the folders go more than two levels deep, you can use slashes to avoid awkward construction and wordiness. (Don't use a leading slash, because that would indicate that the starting point is at the top level of the startup disk, not the user's home folder.)

  > Copy the file to Library/Application Support/Address Book/ in your home folder.

  For more technical audiences, you can use a tilde (~) to specify a path within the user's home folder.

  > The files are saved in ~/Documents.
  >
  > Copy the file to ~/Library/Application Support/Address Book.

  You can also use an absolute path with the word *username* in italics.

  > Each user's files are saved in /Users/*username*/Documents.

- *Terminating slash:* A terminating slash indicates that the final element of the path is a folder rather than a file. You can choose whether or not to use a terminating slash, but be consistent within a document.

  > You can find the files you've downloaded in ~/Library/Mail Downloads/.

See also code font; home folder, home directory.

PB (n., adj.) Abbreviation for *petabyte*. *PB* equals 1000^5 bytes in the context of file size or storage capacity, and 1024^5 bytes in the context of computer memory. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

  1.6 PB of memory

  1 PB of data

- *Adjective:* Don't hyphenate the adjective form.

  1.6 PB RAM module

  4 PB multiserver system

PC Avoid *PC* when you refer to Apple personal computers. Use *personal computer* or *computer*. It's OK to use *PC*, *Windows-based PC*, or *Windows PC* to refer to non-Apple personal computers.

  QuickTime is available for both Mac computers and Windows-based PCs.

  You can share Mac files with a PC on a wireless network.

See also Microsoft Windows.

PDF Abbreviation for *Portable Document Format*. Not necessary to spell out on first occurrence. Use to refer to a PDF file.

  You can add effects to PDFs in Preview.

  Open the PDF files that you want to combine.

See also file types.

pencil See Apple Pencil.

People View The view on Apple Vision Pro where you can make a FaceTime call, send messages, and view contacts. See also Apps View; Environments View; Home View.

percent Always preceded by a numeral, no matter how small the value.

  1 percent

- *Percent symbol:* It's OK to use the percent symbol (%) instead of the word *percent* in technical appendixes, specification lists, and tables, or when the word must appear so many times in a text passage that its use becomes cumbersome.
- *Nonspecific quantities:* When you describe a nonspecific quantity, use *percentage*, as in *a small percentage of the population*.

periods See ellipsis.

peripheral A device that can be connected to a computer. Peripheral devices include printers, scanners, disk drives, modems, displays, and keyboards. OK to use *peripheral device*, *peripheral*, or *device*. The adjective is singular: *peripheral manufacturer*, *peripheral connections*.

Persona A 3D likeness used in FaceTime on Apple Vision Pro. Precede with *the*, another article, or a possessive adjective. Don't use *avatar*.

> You can capture your Persona when you set up Apple Vision Pro.

Personal Hotspot, Instant Hotspot *Personal Hotspot* refers to sharing the internet connection of an iOS or iPadOS device with other devices or computers. Capitalize when referring to either the feature or a hotspot created by a user.

> When Personal Hotspot is on, other devices can connect to your Personal Hotspot using Wi-Fi.

Instant Hotspot refers to sharing a device's Personal Hotspot with other devices where the user is signed in to the same Apple Account. In general, use *Instant Hotspot* only as a feature name—don't use to refer to an individual hotspot.

> *Correct:* With Instant Hotspot, you can quickly connect to your Personal Hotspot without entering a password.
>
> *Incorrect:* You can quickly connect to your Instant Hotspot without entering a password.

petabyte See PB (n., adj.).

Phillips screw, Phillips screwdriver Note spelling. Not *Phillips-head screw* or *Phillips-head screwdriver*.

phone numbers Use hyphens in U.S. phone numbers; don't use parentheses or a leading 1. Use *toll-free number*, not *800 number*. For numbers with extensions, use *extension* or *ext.*, not *x*. For phone numbers that use letters for easier recall, include the numeric form in parentheses when possible.

> 800-282-2732
>
> 800-MY-APPLE (800-692-7753)
>
> 408-996-1010

See also addresses (mailing). For information about international telephone numbers, see Telephone numbers.

photo The primary term for photographic images. Don't use *photograph*.

> You can use Photos to view, edit, and share your photos.

You can also refer to photos as *images* (especially when discussing a photo's appearance or content), *pictures*, or *shots*.

> You can crop a photo to remove parts of the image.
>
> The image appears darker where the adjustment is applied.
>
> Taking a picture using a flash can result in red pupils in people's eyes.
>
> Create a slideshow to showcase your best shots.

See also snapshot.

Photo Stream Don't use. See also My Photo Stream.

picker Don't use the term *picker* in user materials to describe how to select a color or a date. Instead, describe what users must do, describing the part of the interface where a task is done, if it's helpful.

> *Correct:* Select a color in the Colors window.
>
> *Correct:* The left side of the color well shows colors that match the theme; the color wheel opens the Colors window, where you can choose any color.
>
> *Correct:* To set a date, tap + or – for the unit (month, day, hour, and so on) you want to change.
>
> *Incorrect:* Select a color in the color picker.

See also Colors window; color well.

picture OK to use as a synonym for *photo* and in standard phrases such as *desktop picture* and *profile picture*. See also photo.

Picture in Picture (n., adj.), picture-in-picture (adj.) Use *Picture in Picture* to refer to the feature that lets users view a movie in one portion of the screen while doing other tasks.

> To stop playing a movie using Picture in Picture, click .
>
> You can drag the Picture in Picture window to any corner of the screen.

In general references to the capability of playing a smaller video within a larger area, you can use *picture-in-picture*.

> Select the clip you want to use as a picture-in-picture clip.

In documents where you use *Picture in Picture* or *picture-in-picture* frequently, you can use the abbreviation *PiP* after the first occurrence.

pillarboxing (n.), pillarbox (v., adj.), pillarboxed (adj.) Refers to the black bars placed at the sides of video to preserve the original aspect ratio when the video is presented in a format with a wider aspect ratio.

> Pillarboxing allows 4:3 video to be displayed in a widescreen format.
>
> You can pillarbox video with a 4:3 aspect ratio to display it in a widescreen format.
>
> You can crop the video image to remove the pillarbox area (the black bars at the sides of the image).

See also aspect ratio; letterboxing (n.), letterbox (v., adj.), letterboxed (adj.).

pin (n., v.) Use the noun *pin* to refer to an item that marks a location on a map.

Use the verb *pin* to refer to saving an item for later use—such as pinning a website to the tab bar in Safari, pinning a location in Maps, or pinning a Siri search result to Notification Center.

PIN Acronym for *personal identification number*. When discussing iOS or iPadOS devices, use only to refer to the PIN used to unlock a SIM card. See also code, passcode.

pinch (v.) Refers to a gesture that can be performed on a device with a touchscreen or trackpad, or on Apple Vision Pro. Usage is slightly different in each case; follow the guidelines below.

- *On devices with touchscreens or trackpads: Pinch* refers to the act of placing two fingers on the touchscreen or trackpad and then moving them closer together or farther apart.

  Pinch the photo to zoom in or out.

  In most cases, you can use just *pinch*, but if you need to describe the motion in more detail, you can use *pinch open* to describe moving the fingers apart and *pinch closed* for moving the fingers together. (Note that developer materials use *pinch close*.)

- *On Apple Vision Pro: Pinch* refers to the act of pinching and holding your thumb and finger together.

  Use *pinch and hold* to refer to pinching an element or control in the interface until additional options appear.

  To unsend a message, pinch and hold it, and then tap Undo Send.

  Use *pinch and drag* to refer to pinching an object and dragging to move it, and *pinch and scroll* to refer to pinching and scrolling through content, lists of options, and so on.

  To resize an object, pinch and drag a blue dot on any side of the object.

  Pinch and scroll to see more photos.

See also gestures; tap (n., v.).

Pinned Sites Capitalize when referring to the feature in Safari; use lowercase when referring generically to sites the user pinned.

With Pinned Sites, you can keep your favorite websites handy.

Your pinned sites appear at the left end of the tab bar.

Avoid referring to pinned sites as *pinned tabs* unless you need to refer to the tab itself.

To unpin a site, drag the pinned tab to the right side of the tab bar.

pixel Short for *picture element*, the basic element of a digital image or display. A pixel is made of dots (also called *subpixels*). There are usually three dots per pixel: a red, a green, and a blue.

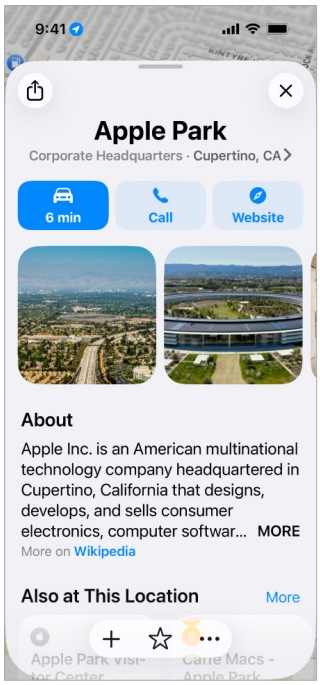
Width is measured in square pixels.

Express pixels using numerals.

640 x 360 pixels

See also bit (n., adj.); dot (n.).

place card In the Maps app, use to refer to an overlay that provides information about a location. Don't use *information card*.



placeholder names When referring to interface text that varies depending on the context, use italic, lowercase text enclosed in brackets (don't italicize the brackets).

> Choose File > [*filename*].
>
> Choose File > Export To > [*submenu item*].
>
> Select the "Show last [*numeral*] photos" checkbox.

Don't use brackets with placeholders in pathnames and filenames.

> Users/*username*/Library/
>
> The file is saved as *filename*.apmetadata.

See also pathnames; variables.

playback (n., adj.), play back (v.) One word except as a verb.

player Don't use *the* with the full name of a product whose name includes *Player*, unless the product name is used as an adjective modifying a noun.

> *Correct:* Use QuickTime Player to view the movie.
>
> *Correct:* Open the QuickTime Player app.
>
> *Incorrect:* Open the QuickTime Player.

playhead One word.

playlist Use lowercase in general references: *Create a playlist*. Capitalize in feature names: *Genius Playlist*, *Smart Playlist*.

please Avoid using *please* in instructional text and cross-references.

Correct: Follow the steps below.

Incorrect: Please follow the steps below.

Correct: For more information, see “Store Settings” on page 96.

Incorrect: For more information, please see “Store Settings” on page 96.

plug Not *male connector*. See also connector.

plug and play (v., pred. adj.), plug-and-play (adj.) Note hyphenation of adjective.

plug-in (n.) Always hyphenate, unless you’re quoting text (such as a product name or interface text) that doesn’t contain a hyphen.

Use plug-ins to extend the capabilities of Safari.

In text that uses title-style capitalization, use lowercase for the *i* in *Plug-in* (exception to the rule that you capitalize the second word in a hyphenated compound).

Installing and Removing Plug-ins

plug in (v.), plug into (v.) Use when you refer to the specific act of plugging a connector into a port or an outlet. For example, a power cord plugs into an electrical outlet; you can plug a USB connector into a USB port. See also connect; connector; into, in to.

plurals Follow these guidelines for plurals:

- *Acronyms and abbreviations:* To form the plural of an acronym or an abbreviation, add an *s* but no apostrophe.

  CDs, DVDs

- *Adjectives:* Don’t add an *s* to an adjective unless necessary. For example, it’s *electronic circuit* but *electronics engineer*. Other words that fall into this class of adjectives are *graphic* and *graphics*, *communication* and *communications*, *numeric* and *numerics*.
- *Letters and symbols:* To form the plural of a letter or symbol, add an apostrophe and an *s*.

  p’s, +’s

- *Numbers:* Form the plural of numbers by adding an *s*.

  1s, 1930s

- *Nouns:* Don’t use *(s)* to indicate that a noun can be either singular or plural. To refer to both the singular and plural forms, spell them out; if possible, rewrite to avoid either construction.

  Acceptable: initializing your disk or disks

  Preferable: initializing disks

  Incorrect: initializing your disk(s)

- *Trademarked product names:* Form the plural of trademarked product names by adding the plural generic noun to the singular product name.

    Correct: Mac computers, MacBook Pro computers, iMac computers

    Incorrect: Macs, MacBook Pros, iMacs

  If a product name includes a generic noun as well as a trademarked adjective, form the plural as you would with any noun.

    AirPort Cards, AppleCare Service Parts Kits

- *Words as words:* Form the plural of a word italicized to show that it's used as a word by adding an apostrophe and an *s*. Don't italicize the apostrophe or the *s*.

    He had too many *and*'s in the sentence.

plus sign Not *plus symbol*.

p.m. Note periods: *6:30 p.m.* Use a space before the abbreviation.

podcast, podcasting (n., v., adj.) You can refer to podcasts using either *podcast* or *show*. Don't use *pod*. A podcast consists of one or more *episodes*; a podcast with multiple episodes is called a *series*.

Search for any podcast by name.

Discover the most popular shows using Top Charts.

When you subscribe to a podcast, you get new episodes as they're released.

Use italics to refer to the title of a podcast; use quotation marks for the titles of episodes.

point (n., adj.) Use only when writing about font sizes. Don't use as a synonym for *dot* or to describe a place or spot on the screen. Express points using numerals.

Body text should be at least 12 points.

point (v.) When you describe the desktop interface, avoid using *point* as a verb. Instead, use *move the pointer to* or similar wording.

Avoid: Point to an item to see a description of what you can do with it.

Preferable: Hold the pointer over an item to see a description of what you can do with it.

pointer In most cases, you can refer to the arrow pointer as simply *the pointer*. Don't use *cursor*.

The Finder and some apps have different kinds of pointers depending on what the user is doing (for example, the *crosshair pointer* or the *I-beam pointer*).

Use a specific name for a pointer only if you need to distinguish between different types of pointers—for example, in tasks where the pointer changes to a different shape.

Drag the crosshair pointer over the area you want to capture.

See also cursor; insertion point.

point of presence See POP.

POP Acronym for *point of presence* (access point to the internet) and *Post Office Protocol*. When used as an acronym for *Post Office Protocol*, *POP* must modify a noun (as in *POP server* or *POP ID*). For guidelines about spelling out acronyms, see abbreviations and acronyms.

popover Don't use in user materials; instead, simply describe what the user must select or do. If necessary, you can use *in the list that appears* or similar wording. Don't call it a *dialog* or *window*.

> *Correct:* Tap Print.
>
> *Incorrect:* Tap Print in the popover.
>
> *Correct:* Scroll to the bottom of the list of messages and tap Load More Messages.
>
> *Incorrect:* Scroll to the bottom of the popover and tap Load More Messages.

pop-up (n., adj.) When referring to ads or unsolicited notices that open from a browser window, it's preferred to use *pop-up* as an adjective (*pop-up ads*, *pop-up window*). However, in headings and other places where space is a consideration, or in content where you have to use the term repeatedly, it's OK to use *pop-up* as a short form of the noun.

> You can prevent websites from displaying pop-ups.

Don't use *pop-up* to refer to a pop-up menu; always use *pop-up menu*.

pop-up menu See menus.

port Use to refer to a location for passing data in and out of a computer or device. Don't use *connector* to refer to a port. See also connector; jack; slot; socket.

portable computer Avoid; use *laptop* or *laptop computer*. You can still describe a Mac laptop as portable: *MacBook Air is Apple's most portable laptop*. See also laptop.

Portable Document Format See PDF.

possessives Follow these guidelines for possessives:

- *Singular nouns:* Form the possessive of a singular noun, including one that ends in *s*, by adding an apostrophe and an *s*.

  > the device's screen
  >
  > the boss's spouse

- *Plural nouns:* Form the possessive of a plural noun that ends in *s* by adding an apostrophe. Form the possessive of a plural noun that doesn't end in *s* by adding an apostrophe and an *s*.

  > the students' curriculum
  >
  > children's requirements

- *Proper nouns or names:* Form the possessive of a singular proper noun or proper name, including one that ends in *s*, by adding an apostrophe and an *s*. Form the possessive of a plural proper noun or proper name by adding an apostrophe.

    Susan Torres's biography [singular]

    the Joneses' computer [plural]

- *Product names:* Rewrite to avoid forming a possessive of any product name, trademarked or not (for example, don't use *Keynote's slides*). See also trademarks (usage).

post (prefix) Close up except before a proper noun or a date.

    postgraduate, postmortem, posttest

    post-WWDC event, post-2017

    Exception: post-production

post (v.) OK to use *post to* or *post on* when referring to publishing something on the internet or another network.

Post Office Protocol See POP.

pound sign Don't use; use *number sign* for this character: #. See also number sign.

power adapter Lowercase except in product names: *plug in your power adapter; the 30W USB-C Power Adapter*. Avoid *AC adapter*.

power button The button on a computer or display used to turn the computer or display on or off. See also power switch.

power cable, power cord Note lowercase.

power-down (n., adj.), power down (v.) Don't use in user materials; use *turn off* or *shut down*. See also shutdown (n., adj.), shut down (v.); turn on, turn off.

Power Nap Not *PowerNap*.

power off (v.) Don't use in user materials; use *shut down* or *turn off*. See also shutdown (n., adj.), shut down (v.); turn on, turn off.

power on (v.) Don't use in user materials; use *turn on*. See also turn on, turn off.

power-on light Note hyphenation.

power port Note lowercase.

Power Reserve mode Use only to refer to the mode in watchOS 8 or earlier; otherwise, use *Low Power Mode*. See also Low Power Mode.

power switch OK to use when you're not sure what kind of power control a device has. See also power button.

power-up (n., adj.), power up (v.) Don't use in user materials; use *turn on* or *start up*.

PRAM Acronym for *parameter random-access memory*. Pronounced "PEA-ram." For guidelines about spelling out acronyms, see abbreviations and acronyms.

pre (prefix) Close up except before a proper noun or a date.

preinstalled, preexisting, preproduction

pre-WWDC event, pre-2025

Exception: pre-order

predictive text Use to refer to the iOS and macOS feature that predicts the next word users will type and offers suggested words or emoji. Use *typing suggestions* or *suggestions* to refer to what users see and select on the screen (in iOS) or in the Touch Bar (in macOS).

preface Depending on your department's guidelines, you may use a preface to tell the reader about the document, to describe conventions such as special notation (for example, code font), and to outline what the reader will find where. Discussion of the product itself usually belongs in the document text, not in the preface, although it's sometimes appropriate to include introductory information about the product in the preface.

A preface should have a title, such as "About This Guide" or "Introduction." When you refer to a document's preface, use the full preface title.

See the preface, "About This Guide."

If your department template includes the word *Preface*, you may instead refer to it as *the preface*.

preferences When discussing System Preferences (in macOS 12 and earlier), you can shorten the name of each set of system preferences to *[preference name] preferences*, as in *Accessibility preferences* (note lowercase *preferences*).

Use Sound preferences to change volume settings.

However, always capitalize the name *System Preferences*.

Use the Trackpad pane of System Preferences to set the tracking speed.

When discussing app preferences in macOS 12 and earlier, use lowercase *preferences*.

Use the Privacy pane of Safari preferences to block website cookies.

See also settings, Settings; System Preferences.

prefixes In most cases, close up prefixes (such as *multi*, *non*, *post*, and *pre*) with the following word. Exceptions:

- Compounds that contain proper nouns (*non-Apple*)
- Compounds with double *i*'s or double *a*'s (*anti-inflammatory*, *meta-analysis*)
- Compounds that are homographs or could be misread (*re-cover*)
- Compounds with double prefixes (*sub-subentry*)
- Compounds that contain a compound term (*non-self-sustaining*)

See *The Chicago Manual of Style* for more examples.

preinstalled, preloaded Avoid. Say *installed*, *loaded*, *included*, or other wording when possible.

prepositions It's OK to end a sentence with a preposition, especially when rewriting would produce a stiff-sounding phrase.

> Play a trailer you're working on.
>
> Select the playlist you want to add songs to.

preset (n., adj.) Use to refer to a group of customized settings an app provides or the user saves for reuse.

> In most cases you can use the default settings, but you can also choose a preset you saved from a previous print job.
>
> To share a preset, copy the preset file to another computer.

See also default (n., adj.).

press Use to describe the act of pressing and quickly releasing keys on the keyboard and mechanical buttons and switches. Don't use *click*, *hit*, *push*, *tap*, or *type*.

> *Correct:* Press the Return key.
>
> *Correct:* Press the power button.
>
> *Incorrect:* Type your password and hit the Return key.

You can also use *press* to describe the act of pressing the stem on some models of AirPods.

- Don't use *press* to refer to onscreen items; use *click*, *force click*, or *click and hold*.

  > *Correct:* Click and hold an icon in the Dock until a menu appears.
  >
  > *Correct:* Force click an address to see it on a map.
  >
  > *Incorrect:* Press an icon in the Dock until a menu appears.

  However, you can use *press* when giving instructions for using the accelerator feature of a Force Touch trackpad. (In such cases, the person isn't pressing an onscreen item; it's implied that they're pressing the trackpad.)

  > Click and hold the Next button; press harder to increase the speed.

  See also click and hold; force click (v.).

- Don't use *press* when you mean *press and hold*.

  > *Correct:* Press and hold the C key while you restart the computer.
  >
  > *Incorrect:* Press the C key and restart the computer. [It's not clear that you need to keep pressing.]

  It's OK to say just *press* if the sentence makes it clear that you need to press continuously.

  > Press the side button until the Power Reserve slider appears.

  See also press and hold.

- Don't say *press and drag*; simply say *drag*.

See also click; enter; tap (n., v.); type (v.).

press and hold Use *press and hold* (not *hold down*) to describe the act of pressing the mouse or trackpad, a key on the keyboard, or a mechanical button until a specified action or result occurs.

Don't use *press and hold* when you mean *press*, which means to press and quickly release a key or mechanical button.

> *Correct:* To restart your Mac, press and hold the power button.
>
> *Incorrect:* To restart your Mac, press the power button.

Don't use *press and hold* when you mean *click and hold*. *Click and hold* refers to using the mouse or trackpad to interact with onscreen items; *press and hold* refers to interacting with the physical mouse or trackpad itself.

> Click the Next button to go to the next clip, or click and hold the Next button to fast-forward.
>
> *Drag* refers to the act of positioning the pointer, pressing and holding the mouse, moving the mouse, and then releasing.

See also click and hold; press; touch and hold.

print (v.) Not *print out*.

printed circuit board (n., adj.) No hyphen.

printout (n.) One word.

print out (v.) Don't use; use *print*.

print server Two words.

Private Browsing Capitalize the feature name.

> When you use Private Browsing in Safari, the details of your browsing aren't saved.

Use *private window* (not *Private window* or *Private Browsing window*) or *private tab* for the window or tab that's open while you're using Private Browsing.

Private Cloud Compute The cloud intelligence system designed to handle Apple Intelligence interactions that aren't handled on device. It's OK to abbreviate as *PCC* after first reference.

problem Don't use in phrases such as *this is a known problem* or *this version fixes that problem*. Use *condition*, *issue*, or *situation*. It's OK to use *problem* in a general way, such as the following:

> If you have a problem registering, try again in a few moments.

processor Synonymous with *microprocessor* for Apple products. In user materials, the simpler *processor* is preferred. See also CPU.

product Use to refer generically to items customers can get from Apple, including hardware, software, and services.

> To get support for your Apple product, go to support.apple.com.
>
> Apple products are intuitive and easy to use.

Don't use *product* in materials that discuss using and working with a specific device, such as a Mac or Apple Watch. Instead, use the name of the device or an acceptable short form—for example, *computer* instead of *Mac*, or *watch* instead of *Apple Watch*.

> *Acceptable:* Slide the computer out of the rack.
>
> *Preferable:* Slide the Mac Pro out of the rack.
>
> *Incorrect:* Slide the product out of the rack.

See also device.

product names Follow the capitalization style of the official product name. Don't shorten or abbreviate product names.

- *Names as verbs:* Don't use product names or trademarks as verbs: *make a FaceTime call to a friend*, not *FaceTime a friend*; *identify a song using Shazam*, not *Shazam a song*.
- *Plurals and possessives:* Rewrite to avoid using plural or possessive forms of product names that are trademarks: *Mac computers*, not *Macs*; *check the storage on your iPad*, not *check your iPad's storage*.
- *Names with lowercase letters:* If a product name starts with a lowercase letter, use that capitalization style even at the beginning of sentences and in title-style headings: *iPhone Safety Features*, not *IPhone Safety Features*; *Set Up Your Mac mini*, not *Set Up Your Mac Mini*. In all-caps text, capitalize all the letters: *THE NEW IPAD*, not *THE NEW iPAD*.
- *Articles:* In general references, don't use *the* with the names of these hardware products:

  > AirPods, AirPods Max, AirPods Pro, AirTag, Apple Pencil, Apple TV 4K, Apple TV HD, Apple Vision Pro, Apple Watch, Apple Watch Ultra, HomePod, HomePod mini, iMac, iPad, iPad Air, iPad mini, iPad Pro, iPhone, Mac, MacBook, MacBook Air, MacBook Pro, Mac mini, Mac Pro, Mac Studio, Magic Keyboard, Magic Mouse, Magic Trackpad, Pro Display XDR, Pro Stand, Studio Display

  It's OK to use another article or a possessive adjective: *on an iPhone with Face ID*, *to set up your MacBook Pro*. If you need to refer to a specific product, it's OK to use *the*: *Select the iPad you want to use as a second display*.

  Guidelines for including *the* with product names apply to the name used alone, and not necessarily to the name preceded by an adjective.

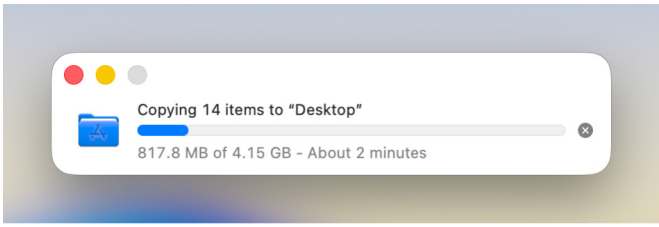
  > try out iPad Pro, try out the new iPad Pro

See also plurals; trademarks (usage); and entries for specific product names.

professional Don't shorten to *pro*.

program See app, application, program.

progress indicator The generic term for an onscreen element that lets users know a process is taking place.



In developer materials, use *asynchronous progress indicator* for the spinning gear, *determinate progress bar* for the bar that has a fill that moves left to right, and *indeterminate progress bar* for the spinning striped cylinder.

If you have to mention a progress indicator in user materials, use the generic term and describe it.

> A progress indicator (looks like a spinning gear) appears.
>
> A progress indicator (a moving bar) shows the status of the download.
>
> A progress indicator (a spinning striped cylinder) lets you know that a process is taking place.

See also asynchronous progress indicator; determinate progress bar; indeterminate progress bar; spinning wait cursor.

prompt (n., v., adj.) Avoid using *prompt* as a verb if you can simply tell users to do something, or if you can use friendlier wording such as *when asked* or *you may be asked*.

> *Avoid:* Double-click the side button, and then enter your passcode when prompted.
>
> *Preferable:* Double-click the side button, and then enter your passcode.

If you do use *prompt*, don’t make hardware or software the actor; instead, use passive voice.

> *Correct:* If you select Image, you’re prompted to select an image file.
>
> *Incorrect:* If you select Image, the app prompts you to select an image file.

It’s OK to use *prompt* as a noun or an adjective when referring to the prompt character in a command-line interface.

> At the prompt, enter `resetpassword` and press Return.
>
> You can change the prompt character from a bracket to a flashing gray bar.

pronouns When referring to individuals of unspecified gender, don't use gender-specific pronouns (*he*, *his*, *him*, *she*, *her*, *hers*) or combinations of gender-specific pronouns (*he or she*, *he/she*, *s/he*). Instead, it's OK to use *they*, *their*, or *them* as a singular, gender-neutral pronoun.

> *Correct:* A subscriber can post their recipes to your shared folder.
>
> *Incorrect:* A subscriber can post his or her recipes to your shared folder.

They always takes a plural verb, even when used as a singular pronoun.

> Each person keeps the items they purchase using the family organizer's account, even if the organizer stops Family Sharing.

You can also rewrite a sentence to avoid gender-specific pronouns. For example, you could use the plural form of the noun (*Subscribers can post their recipes to your shared folder*), or omit the pronoun altogether (*A subscriber can post recipes to your shared folder*).

See also Intro to inclusive writing.

pronunciation If the pronunciation of an acronym isn't self-evident, provide a pronunciation key.

Use all caps for the stressed syllable; use a hyphen between syllables. Enclose the phonetic spelling in quotation marks.

> WYSIWYG (pronounced "WIZ-zee-wig")

This style guide provides pronunciation keys for many acronyms. Don't invent your own pronunciation key unless this guide doesn't show the pronunciation. Consult your editor.

propeller Use *Command key*, not *propeller key*, to refer to the key with the ⌘ symbol. See also Command key.

protocol When the word is part of the name of a protocol, capitalize *Protocol*.

> Name Binding Protocol (NBP)
>
> File Transfer Protocol (FTP)

When you use *protocol* as a generic term, use lowercase.

> standard internet protocols

- *Third-party products:* When you refer to protocol names in third-party products, capitalize according to the third-party company's style.
- *Articles:* Use an article before the spelled-out name of the protocol. Don't use an article before the abbreviation when it stands alone.

  > The Name Binding Protocol resides at the transport layer of the reference model.
  >
  > A protocol like NBP resides at the transport layer of the reference model.

pull-down (adj.) To refer to methods of converting film or video frame rates, use *pulldown*. See also menus.

punctuation Punctuation marks should be in the same type style and font as the main body text, except for punctuation that belongs to a title in a different font.

> This address, called a *vector*, directs program control to a specified destination. [The second comma isn't italicized.]
>
> See *What is Motion?* for more information. [The question mark is italicized.]

Note the following:

- *Punctuation in code font:* Punctuation following code font in running text should be in the font of the overall sentence, not in code font, unless the punctuation mark is part of what actually appears on the screen or in the code listing. Avoid punctuation after something the user should type. (The user may type the punctuation.)
- *Parentheses, brackets, and quotation marks:* Parentheses, brackets, and quotation marks ("paired punctuation") should be in the same style as the body text. For example, the parentheses around an italicized word should be in plain style, not italics.

  > Read the manual (*iPhone User Guide*). [The parentheses aren't italicized.]

- *Plurals:* When you form the plural of an italicized letter used as a letter, a number used as a number, or a word used as a word, don't use italics for the apostrophe or the *s*.

  > Enter a series of *D*'s. [The apostrophe and *s* aren't italicized.]

See also apostrophes; commas; dash (em); dash (en); ellipsis; hyphenation; quotation marks.

push Don't use to refer to the act of pressing a button or a key on a keyboard; use *press*. See also press.

Don't use *push* when discussing services (such as iCloud) that send content to devices automatically; instead, say content *appears automatically* or *is updated*.

> iCloud updates your photos on all your devices.

push notification In developer materials, use to refer to a notification that is generated from a server and delivered to a device. Don't use in user materials; use just *notification*. Use lowercase for *push notification* except in proper names such as *Apple Push Notification service* and *Safari Push Notifications*.

> *Developer materials:* Your server generates push notifications, and Apple Push Notification service (APNs) handles the delivery of those notifications to devices.
>
> *User materials:* You can allow websites to send you notifications.

pushpin One word.

put Don't use when you mean *drag*.

> *Correct:* Drag the file to the Trash.
>
> *Incorrect:* Put the file in the Trash.

Q

quad Hyphenate compound adjectives beginning with *quad*.

quad-band, quad-channel, quad-core, quad-port

quality Don't use *quality* alone as an adjective; include a modifier. The compound adjective is hyphenated.

broadcast-quality, high-quality, professional-quality

question-mark button Don't use; use *Help button*.

Quick Look Capitalize when you refer to the feature in macOS. Don't use *quick look* as a verb.

quick reference card No hyphen.

QuickTime Player Don't precede with *the*.

Open QuickTime Player.

quit Use *quit* to refer to stopping an app from running completely. Don't use *exit*, *exit from*, or *leave* when you mean *quit*. See also close; force quit; interrupt; stop.

quotation marks Use curly opening and closing quotation marks except in code font. Don't use single or double quotation marks for units of measure; use the prime symbol for feet (Option-Shift-E) and the double prime symbol for inches (Option-Shift-G).

- *With periods and commas:* Put periods and commas within quotation marks. If necessary for clarity, periods and commas can go outside, as in `AN$ = "1"`.
- *With other punctuation:* Semicolons, colons, question marks, and exclamation points go outside quotation marks unless they're part of an actual quotation.
- *Four-character identifiers:* When you give the name of four-character identifiers such as file types, use straight, single quotation marks in code font and place any punctuation outside the quotation marks.

  Examples of file types are `'TEXT'`, `'PICT'`, and `'APPL'`.
- *Terminology:* Use *quotation marks*, not *quote marks* or *quotes*. (*Quote* is a verb; *quotation* is a noun or an adjective.)
- *Cross-references and quotations:* Cross-references to sections and chapter titles are traditionally set off in quotation marks (unless they are hyperlinks); follow your department's style. Use quotation marks for direct quotations.
- *Onscreen messages:* Enclose quotations from the screen, such as alert messages, in quotation marks.
- *Terms that stand for or define other terms:* Use italics, not quotation marks, for terms after *called*, *known as*, *labeled*, *stands for*, *termed*, and so on. Use plain style for onscreen elements whose names are in title-style capitalization.

  A folder called My Files appears.

- *Text the user types:* Use quotation marks or code font to represent what the user actually types, depending on your department's style guidelines.

  For example, type "dog" in the search field to find photos of dogs.

  In the Title field, type `Exchange Rate per $1`.

- *Sentence-style onscreen elements:* Use quotation marks for elements whose names use sentence-style capitalization.

  Select the checkbox labeled "Keep lines together."

  Search for "Apps for college."

- *Title-style onscreen elements:* For title-style elements, use quotation marks only if there's a significant chance the name could be misread in context.

  Tap Use as Wallpaper.

  To store media outside the library, click the Media pop-up menu, choose "Choose," and then select a storage location.

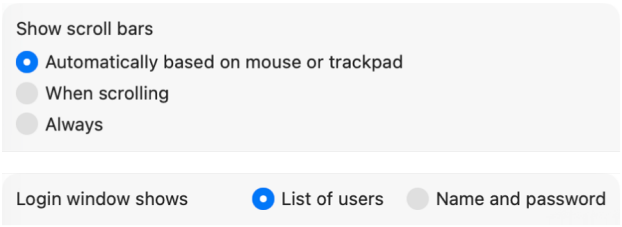
- *Smart quotation marks:* Most apps have an option called "smart" quotation marks, which automatically generates curly quotation marks (and apostrophes) as you type.

See also italics (n.), italic (adj.); titles of works.

R

racism, racist language See Intro to inclusive writing.

radio button A labeled circular button used to present a set of mutually exclusive options.



Users *select an option*. Avoid the term *radio button*, except in developer materials. You can refer to the option's label, or to the label used to introduce a group of radio buttons.

Select "Automatically based on mouse or trackpad."

In the "Show scroll bars" area, select "When scrolling."

To change what appears in the login window, select an option next to "Login window shows."

See also checkbox.

radio-frequency interference See RFI.

RAID Acronym for *Redundant Array of Independent Disks*, a storage method in which data is distributed among two or more hard disk drives to improve performance and reliability. Storage methods are called *levels*: *RAID level 0*, *RAID level 1*, *RAID level 0+1*, and so on. OK to shorten to *RAID 0*, *RAID 1*, *RAID 0+1*, and so on. For guidelines about spelling out acronyms, see abbreviations and acronyms.

Raise to Speak Note capitalization. An Apple Watch feature.

> When Raise to Speak is on, you can raise your wrist and speak your request.

Raise to Wake Note capitalization. An iPhone feature.

> When Raise to Wake is on, you can wake your iPhone by raising it.

RAM Acronym for *random-access memory*. For guidelines about spelling out acronyms, see abbreviations and acronyms.

random-access memory See RAM.

RAW A format for image files. Use all caps even though *RAW* is not an acronym. Don't use *RAW* alone; use *RAW file*, *RAW image*, *RAW setting*, and so on.

> When you take photos using your camera's RAW setting, the camera creates a RAW file that retains all the image data captured by the camera.

ray tracing (n.), ray-tracing (adj.), ray-traced (adj.) Note hyphenation of adjective forms.

> Ray tracing models the properties of light as it interacts with a scene.
>
> Learn how to optimize ray-tracing performance.
>
> Implement ray-traced rendering using GPU-based parallel processing.

re (prefix) Close up unless the resulting word creates another word.

> reenter, reinstall, reevaluate
>
> re-create (*recreate*), re-sort (*resort*)

Reader Always capitalize when referring to the Safari feature. Don't precede with *the*.

> You can use Reader to view articles without distracting ads.

Reading List Always capitalize when referring to the Safari feature. Refer to the user's Reading List as *your Reading List*.

> You can add webpages to your Reading List.

Read Me A document that accompanies a product and contains information the user needs to read before installing or using the product.

In user materials, don't call such documents *the Read Me* or *Read Me file*. Instead, use the document's name enclosed in quotation marks. Call a file "Read Me" only if that's the actual filename.

read/write (adj.) Note slash, as in *read/write memory*.

real time (n.), real-time (adj.) Note hyphenation of adjective. Don't use *realtime*.

> *Correct:* You can edit multicamera footage in real time.
>
> *Correct:* You can group unrelated clips together for real-time montage editing.
>
> *Incorrect:* Many transitions can play back in real-time.

receipt A written acknowledgment by a receiver of money that payment or delivery has been made. If payment has already been made, use *receipt* and not *invoice*. See also invoice.

recommend When describing something users are encouraged to do, don't use *we recommend* or *Apple recommends*; use *recommended*.

> *Correct:* It's recommended that you import video using the same camera you used to record it.
>
> *Incorrect:* We recommend that you import video using the same camera you used to record it.

You can also use less formal phrases like *it's a good idea to*.

> It's a good idea to create a password hint.

recovery mode (n., adj.) Don't hyphenate the adjective form.

> To put your device in recovery mode…
>
> Wait until you see the recovery mode screen, and then…

redownload Don't use; use *download again*. See also download (n., v.), downloadable (adj.).

Reduce Interruptions An Apple Intelligence feature. You can use *the Reduce Interruptions Focus* or simply *Reduce Interruptions*.

> You can customize the Reduce Interruptions Focus the same way you would any other Focus.
>
> Reduce Interruptions understands the content of your notifications and shows you the most important ones.

See also Focus.

Redundant Array of Independent Disks See RAID.

reference Don't use as a verb; use *refer to*.

register Capitalize names of specific registers, but don't capitalize the word *register*. Don't capitalize generic register names such as *floating-point registers* and *vector registers*.

regular Don't use when you mean *standard*, as in *Use standard settings*.

release Refers to the issuing of software, as in *a major release of iOS*. Don't use when referring to a macOS version number.

> *Correct:* The next major release of macOS will be available later this year.
>
> *Incorrect:* The 14.5 release of macOS will be available later this year.

See also version number.

reminder, Reminders Use lowercase to refer to a reminder the user creates. Use uppercase to refer to the app.

> Type a name for the reminder.
>
> Use the Reminders app to stay organized.

Refer to a list of reminders as a *reminder list*.

> You can share a reminder list with other iCloud users.

representative Don't use to refer to an AppleCare Support person. See also Advisor, advisor.

reset (v., adj.) Don't use *reset* as a noun. See also Reset.

Reset The button or switch, which may be labeled with the word *Reset* or with a triangle symbol.

resizable Not *resizeable*.

resize Not *size* or *grow*. OK to use *change the size of*.

resize control The area in the lower-right corner of a window that users drag to resize the window.

resolution Use a lowercase letter *x* (not the word *by*) to express screen or other resolution (*640 x 480*). See also dimensions; x.

restart (v.) Don't use as a noun.

restore (v., adj.) Don't use as a noun.

> *Correct:* Avoid stopping the restore process.
>
> *Incorrect:* Avoid stopping a restore in progress.
>
> *Correct:* Restoring stopped because the disk is full.
>
> *Incorrect:* The restore stopped because the disk is full.

return character Not *carriage return character*, except in developer materials when you're referring to ASCII character $0D.

Return key Capitalize when you refer to the key on the keyboard. Use lowercase when you refer to the character.

> When you press Return, you generate a return character.

RFI Abbreviation for *radio-frequency interference*. Note hyphenation of the spelled-out version. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

Rich Text Format See RTF.

right arrow Use to refer to a button that looks like a right arrow and lets users navigate horizontally through content, such as a category of TV shows in the Apple TV app.

Don't call it the *right arrow button* or the *right-pointing arrow*.

> Click the right arrow to view more episodes.

Don't use when you mean *Forward button*.

See also disclosure arrow; Forward button; Right Arrow key.

Right Arrow key When you refer to arrow keys generically, use lowercase, but capitalize and use the complete name when you refer to one or more arrow keys by name. See also arrow keys.

right-click (v.) For Windows only, use to refer to clicking the secondary (usually the right) mouse button. For Mac, use *Control-click* instead.

> *Windows:* Right-click the app icon to open a shortcut menu.
>
> *Mac:* Control-click the app icon to open a shortcut menu.

See also Control-click (v.).

right-hand Avoid except in reference to right-hand (recto) pages; use just *right* whenever possible.

rightmost No hyphen.

right side Not *right-hand side*.

Ring/Silent switch Note capitalization.

ringtone One word.

road map Two words.

roman, Roman (adj.) Use lowercase when you refer to numerals and to font style. Capitalize when you refer to the term *Standard Roman character set*. See also arabic, Arabic (adj.).

root The top-level folder in a file system. In pathnames, the root of the file system is designated by a leading slash (/). Avoid using *root* as a synonym for *System Administrator*. See also pathnames; System Administrator.

root user See System Administrator.

rotate Refers to the act of placing two fingers slightly apart on a touchscreen or trackpad and twisting them clockwise or counterclockwise.

> Rotate to change the photo's orientation.

Don't use to refer to turning the Digital Crown; use *turn*.

See also gestures.

rotor A navigation tool in VoiceOver. In materials that refer to more than one rotor, use a rotor's full name on first mention: *VoiceOver rotor*, *gestures rotor*, *Quick Nav rotor*, *Verbosity rotor*. On subsequent mentions, it's OK to shorten to *the rotor* if it's clear which rotor you're referring to.

router Don't use interchangeably with *bridge*. A bridge joins two networks to form an expanded network, not an internet. A router maintains a logical map of the networks and other routers in an internet, allowing the networks to retain separate identities.

RSS Abbreviation for *Really Simple Syndication*. A format for displaying the latest changes to websites and blogs. Users access these RSS feeds with an RSS reader. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

RTF Abbreviation for *Rich Text Format*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

rule An editable action in Mail.

rule of thumb Avoid; use *general rule*, *general recommendation*, *guideline*, or *as a rule*.

run (v.), running (adj.) Use *running* for programs or processes that operate in the background and have no graphical interface.

> Open Activity Monitor to see what processes are running.

- *Apps:* Don't use *run* to describe what a user does with an app (a program that has a graphical interface); say *use* instead.

  > *Correct:* Before installing the software, use Disk Utility to verify your disk.
  >
  > *Incorrect:* Before installing the software, run Disk Utility.

  Don't use *running* to refer to an open app; use *open*.

  > *Correct:* Check to see whether any apps are open.
  >
  > *Incorrect:* Check to see whether any apps are running.

- *Software versions:* In user materials, avoid using *running* to refer to versions of the operating system or apps. Instead, use alternatives such as *use*, *using*, or *installed*. In server materials or materials for more technical users, it's OK to use *running* to refer to versions of the operating system or apps.

  > *Correct:* If you're using iOS 12 or earlier, follow these instructions.
  >
  > *Incorrect:* If you're running iOS 12 or earlier, follow these instructions.
  >
  > *Correct:* To use Siri on your Mac, you must have macOS 10.12 or later installed.
  >
  > *Incorrect:* To use Siri on your Mac, you must be running macOS 10.12 or later.

runtime (n., adj.) One word.

S

safe mode Note lowercase.

sample rate The number of times per second an audio file is sampled. Don't use *sampling rate*.

SAN Acronym for *storage area network*. Precede with *a*, not *an*. For guidelines about spelling out acronyms, see abbreviations and acronyms.

sanity check, sanity test Don't use; use an alternative such as *consistency check*, *logic check*, *final check*, or *final pass*.

> *Correct:* A consistency check can help confirm that software is behaving as expected.
>
> *Incorrect:* A sanity check can help confirm that software is behaving as expected.

sans serif (adj.) Two words.

save You save a file *on* a disk or *to* a disk, not *onto* a disk.

scalable, scalability Not *scaleable*, *scaleability*.

screen Use to refer to what the user looks at while working on a computer or mobile device. Don't use when you mean *display*. The *display* is the hardware component that contains the screen; the *screen* is the surface the user views.

> *Correct:* Use screen sharing to show others what's on your screen.
>
> *Incorrect:* Use screen sharing to show others what's on your display.
>
> *Correct:* Position the display to minimize reflections and glare on your screen.

Don't use *screen* to refer to what a person sees while wearing Apple Vision Pro; use *view*.

See also display (n.); view.

screen saver (n., adj.) Two words.

screen sharing (n.), screen-sharing (adj.) Note hyphenation of adjective.

screenshot (n., adj.) One word.

scroll Avoid using as a transitive verb.

> *Correct:* Scroll through a document.
>
> *Correct:* Scroll to view more of the document.
>
> *Incorrect:* Scroll a document.

In user materials, when describing the act of moving through documents, webpages, groups of options, and other items, it's often preferable to use *scroll* instead of specific actions and gestures such as *drag* or *swipe*.

> *Acceptable:* Drag up or down to scroll through the songs in the list until you find the one you want.
>
> *Preferable:* Scroll through the songs in the list until you find the one you want.

See also gestures.

scroll bar The whole control is the *scroll bar*. In macOS, the control that users drag is the *scroller*.

scroller The control users drag in the scroll bar. See also scroll bar.

SD Abbreviation for *standard definition* (n.) and *standard-definition* (adj.). For guidelines about spelling out abbreviations, see abbreviations and acronyms.

SDH Short for *subtitles for the deaf and hard of hearing*. Define on first mention.

> Subtitles for the deaf and hard of hearing (SDH) differ from closed captions in several ways.

Use *SDH* when referring to the technology.

> You'll find SDH on more media types than closed captioning.

Use *SDH subtitles* when you're referring to the titles themselves.

> SDH subtitles and closed captions are encoded differently.

See also closed captions (n.), closed captioning (n., adj.), closed-captioned (adj.).

SDK Abbreviation for *software development kit*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

SDR (n., adj.) Abbreviation for *standard dynamic range* (n.) and *standard-dynamic-range* (adj.). A legacy video or still-image format with limited levels of brightness per color component.

See also HDR (n., adj.).

SDRAM Abbreviation for *synchronous dynamic random-access memory*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

search field Note lowercase.

seasons Because content may be viewed by a global audience, avoid referring to times of the year using the names of seasons.

> *Preferable:* coming later this year, starting early next year
>
> *Avoid:* coming this fall, starting this spring

Secure Element, Secure Enclave The *Secure Element* is a chip in an Apple device that securely stores confidential data such as payment information. The *Secure Enclave* is a system on a chip (SoC) that stores private keys and is isolated from the main processor to provide an extra layer of security. It processes data from Touch ID, Face ID, and Optic ID sensors, and then allows access or purchases on behalf of the user.

> The Secure Element hosts an applet to manage Apple Pay and also includes payment applets certified by the payment networks.
>
> On iPhone, iPad, and Apple Watch, the Secure Enclave manages the authentication process and allows a payment transaction to proceed.

See also system on a chip (n.), system-on-chip (adj.).

select (v.) Use *select*, not *choose*, to refer to the action users perform when they select among multiple objects—such as icons, graphic images, radio buttons, or checkboxes—or when they highlight text for editing.

> Select a name in the list.
>
> To select several files at once, Command-click them.
>
> Select the text you want to make bold.
>
> Select the Shadow checkbox.

- *Selecting objects:* Although users generally click or tap to select objects (they can also use the keyboard), you need to use the complete phrase *click to select* or *tap to select* only if you think there's potential for confusion. Both of the following examples are acceptable.

  > Click to select a name in the list.
  >
  > Select a name in the list.

- *Interface items:* Although it's usually clearest to include an item's name (if it has one) and type of item (such as a checkbox), you can also refer to an item as an *option* or use only the item's name.

  > Select the option "Object causes wrap."
  >
  > To position the Dock on your screen, select Left, Bottom, or Right.

Use *choose* for menu items, including those in pop-up and shortcut menus.

See also checkbox; choose; click; deselect; highlight (v.); menus; unselected (adj.).

select (adj.) OK to use *select* to mean *special* or *exclusive*.

> Select Apple Store locations offer coding sessions for coders of all ages.

selection rectangle The rectangular outline that appears when users drag across items on the screen to select them. Often, you can simply say *drag to select*.

> Drag a selection rectangle around the clips you want to add to your project.
>
> Drag to select the clips you want to add to your project.

self Use a hyphen in terms beginning with *self*.

> self-paced, self-playing, self-running, self-service

self-powered See bus-powered, self-powered.

self-test (n., adj.) Don't use as a verb.

sentence-style capitalization Capitalize only the first letter of the first word, proper nouns, and proper adjectives. See also capitalization.

server A computer or device (or the software on it) that's on a network and manages the network's resources. Types of servers include the following:

> application server, database server, file server, HTTP server, mail server, network server, print server, streaming server, web server

service manual Note lowercase.

settings, Settings Use lowercase when referring generically to settings. Capitalize when referring to the app on some Apple devices.

> You can change settings for your iPhone using the Settings app.

When discussing System Settings (in macOS 13 and later), you can shorten the name of each set of system settings to *[settings name] settings*, as in *Accessibility settings* (note lowercase *settings*).

> Use Sound settings to select the device you want to use for sound output.

However, always capitalize the name *System Settings*.

> Use System Settings to change settings for your Mac.

When discussing app settings in macOS 13 and later, use lowercase *settings*.

> Use the Privacy pane of Safari settings to block website cookies.

See also preferences; System Preferences.

Setup Assistant Capitalize when you refer to an app that helps users configure the system or software; use lowercase for generic references. Don't use *the* before *Setup Assistant*.

> You must have an AirPort Extreme Card installed in your computer to use AirPort Setup Assistant.
>
> Apple Remote Desktop provides an easy-to-use setup assistant to guide you through the process.

See also Assistant.

setup (n., adj.), set up (v.) One word except as a verb.

sexism, sexist language See Intro to inclusive writing.

Shared Albums An iCloud feature that allows users to share photo albums with other iCloud users. Note capitalization; don't use *iCloud Photo Sharing*, *Shared iCloud Albums*, or similar. You *turn on* or *turn off* Shared Albums. Use *shared album* to refer generically to an album that's shared using Shared Albums. See also iCloud.

shared disk In user materials, use *shared disk* when you discuss connecting to another computer over the network. When you discuss setting up a folder to share on your own computer, use *shared folder*. Use *file server* only when explaining the concept of file servers.

shared folder In user materials, use *shared folder* when you discuss setting up a folder to share on the user's computer. Use *shared disk* when you discuss connecting to another computer over the network. See also shared disk.

SharePlay Don't use as a verb.

> *Correct:* Watch together using SharePlay on Apple TV 4K.
>
> *Incorrect:* SharePlay a movie on Apple TV 4K.

Use *join* instead of *access*.

> *Correct:* To join SharePlay on Apple TV 4K, tap the Play button.
>
> *Incorrect:* To access SharePlay on Apple TV 4K, tap the Play button.

In user materials, avoid using *session*. (It's OK to use *session* in developer materials.)

> *Avoid:* Tap the Play button to start the SharePlay session.
>
> *Preferable:* Tap the Play button to start the video.

You can use *sync* or *synced* to describe the experience of watching videos or listening to music together.

> Everyone's playback is synced—so you and your friends…

share, send In user materials, use *share* to refer to giving ongoing access to a resource or making it available to someone else—for example, sharing a Pages document, an App Store purchase, your location, or your internet connection. Use *send* to refer to a one-time action that transmits a static copy of something—for example, sending a file using Mail or Messages.

> *Correct:* Share your document with colleagues so you can make edits together in real time.
>
> *Incorrect:* Send your document to colleagues so you can make edits together in real time.
>
> *Correct:* Use AirDrop to send a document to someone nearby.
>
> *Incorrect:* Use AirDrop to share a document with someone nearby.

It's OK to use *share* to refer broadly to distributing items to others.

> You can share your photos with friends using Mail, Messages, AirDrop, and more.

In developer materials, you can use *share sheet* to refer to a sheet that presents tasks that may include sending (for example, sending a file using email). See also share sheet.

share sheet Note capitalization. In most user materials, avoid using *share sheet*; instead, describe what the user must select or do.

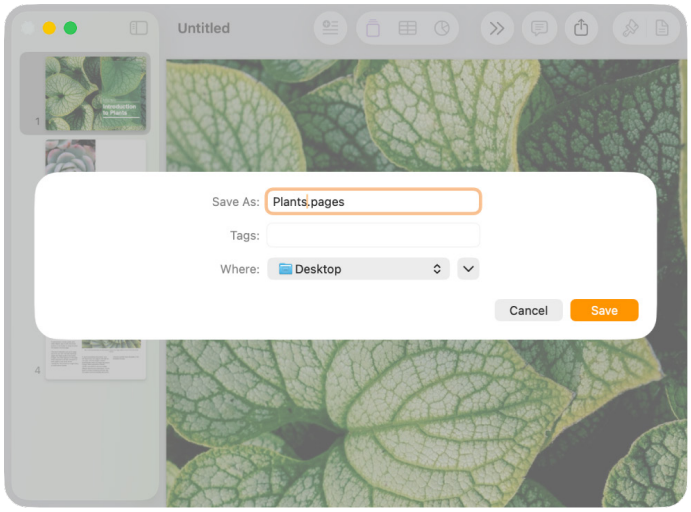
> *Correct:* Tap , and then tap Messages.
>
> *Incorrect:* Tap , and then tap Messages in the share sheet.

It's OK to use *share sheet* in developer materials and user materials that describe making changes to the options in the share sheet.

> To allow a shortcut to run from within other apps, you must enable it to appear in the share sheet.

See also action sheet; sheet.

sheet In developer materials, use to refer to a view that lets people perform a task related to their current context—such as supplying information or completing an action—before returning to the previous view.



Don't use *sheet* in user materials; in content about Mac, you can call a sheet a *dialog*.

> Use the Print dialog to choose a printer and select print options.

In content about other platforms, in most cases, you can simply describe what the person must select or do.

> *Correct:* Tap Customize, then turn on Bold Text.
>
> *Incorrect:* Tap Customize, then turn on Bold Text in the sheet that appears.
>
> *Correct:* Scroll to the bottom, then tap Manage Shared Note.
>
> *Incorrect:* Scroll to the bottom of the sheet, then tap Manage Shared Note.

See also action sheet; share sheet.

Shift-click (v.) Equivalent to *press the Shift key while you click*.

> To include another item in the selection, Shift-click the item.

See also key, keys.

Shift-drag (v.) Equivalent to *press and hold the Shift key while you drag*.

> Shift-drag a selection rectangle over selected points.

See also key, keys.

Shift key Note capitalization.

Shift lock Don't use; use *Caps Lock*.

shortcut One word. See also keyboard shortcut; Siri Shortcuts.

shortcut menu See menus.

shows up Don't use; use *appears*. OK to use *show* when referring to showing and hiding onscreen elements.

> The Portrait Lighting slider appears below the frame.
>
> To show a hidden photo, choose View > Hidden Photos.

shuffle Lowercase except in the names of interface elements: *shuffle your songs*, *click Shuffle to mix up your music*.

shutdown (n., adj.), shut down (v.) One word except as a verb.

sidebar Use to refer to a column in a Finder window or an app window that shows items such as available disks and other devices, mailboxes, playlists, or favorite items.

side button Use to refer to the button on the right side of iPhone or next to the Digital Crown on Apple Watch.

> Press the side button on Apple Watch to open Control Center.
>
> To turn off iPhone, press and hold the side button and either volume button.

Use *press* to mean pressing the side button once; use *double-click* or *triple-click* to mean pressing it more than once.

Sidecar The feature for using iPad as a second display with a Mac. Don't precede with *the*.

> Sidecar lets you extend your workspace by using your iPad as a second display.

sighted To refer to a person with sight, you can say *a person who is sighted*, *a sighted person*, *a person with sight*. See also blind, low vision; Writing about disability.

sign Use *sign*, not *symbol*, in the following terms: *division sign*, *equal sign*, *greater-than sign*, *less-than sign*, *minus sign*, *multiplication sign*, *number sign*, and *plus sign*.

signaled, signaling Not *signalled*, *signalling*.

sign-in (n., adj.), sign in (v.) Use to refer to creating a session for an internet account. Users *sign in* to accounts and services; computers, devices, and apps do not. Use *sign in to*, not *sign into*.

> *Correct:* Sign in to your Apple Account to get access to Apple services.
>
> *Incorrect:* Your Mac must be signed in to your Apple Account to get access to Apple services.

Users *sign out of* accounts and services (not *sign off*, *sign off of,* or *sign off from*).

See also login (n., adj.), log in (v.).

Sign in with Apple Note capitalization. The feature that lets users sign in to apps and websites securely using their Apple Account. The word *in* is lowercase in both the name of the service and the label on the Sign in with Apple button.

> Sign in with Apple is the fast, easy way to sign in to apps and websites.
>
> When you visit a participating website, tap Sign in with Apple.

sign-on (n., adj.), sign on (v.) No hyphen in verb. Note hyphenation in phrases such as *single sign-on authentication*.

SIM Acronym for *Subscriber Identity Module*, a smart card that holds subscriber information and settings. Precede with *a*, not *an*. OK to use *SIM* or *SIM card*. SIM formats include *micro-SIM* and *nano-SIM*. Related terms include *Apple SIM*, *embedded Apple SIM*, *Dual SIM*, and *eSIM*.

> iPhone models with Dual SIM have an eSIM and a nano-SIM card.
>
> Your iPad might use an embedded Apple SIM, an Apple SIM card in the SIM-card tray, or a SIM card from a wireless carrier.

Simple Mail Transfer Protocol See SMTP.

since, because Use *since* to mean *during the period subsequent to the time when*. Use *because* to mean *for the reason that*.

> *Correct:* It's been five hours since you checked your email.
>
> *Correct:* Because you made a backup copy, you didn't lose your work.
>
> *Incorrect:* Since you made a backup copy, you didn't lose your work.

single Hyphenate compound adjectives beginning with *single*.

> single-button, single-core, single-layer, single-precision, single-processor

single sign-on (n., adj.) A service that permits a user to access multiple apps using a single ID and password.

> For a list of TV providers that support single sign-on, see…
>
> Apple TV 4K offers single sign-on authentication for users of some apps.

See also sign-in (n., adj.), sign in (v.).

Siri The voice-activated assistant.

Don't refer to Siri as *she* or *her*; always say *Siri*. If that means repeating *Siri* too often, you can occasionally refer to Siri as *it*. Users can *summon Siri, ask Siri*, or *make requests*; users don't *open Siri*.

Avoid using *Hey Siri* as a feature name; in most cases just tell users how to use it.

> *Avoid:* You can use Hey Siri to schedule a meeting.
>
> *Preferable:* To use Siri without pressing the Home button, say "Hey Siri," and then make your request.

Siri Remote Use to refer to the remote control that's compatible with Apple TV 4K and Apple TV HD. In countries or regions where Siri isn't available for use with Apple TV devices, use *Apple TV Remote* instead.

> Use the Touch surface on the Siri Remote to set up your Apple TV 4K.
>
> To activate Siri, press and hold the Siri button on the Siri Remote.

See also Apple TV Remote; Touch surface.

Siri Shortcuts When you refer to the feature, capitalize *Shortcuts* and use an *s* at the end. *Siri Shortcuts* takes a plural verb.

> *Correct:* Siri Shortcuts provide a quick way to get things done.
>
> *Incorrect:* You can use Siri shortcuts to do everyday tasks.

When referring generally to individual shortcuts, use lowercase *shortcut* and omit *Siri*.

> *Correct:* Create a shortcut that plays your favorite podcast on the drive home.
>
> *Incorrect:* Create a Siri Shortcut that plays your favorite podcast on the drive home.

Siri Suggestions When you refer to the feature, capitalize *Suggestions* and use an *s* at the end. *Siri Suggestions* takes a plural verb.

> *Correct:* Siri Suggestions give you help right when you need it.
>
> *Incorrect:* You can view Siri suggestions on your watch face.

When referring generally to individual suggestions, use lowercase *suggestion* and omit *Siri*.

> *Correct:* To use a suggestion, tap it on the Lock Screen.
>
> *Incorrect:* To use a Siri Suggestion, tap it on the Lock Screen.

site license, site licensing (n., adj.) No hyphen.

size (v.) Don't use; use *resize* or *change the size of* (in reference to a window or an object).

size (adj.) Hyphenate compound words ending with *size*. Not *sized*.

> letter-size, medium-size, pocket-size

slash Use *slash* to describe this character: /. See also backslash.

slave Don't use to refer to a device or process. See also master/slave.

sleep An energy-saving feature of some computers. The computer *goes to sleep* (or the user can *put it to sleep*); the computer is then *in sleep* or *in sleep mode*. Don't use *the computer is sleeping* or *the computer is asleep*.

sleep apnea notifications Capitalize only when referring to an onscreen label. Otherwise, use lowercase.

> In the Health app, tap Set Up below Sleep Apnea Notifications.
>
> The sleep apnea notifications feature isn't available in all countries or regions.
>
> Learn how to view your sleep apnea notifications.

slide (v.) Avoid when describing how users operate a slider or switch. Use *tap*, *click*, or *drag* instead.

> *Correct:* To increase or decrease the effect, drag the slider.
>
> *Incorrect:* To increase or decrease the effect, slide the slider.
>
> *Correct:* Tap the switch to turn Airplane Mode on or off.
>
> *Incorrect:* Slide the switch to turn Airplane Mode on or off.

It's OK to use other meanings of *slide*, in other contexts.

> To slide smoothly between notes (called *portamento*), tap Pitch.
>
> The second app slides in from the right edge of the iPad screen.

See also slider; switch (n.).

slider The object users drag to set a value on a continuum (a range of values). The whole control is called the *slider control*.

Depending on the context, users may *click*, *tap*, or *drag* a slider. Avoid using the verb *slide* with *slider*.

> *Correct:* Tap the slider, and then swipe up or down with one finger.
>
> *Correct:* To adjust the magnification, drag the Zoom Level slider.
>
> *Incorrect:* Slide the slider, and then swipe up or down with one finger.

See also slide (v.).

slideshow One word.

slot A long, thin socket on the main logic board where peripheral cards are inserted. Don't use *connector* to refer to a slot. Use lowercase for *slot* when it's followed by a number (*slot 1*, *slot 2*). See also connector; jack; port; socket.

small outline dual inline memory module See SO-DIMM.

Smart When you refer to items that are updated automatically based on search criteria the user selects, capitalize both the word *Smart* and the noun it modifies: *Smart Album*, *Smart Collection*, *Smart Folder*, *Smart Group*, *Smart Mailbox*, *Smart Playlist*.

smart card Note lowercase.

smartphone One word.

Smart Reply An Apple Intelligence feature. You can use *Smart Reply* to refer to the feature or to an individual reply someone sends.

> In the Mail app, Smart Reply provides suggestions for a quick response to an email.
>
> Tap a Smart Reply to quickly draft an email response.

Smart Stack Precede with *the* or *a*, depending on the context.

> Live Activities appear at the top of the Smart Stack.
>
> You can add a Smart Stack to your Home Screen.

The plural is also OK: *Smart Stacks can automatically rotate to the most relevant information*.

smart TV Note capitalization. Use to refer generically to TVs with integrated network connectivity and streaming capabilities.

> See a list of smart TVs that support the Apple TV app.

See also streaming device, streaming player.

smiley Don't use on its own in place of *emoji* or *emoticon*. It's OK to use *smiley* or *smiley face* to describe a particular emoji or emoticon.

> You can type a text message to include with your photos—and even include an emoji, such as a smiley face.

See also emoji; emoticon.

SMTP Abbreviation for *Simple Mail Transfer Protocol*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

snapshot OK to use as a synonym for *photo*, but avoid using *snapshot* to refer generally to a user's photos. *Snapshot* connotes a photo taken quickly and informally, without attention to lighting or composition. See also photo.

so-called (adj.) Don't italicize or use quotation marks around terms following *so-called*.

social media (pl. n., adj.) Websites and apps through which people share links and content, such as messages, photos, videos, blog postings, and more. When possible, name specific apps instead of using the general term *social media*. Users *post to*, *share on*, or *publish to* most social media networks.

> You can publish videos to Facebook.
>
> Post photos from your library to sites such as Instagram.
>
> Set up email and social media accounts.

socket Use to refer to a receptacle with holes that receives a plug or another connector. Don't use *female connector*. See also connector; jack; port; slot.

SO-DIMM Acronym for *small outline dual inline memory module*. Note hyphenation of the acronym. For guidelines about spelling out acronyms, see abbreviations and acronyms.

softcover One word.

software Programs that perform operations on a computer. Types of software include *application* (or *app*) *software* and *system software*. Use *software* alone if you don't need to refer to a specific type of software. Don't use *software program*.

> Apple periodically releases updates to your computer's software.

See also app, application, program; system software.

software development kit See SDK.

software license agreement Not *software licensing agreement*.

software version numbers See version number.

solid-state drive See SSD.

sound input, sound input/output, sound output (n., adj.) Avoid unless it appears in the user interface. Use *audio input*, and so on, instead. See also audio input, audio input/output, audio output (n., adj.).

soundtrack One word.

source code Two words.

source file Two words.

Space bar Two words.

space character Not *blank* or *blank character*. OK to use just *space*, but in many cases it's necessary to remind the user that a space is actually a character and that margins, indentation, word wrap, and page breaks can sometimes be affected by extra space characters (or a lack of them).

Spaces Capitalize only when explicitly referring to the feature.

> You can use Spaces to organize your windows into groups and reduce clutter.
>
> Use Mission Control to add and delete desktop spaces.

spam Refers to unwanted electronic messages, often sent in bulk, by a bot or another unknown sender. Spam—which can contain hostile elements such as malware—appears not only in email but also in instant messaging, social media, and other systems.

The Mail app and iCloud Mail use *junk mail*, not *spam*, to refer to all unwanted mail. It's OK to use *spam* to help define junk mail.

> When you receive unwanted mail (known as *junk mail* or *spam*), select it and choose Message > Mark > As Junk Mail.

Don't use *spam* as a verb. See also junk mail (n., adj.).

Spatial Audio Capitalize the name of the Apple feature.

> Spatial Audio is available only on Mac with Apple silicon.
>
> Find music that's made for Spatial Audio.

spatial photo, spatial video Use to refer to 3D images captured on Apple Vision Pro and some iPhone models. You can also use *spatial capture*.

speakerphone One word.

special effects (n., adj.) No hyphen.

speed For the speed of optical drives, use a lowercase *x*—for example, *24x speed*. Note that there's no space between the numeral and the *x*.

spell-check (v.) Also OK to use *check the spelling of a document*.

spell checker, spelling checker Either term is OK.

spinning gear See progress indicator.

spinning wait cursor In developer materials, the colored pinwheel cursor. In user materials, use *wait cursor*.

> *Developer materials:* Try to avoid situations in your app that cause the window server to display the spinning wait cursor.
>
> *User materials:* You might see a wait cursor (looks like a colored pinwheel) while the app is opening.

splash screen Don't use; use *opening display*, *startup display*, or *startup screen*.

Split View Note capitalization. The feature for viewing two apps or windows side by side on a Mac or iPad. In most cases, say that users do things *in* Split View; they don't *use* Split View.

> *Avoid:* You can use Split View to view two apps side by side.
>
> *Preferable:* You can view two apps side by side in Split View.

Spotlight The search feature. Related terms include the following:

- *Spotlight icon:* In the menu bar in macOS
- *search field:* The area where you enter search terms
- *Spotlight window:* Shows search results in macOS

SSD Abbreviation for *solid-state drive*. Precede with *an*, not *a*. It's OK to use *SSD* alone or in terms such as *SSD storage*; don't use *SSD drive*. For guidelines about spelling out abbreviations, see abbreviations and acronyms. See also disk; drive; hard disk (n., adj.); hard drive.

Stacks The macOS feature that automatically groups files on the desktop and gives you quick access to folders in the Dock. Capitalize only when referring to the feature.

> With the Stacks feature, you can easily organize the files on your desktop.
>
> You can change how stacks are grouped.
>
> Files you download appear in the Downloads stack.

Stage Manager A feature for resizing windows, seeing overlapping windows in a single view, and switching between apps. You *turn on* or *turn off* Stage Manager; you don't *enter* or *leave* it. You work with apps and windows *in* Stage Manager.

> You can turn on Stage Manager in the Settings app.
>
> Group apps together in Stage Manager.

standalone (adj.) Don't use as a noun.

standard definition (n.), standard-definition (adj.) See SD.

standard dynamic range (n.), standard-dynamic-range (adj.) See SDR (n., adj.).

Standard Roman character set Note capitalization.

standard user Use in macOS to describe a user whose account is more restrictive than that of an administrator user. Don't use *normal user*. See also administrator (adj.).

standby (n., adj.), stand by (v.) One word except as a verb.

start Don't use when you mean *open* (as in *open an app*).

startup disk The preferred term in user materials.

Startup Disk Capitalize when referring to Startup Disk settings (in macOS 13 and later) or Startup Disk preferences (in macOS 12 and earlier); use lowercase when referring generically to a user's startup disk.

startup display, startup screen Not *splash screen*. *Startup display*, *startup screen*, and *opening display* are all OK.

startup sound Use to refer to the chord heard during a successful startup sequence. Don't use *boot chime*.

startup (n., adj.), start up (v.) In user materials, try to avoid using *startup* as a noun, except when repeated occurrences of *when you start up* become unwieldy. Rewrite when possible to use a more specific term or description.

For AppleCare and developer materials, *startup* is an acceptable generic term for the period of time it takes the computer to start up.

> Start up the computer.
>
> After a few seconds, the startup display appears.
>
> While the computer is starting up, you can check your voicemail.
>
> *AppleCare:* During startup, you can scan the manual that came with your computer.

See also boot.

statement Not necessarily the same as *line*. One line may contain several statements, and one statement may extend over several lines.

step Don't capitalize, even in specific references.

> step 1, steps 1 and 2, several steps

stepper In developer materials, use to refer to a control that has up and down arrows, or left and right arrows, to increase or decrease a value. Don't use in user materials unless it's necessary to refer to the control itself; use *up arrow*, *down arrow*, *right arrow*, *left arrow*, or *arrows*, as appropriate. For example, *Click one of the arrows to increase or decrease the volume*.

stereotypes See Intro to inclusive writing.

Stickies Don't use to refer to the things you create using Stickies; use *notes*.

Sticky Keys Capitalize when you refer to the feature that can be set in Accessibility settings in macOS.

still image (n.), still-image (adj.) Note hyphenation of adjective. Use in video editing or multimedia contexts to refer to a single static image, such as a photo, a title, or an illustration.

> You can import video, audio, and still-image files.

stop A general term meaning to cause a process, command, or program to cease. Don't use when you mean *quit an app*. See also exit; interrupt; quit.

storage Use *storage space* (or just *space*) to refer to the space used to store data and information on a computer or device.

> You can make more storage space available by deleting files you no longer use.
>
> If you're running out of space, you can store files in iCloud Drive.

You can also use *storage* by itself, especially when discussing storage management, as in the phrases *Optimized Storage*, *buy more storage*, and so on.

> Optimized Storage suggests ways you can automatically free up space on your Mac.
>
> To upgrade your iCloud storage, click Buy More Storage.

See also memory.

storage device Use instead of *disk* to refer generally to computer storage devices that might include hard disks, solid-state drives, and flash storage.

> *Correct:* You can import photos from an external storage device.
>
> *Incorrect:* You can import photos from an external disk.

When possible, use a more specific term.

stream (n., v.), streaming (n., adj.) Use to refer to watching or listening to media content as it's delivered to a device (instead of downloading it completely first).

> This stream is best experienced on iPhone with iOS 15 or later, or iPad with iPadOS 15 or later.
>
> Use AirPlay to stream content from iPhone to Apple TV 4K.
>
> Activities like streaming and downloading large files can slow down a network.
>
> Apple TV is a streaming service featuring award-winning series, documentaries, kids' entertainment, and more.

Content can be streamed on demand (at any time) or in real time. You can use *livestream* to refer to content that's streamed in real time.

> Watch the livestream of this year's Worldwide Developers Conference, or stream it on demand on Apple Podcasts.

See also livestream (n., v.), livestreaming (n.).

streaming device, streaming player Use either term to refer generically to digital media players (such as Roku) that stream content over a network to a TV.

> Open the Apple TV app on your smart TV or streaming device.

See also smart TV.

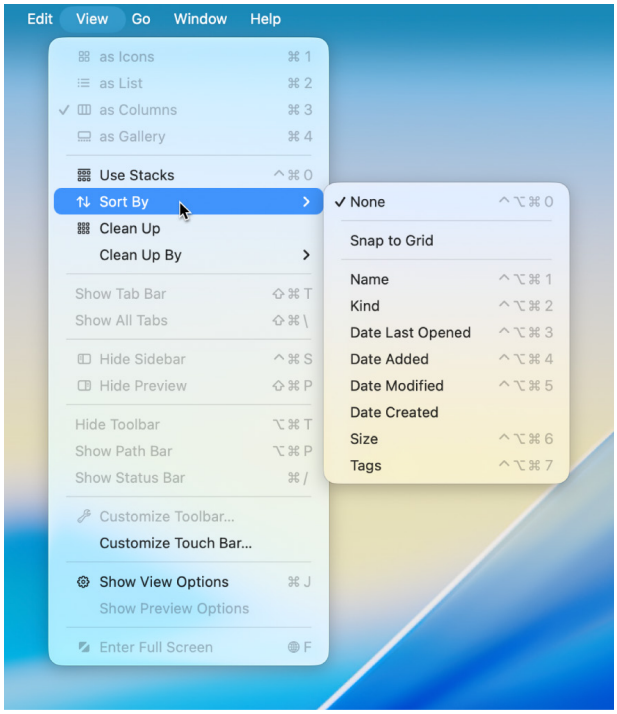
style (of type) Not *typestyle* or *type style*.

sub (prefix) Close up words beginning with *sub*.

> subaccount, subdirectory, submenu, subnetwork

subdirectory In developer materials, can be used to refer to a directory within another directory. In user materials, use *folder*. See also folder.

submenus Use when you describe hierarchical menus. When the user highlights a menu item with a submenu indicator (which looks like a right arrow), a submenu appears.



To describe choosing an item from a submenu, use one of these styles:

> Choose View > Sort By > None.

> Choose View > Sort By, and then choose an item from the submenu.

See also choose; menus.

super (prefix) Close up words beginning with *super*.

> supercomputer, superfine, supermodern

SuperDrive Apple's optical drive that reads and writes (burns) CDs and DVDs. *SuperDrive* is typically preceded by an article (*a* or *the*) or a possessive adjective (such as *your*).

support Avoid in user materials when you can use *compatible*, *works with*, or another appropriate word or phrase.

> *Avoid:* The first-generation iPad didn't support AirPlay Mirroring.
>
> *Preferable:* AirPlay Mirroring works with iPad 2 or later.
>
> *Avoid:* iMovie supports most QuickTime formats.
>
> *Preferable:* You can use files in most QuickTime formats with iMovie.

It's OK to use *support* to refer to a product or feature that Apple doesn't provide but that the user can obtain (for example, using software from other manufacturers). Avoid saying *Apple doesn't support* something.

> Check the iMovie website for a list of supported camcorders.

See also Apple Support.

surround sound (n., adj.) Note lowercase; no hyphen.

> Apple TV 4K lets you enjoy Dolby Digital 5.1 surround sound.
>
> Spatial Audio brings a theater-like surround sound experience to the movies you watch.

It's OK to use *surround* alone (*deliver in both stereo and surround*).

See also Dolby formats.

swipe (n., v.) On devices with touchscreens or trackpads, *swipe* refers to the act of quickly sliding one or more fingers across the touchscreen or trackpad. On Apple Vision Pro, *swipe* refers to the act of pinching your thumb and finger together and quickly flicking your wrist.

Users swipe to navigate documents, webpages, and areas of the interface, and to browse lists and groups of items. Include the direction of the swipe—up, down, left, or right—if it's needed to describe the action.

> Tap the movie, and then swipe to choose a duration.
>
> Swipe left to read the next story.
>
> Swipe down from the top-right corner to open Control Center.

You can use prepositions such as *over* and *on* to make it clear where to swipe.

> Swipe over the selected text to highlight it.
>
> To delete an email, swipe left on the email, and then tap Trash.

Swipe can take a direct object in cases where users must precisely move an item (such as when closing an iOS app) instead of simply swiping anywhere in a general area (such as when paging through a book).

> In the app switcher, swipe an app up to close it.

To describe swiping with more than one finger, say, for example, *swipe with two fingers* (for the verb form) or *two-finger swipe* (for the noun form).

> Swipe up with three fingers to open Mission Control.
>
> Use a three-finger swipe to rapidly page through documents.

See also drag; gestures.

switch (n.) An interface element that offers two mutually exclusive choices—usually on and off (use lowercase for *on* and *off*, even if the control options are uppercase). It's often unnecessary to refer to the switch itself; instead, describe the action the user takes to operate it.

> Tap to turn on Location Services.
>
> Tap to turn Airplane Mode on or off.

If you do need to refer to the switch (in order to specify its location, for example), avoid using the verbs *switch* or *slide* with it; use *tap* or *click* instead.

> *Correct:* To turn Airplane Mode on or off, tap the switch in the upper-right corner.
>
> *Incorrect:* To turn Airplane Mode on or off, slide the switch in the upper-right corner.

See also switch (v.).

switch (v.) OK to use to mean *change* or *substitute*.

> You can have more than one music library and switch between them.
>
> The table includes key commands for switching modes and showing inspectors.

Don't use *switch on or off* or *toggle* to mean *turn on or off*.

> *Correct:* You can turn the Accent setting on or off for each drum sound.
>
> *Incorrect:* You can switch the Accent setting on or off for each drum sound.
>
> *Incorrect:* You can toggle the Accent setting for each drum sound.

See also slide (v.); switch (n.); toggle (v.).

switch on, switch off Don't use *switch on*, *switch off*, *power down*, *power off*, *power on*, or *power up* in user materials; use *turn on* and *turn off*. See also turn on, turn off.

symbol When referring to onscreen items, don't use *symbol* when you mean *button* or *icon*. A symbol signifies an idea or concept, but it doesn't do anything when clicked or tapped, and it doesn't represent a single item (such as a file icon or a battery icon).

Contactless payment symbol

Battery disposal symbol

Charging symbol

When referring to text characters, it's OK to use *symbol* in a generic sense, as in *the percent symbol (%)*. Don't use *symbol* when you mean *character*, *letter*, or *digit*.

Use *sign*, not *symbol*, in the following terms: *division sign*, *equal sign*, *greater-than sign*, *less-than sign*, *minus sign*, *multiplication sign*, *number sign*, and *plus sign*.

See also button; icon.

synchronous dynamic random-access memory See SDRAM.

sync, synced, syncing Not *synch*, *synched*, or *synching*.

In general, *syncing* refers to copying content directly between two devices. You can use *sync* to refer to syncing devices or the content that's on them.

- *Syncing devices:* Use *with* (not *from* or *to*).

  Correct: Sync iPhone with your Mac.

  Incorrect: Sync iPhone to your Mac.

- *Syncing content:* Use *to* to specify the target, *from* to specify the source, or *between* if information is synced both to and from each source.

  You can sync contacts and calendars to iPad from your Mac.

  Sync contacts between iPhone and your Mac.

You can also use *sync* to refer to transferring content between a device and iCloud.

Sync the photos and videos on your iPhone with iCloud.

When you get a new device, iCloud Photos quickly syncs your photo library to it.

See also iCloud.

Don't use *synchronize* or *synchronization* as alternative terms for *sync* or as an explanation of the term *sync*.

Correct: Make sure syncing is turned on for the device.

Incorrect: Make sure synchronization is turned on for the device.

Although *sync* is most often used as a verb, it can also be used as a noun or an adjective.

You can also start a sync manually.

Avoid changing sync settings while iPhone is syncing.

system Don't use *system* to refer to a computer by itself.

> *Correct:* You must restart your computer for the changes to take effect.
>
> *Incorrect:* You must restart your system for the changes to take effect.

If you're referring to a computer and its peripheral devices, accessories, and software, it's OK to use *system*.

> For best results color correcting HDR video in Final Cut Pro, use a system with a Pro Display XDR.

System Administrator Avoid, except when you're referring to the macOS user account identified as *System Administrator* (long name) and *root* (short name).

Anyone with access to the System Administrator account can obtain read-and-write access to all settings and files on the system, including hidden system files that a regular administrator user can't modify. Each computer can have multiple administrator accounts but only one System Administrator account.

Lowercase *system administrator* is an acceptable and frequently used variant of the noun *administrator*.

> To obtain a static IP address for your computer, contact your system administrator or network administrator.

See also administrator (n.); administrator (adj.).

system files Refers to any files used by the computer to start up or to provide systemwide information.

System folder Note lowercase *f*.

system on a chip (n.), system-on-chip (adj.) Note hyphenation of adjective. It's OK to abbreviate as *SoC*; precede with *an*, not *a*. The plural form of the noun is *systems on a chip (SoCs)*.

> M1 was the first system on a chip for the Mac.
>
> The M2 family scales up Apple's system-on-chip architecture.
>
> For over a decade, Apple has been refining its systems on a chip (SoCs).

See also Secure Element, Secure Enclave.

System Preferences The app for changing systemwide options in macOS 12 and earlier. See also preferences; System Settings.

System Settings The app for changing systemwide options in macOS 13 and later. See also preferences; settings, Settings.

system software Not *systems software*. See also app, application, program; version number.

systemwide (adj.) One word.

T

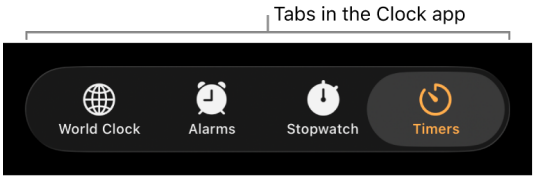
tab You can use *tab* to refer to two different elements in the UI:

- A separate view of content a user can open in an app (such as Safari).

  Use *tab* for the entire view—both the part that's visible in the tab bar, and what users see when they click or tap it.

  > You can open a webpage in a new tab.
  >
  > Drag a tab out of the window to make it a separate window.

- A control at the bottom of the screen that lets users quickly switch between different sections of an iOS app.



  Use *tab* for the entire view—both the control at the bottom of the screen, and what users see when they tap it.

  > The screenshot is added to the Photos tab in Photos.

  In developer materials, use *tab bar* to refer to the entire group of tabs.

In user materials, don't use *tab* to refer to a changeable area of content built into a window in macOS; use *pane*. Use *button* for the control users click to see the pane (or simply refer to the control by its label).

> You can set the color of text in the Style pane.
>
> To change the number of columns, click Layout.

In developer materials, use *tab* to refer to the control users click; use *pane* or *view* to refer to the view users see when they click.

See also button; pane.

Tab key, tab character Capitalize when you refer to the key on the keyboard. Use lowercase when you refer to the character.

> When you press Tab, you generate a tab character.
>
> The tab character (HT, for *horizontal tab*) has the ASCII value $09.

table captions Table captions include a table number and a table title. In developer materials, most tables are numbered. In user materials, tables typically don't have numbers or titles.

When you use table titles, keep them short; don't exceed a line and a half of text. Avoid using complete sentences for table titles.

tables Use tables for information that would be easier to scan in columnar form than in running text. Also use tables for "information matrixes," which provide an effective way to present quick-reference instructions or descriptions.

- *Capitalization:* Use sentence-style capitalization for all parts of a table, including the column headings.
- *Headings:* Make column headings short and descriptive.
- *In-text references:* Provide in-text references to all tables. In general, place the reference in the paragraph immediately preceding the table. In user materials, you can use *below* to refer to a table that immediately follows the paragraph.

  In-text references can stand alone as a complete sentence (with or without parentheses) or can occur within a sentence (with or without parentheses). Use a consistent style throughout a document.

  > The following table shows how the tools work and what they do.
  >
  > The app provides several tools (see the following table).
  >
  > See the table below for details.

  If the table has a number, use it in the in-text reference.

  > Table 3-2 lists the signal and pin assignments for the DVI connector.
  >
  > See Table 3-10 for additional result codes.

- *Table notes and footnotes:* Information that pertains to an entire table is generally set as a table note, before any table footnotes.

  The table note begins with the word *Note* (not all caps) followed by a colon. To make the information in a table note more prominent than a note allows, you can add it instead after the table title, in parentheses, with no capitalization or ending punctuation (even if it's a complete sentence).

When specific items in a table require footnotes, either number the items consecutively starting with 1 or use the following symbols, in the order shown. Consult your department's guidelines for which style to use. (If you need more symbols, double them, in the same order.)

asterisk (*)

dagger (†, Option-T)

double dagger (‡, Option-Shift-7)

section (§, Option-6)

paragraph (¶, Option-7)

number (#)

tap (n., v.) On devices with touchscreens or trackpads, *tap* refers to the act of quickly touching and releasing the touchscreen or trackpad. Don't use *tap on*.

Correct: Tap Return to move from one field to another.

Incorrect: Tap on the video you want to play.

Users can tap with one or more fingers (depending on the device and the action the user is performing).

To zoom in or out, double-tap with two fingers.

On Apple Vision Pro, *tap* refers to the act of briefly tapping your thumb and finger together. See also pinch (v.).

When discussing the Digital Touch feature, don't say that users *tap* another device or person; they *send a tap*.

When discussing haptic feedback, don't say that a device or trackpad *taps you*; say *you feel a tap*.

See also click; Digital Touch; double tap (n.), double-tap (v.), double-tapping (n., v.); gestures; haptic (adj.), haptics (n.); press; touch; touch and hold.

tap and hold Don't use. *Tap* means to touch and release quickly, so use *touch and hold* instead. See also tap (n., v.); touch and hold.

Tapback A feature in the Messages app. Don't use as a verb.

taptic Don't use. See also haptic (adj.), haptics (n.); tap (n., v.); Taptic Engine.

Taptic Engine Technology that provides haptic feedback in iOS devices and Apple Watch. Precede with *the*. Don't use the word *taptic* by itself; use only in the term *Taptic Engine*. See also haptic (adj.), haptics (n.).

Tap to Wake Note capitalization. An iPhone feature.

To wake your iPhone by tapping the screen, turn on Tap to Wake.

target disk mode Note lowercase.

TB (n., adj.) Abbreviation for *terabyte*. *TB* equals 1000^4 bytes in the context of file size or storage capacity, and 1024^4 bytes in the context of computer memory. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

  1 TB of memory

  2 TB of storage capacity

- *Adjective:* Don't hyphenate the adjective form.

  a 1 TB memory card

  a 2 TB SSD

Tbit (n., adj.) Abbreviation for *terabit*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

  1 Tbit of line capacity

- *Adjective:* Don't hyphenate the adjective form.

  10 Tbit router

Tbit/s Standard international abbreviation for *terabits per second*. See also Names and unit symbols for units of measure and abbreviations and acronyms.

TB/s Abbreviation for *terabytes per second*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

TCP/IP Abbreviation for *Transmission Control Protocol/Internet Protocol*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

telephone number In most cases, use *phone number* (not *telephone number*). See also phone numbers.

television *TV* is preferred. Don't use *television set* or *TV set*. See also Apple TV 4K.

temperatures To list temperatures, repeat the degree symbol but not the abbreviation. Use a space between the symbol and the abbreviation: *50° to 104° F* (*0° to 40° C*).

terabit See Tbit (n., adj.).

terabits per second See Tbit/s.

terabyte See TB (n., adj.).

terabytes per second See TB/s.

terminal A device or software for sending commands to a computer. Capitalize when referring to the Terminal app.

terminal emulation (n., adj.) No hyphen.

text field See field.

text file Two words.

text message OK to shorten to *message* if the context is clear. Avoid using *text* and *texts* as nouns.

> *Correct:* Click Reply in a notification to reply to an email or text message.
>
> *Correct:* To delete all messages in the thread, tap Delete All.
>
> *Incorrect:* To delete all texts in the thread, tap Delete All.

Use *text* as a verb only in informal contexts; otherwise, use *send a text message*.

See also message.

that Use to introduce a restrictive clause; clauses beginning with *that* are generally not set off with commas.

> This is the computer that has network access. [There are many computers; the phrase *that has network access* restricts—narrows the meaning of—the subject of the sentence to one computer.]
>
> The newest computer in the lab, which is a Mac Pro, is also the students' favorite. [There's only one newest computer; the phrase *which is a Mac Pro*, although it provides more information, doesn't restrict the subject of the sentence.]

See also which.

theater Not *theatre*.

they, their, them See pronouns.

third party (n.), third-party (adj.) The adjective is hyphenated. Don't use *3rd-party*, *3P*, or other shortened forms.

> You can use certain third-party products with the Find My app.

If your audience may not be familiar with the term, you can use *not made by Apple*, *from other companies*, or similar wording.

thread In the context of a series of related files, such as email messages, items are *in* a thread.

> You can reply to an earlier message in the thread.

three-dimensional See 3D.

three-prong outlet Don't use. Use *grounded outlet*.

throw away Don't use when you mean *drag an item to the Trash*.

> *Correct:* After you've expanded the compressed file, drag it to the Trash.
>
> *Incorrect:* Throw away the compressed file after you expand it.

thumb Don't use when you mean *scroller* or *slider*.

tilde (~) See pathnames.

timecode One word.

timeline One word.

time of day Follow these guidelines for times, unless your department uses international style (see Dates and times):

- *Numerals:* Use numerals for times of day.

  2:00, 4:15, 7:30

- *a.m. and p.m.:* Include *a.m.* and *p.m.* (lowercase, with periods, preceded by a space) as needed.

  10:45 a.m., 6:30 p.m.

- *Noon and midnight:* Use *12:00 noon* and *12:00 midnight* or just *noon* and *midnight*.

- *Range of times:* In text, it's preferable to use *to* with a range of times.

  10:00 a.m. to 2:00 p.m., 1:30 to 3:00 p.m.

  Otherwise—for example, in an event agenda or a course listing—use an en dash (Option-Hyphen).

  10:00 a.m.–2:00 p.m.

  If times in a range are both a.m. or both p.m., the first abbreviation can be omitted or included, depending on the design.

  1:30–3:00 p.m. *or* 1:30 p.m.–3:00 p.m.

  Don't use *from* with the en dash.

  Correct: from 1:30 to 3:00

  Incorrect: from 1:30–3:00

timeout (n., adj.) One word.

timestamp (n., v.) One word.

time zone In general, you can refer to time zones using the shortened form (or two-letter abbreviation). Use lowercase for shortened forms: *Pacific time (PT)*, *mountain time* (*MT*), *central time (CT)*, *eastern time (ET)*. The time zone is usually abbreviated when it follows the time.

The event begins at 10:00 a.m. PT.

You can view your events in eastern time even if you're in the Pacific time zone.

If you need to be more specific, you can use the full name (or three-letter abbreviation). Use lowercase for the full names (exception to *The Chicago Manual of Style*): *Pacific standard time (PST)*, *mountain daylight time* (*MDT*), *central daylight time (CDT)*, *eastern standard time (EST)*.

Requests must be submitted by 11:59 p.m. PDT.

Event times are shown in eastern standard time.

Use *daylight saving time,* not *daylight savings time*.

title bar Two words.

titled Not *entitled*.

titles, disc See disc titles.

titles, document See document titles.

titles of works Use italics for the titles of books, magazines, newspapers, manuals, movies, videos, plays, television shows, radio shows, podcast series, blogs, music albums, and works of art.

Use plain text and quotation marks for the titles of works that are more limited in scope, such as articles, stories, reports, TV episodes, podcast episodes, sections of blogs, songs, chapters and sections of works, and photographs.

See also disc titles; document titles.

title-style capitalization Capitalize each word—except for articles, prepositions of four or fewer letters, and so on. See also capitalization.

titles, window See window titles.

Today View Don't precede with *the*.

> Drag the widget to a new location in Today View.

to-do (adj.) Note hyphen: *to-do list*. Don't use as a noun.

toggle (v.) OK to use in developer materials. Don't use in user materials; instead, say *turn on or off*, *switch between*, or whatever wording is appropriate in the context.

See also switch (v.).

toolbar One word.

toolkit One word.

tooltip Don't use, except in developer materials; use *help tag* instead. See also help tag.

top button Use to refer to the button on the top left of Apple Vision Pro and the top right of iPad.

> To take a spatial photo on Apple Vision Pro, press the top button.

Use *press* to mean pressing the top button once; use *double-click* or *triple-click* to mean pressing it more than once.

touch In visionOS, it's OK to use *touch* when referring to interacting directly with virtual objects (such as the virtual keyboard).

> To type on the virtual keyboard, touch the keys; touch and hold a key to show special characters and accents.

See also tap (n., v.).

touch and hold Refers to the act of touching a touchscreen and leaving the finger motionless until an action or result occurs.

> Touch and hold the Mute button to hold a call.

Don't use *tap and hold*. Don't use *long press* in user materials (it's OK in developer materials).

See also click and hold; gestures; long press (n.), long-press (adj.); tap (n., v.).

Touch Bar A narrow Multi-Touch surface above the keyboard on some Mac laptop computers. Don't shorten to *the Bar*. Refer generically to items in the Touch Bar as *controls*, *items*, or *tools*. Items are *in* (not *on*) the Touch Bar. Use standard Multi-Touch gestures (including *tap*, *swipe*, *drag*, and *touch and hold*) to describe how users interact with the Touch Bar. Users don't *press* the Touch Bar.

> You can use the controls in the Touch Bar to play and pause a movie.
>
> Tap Edit in the Touch Bar.
>
> Drag the scrubber in the Touch Bar.

You can also simply say *use the Touch Bar* to point users to a Touch Bar method of doing a task.

> To change the color of the selected object, click a color in the color well, or use the Touch Bar.

See also Control Strip; gestures; Touch ID.

Touch ID A fingerprint recognition technology used for authentication. It's OK to use *Touch ID* alone or in terms such as *Touch ID sensor*.

> Click the Apple Pay button, and then use Touch ID to complete the payment.
>
> Make sure the Touch ID sensor and your finger are clean and dry.

To give instructions for using Touch ID, you can also refer to the button that Touch ID is integrated into—for example, the Home button on iPhone.

> Press the Home button with the finger you used to set up Touch ID.

touchscreen One word.

Touch surface The touch-sensitive upper half of the Siri Remote. You *press* the Touch surface, rather than *tap* or *click*.

> Press left or right on the Touch surface to skip backward or forward.
>
> Swipe up on the Touch surface to reveal more information.
>
> To access contextual (shortcut) menus, press and hold the Touch surface.

See also Apple TV Remote; Siri Remote.

toward Not *towards*.

trackpad One word.

trademarks (credit lines and symbols) The name of any trademarked Apple product or service mentioned in a document must appear in the appropriate credit line on the copyright page. Categories include registered trademarks (®), trademarks (™), registered service marks (®), and service marks (℠).

> Final Cut Pro is a trademark of Apple Inc., registered in the U.S. and other countries. [Registered trademark]
>
> Multi-Touch is a trademark of Apple Inc. [Unregistered trademark]
>
> AppleCare is a service mark of Apple Inc., registered in the U.S. and other countries. [Registered service mark]
>
> Apple Originals is a service mark of Apple Inc. [Unregistered service mark]

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  Trademark status may change with time. For the most current Apple trademarks, consult the Apple trademark list.

trademarks (usage) Follow these guidelines for using trademarks in text:

- *Plural form:* Don't use a trademarked name in the plural form.

  > *Correct:* If you have more than one Mac computer…
  >
  > *Incorrect:* If you have several Macs…

- *Possessive form:* Don't use a trademarked name in the possessive form.

  > *Correct:* Learn more about the features of your MacBook Pro.
  >
  > *Incorrect:* Learn more about your MacBook Pro's features.

- *Multiple-word trademarks:* If a trademark is more than one word (for example, Apple TV, iPad Pro), don't break it across multiple lines of text. In many cases, you can use a nonbreaking space (Option-Space bar) to keep the name on one line.
- *Third-party trademarks:* For third-party trademarks, follow the usage guidelines posted on the Apple trademark list.

Transmission Control Protocol/Internet Protocol See TCP/IP.

Transparency An AirPods listening mode. OK to use *Transparency* or *Transparency mode*.

Trash Use an article (*drag the file to the Trash*).

triple click (n.), triple-click (v.), triple-clicking (n., v.) Note hyphenation.

> You can quickly turn on accessibility features with a triple click.
>
> Triple-click the Digital Crown.
>
> Quickly turn on accessibility features by triple-clicking the side button.

See also click.

triple press (n.), triple-press (v.), triple-pressing (n., v.) Refers to quickly pressing three times on the stem of some models of AirPods. Note hyphenation.

> You can use a triple press to control playback.
>
> Triple-press the stem to skip to the previous track.
>
> Skip to the previous track by triple-pressing the stem.

Don't use to refer to quickly pressing a mechanical button three times; use *triple-click*.

See also triple click (n.), triple-click (v.), triple-clicking (n., v.).

troubleshoot (v.), troubleshooting (n., adj.) One word.

TrueDepth One word. The Apple camera system that enables Face ID.

True Tone The display technology. OK to use alone or in terms such as *True Tone display* and *True Tone technology*.

True Tone flash An LED flash in iPhone and iPad cameras. Some iPhone models have an Adaptive True Tone flash.

tune in to Three words. See also into, in to.

Türkiye Use this spelling for the country name, not *Turkey*.

turn on, turn off OK to use when you describe power to a computer or peripheral device. You can also use *turn on* to describe enabling features such as file sharing, as in *turn on file sharing*. See also startup (n., adj.), start up (v.).

TV Not *TV set* or *television set*. See also Apple TV 4K.

tvOS Apple's operating system for Apple TV devices. Use without an article.

> Thousands of apps are available for tvOS.

See also iOS; Mac operating systems; watchOS.

tweet (n., v.) Note lowercase.

two-dimensional See 2D.

two-factor authentication A security feature that requires users to enter a code from a trusted device when signing in to their Apple Account on a new device.

two-step verification A security feature that requires users to enter a code from a trusted device when signing in to an app or a service.

type (n.) Use in general references to the text that appears on a page. Don't use *type* when you mean *font*. See also font.

type (v.) Use to describe the act of pressing keys to produce characters on the screen. Use code font or quotation marks to represent what the user actually types, depending on your department's style guidelines.

> In the Title field, type `Exchange Rate per $1`.
>
> For example, type "dog" in the search field to find photos of dogs.

Use regular text font to describe generically what the user types.

> Type a new timecode value and press Return.

Don't use *type in* when you mean *type*. See also enter; press.

typeface Don't use; use *font*. See also font.

type size Don't use; use *size* or *font size*. See also font size.

type style Don't use; use *style* or *font style*. See also font style.

U

UDF Abbreviation for *Universal Disk Format*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

UI Abbreviation for *user interface*. OK to use in developer materials. In user materials, use *interface*.

UK No periods. OK to abbreviate or to spell out *United Kingdom* as a noun. Use the abbreviation for the adjective form.

ultra (prefix) Close up except before a vowel.

> ultrafast, ultralight, ultrasharp, ultrathin, ultrawide
>
> ultra-efficient

unavailable Use to describe an item—such as a menu command or an option in a dialog—that the user can't select or choose because certain conditions aren't met.

> The Copy command is unavailable if there's no text selected.

See also dimmed.

uncheck Don't use; use *deselect*. See also checkbox.

unclick Don't use; use *deselect*. See also checkbox.

under Don't use to describe an operating system environment. Use *in* or *with* (*in macOS*, not *under macOS*).

Don't use to refer to items in menus.

> *Correct:* Use the commands in the Arrange menu.
>
> *Incorrect:* Use the commands under the Arrange menu.

Don't use to describe where things are in the interface; use *below* instead.

> *Correct:* The mailboxes below On My Mac are stored on your computer.
>
> *Incorrect:* The mailboxes under On My Mac are stored on your computer.

unhighlight (v.) Don't use. Use *deselect* for the action of clicking to remove highlighting.

unhighlighted (adj.) Don't use; use *not highlighted*. See also unselected (adj.).

Unicode A 16-bit character encoding standard developed by the Unicode Consortium; used for representing characters as integers.

Uniform Resource Locator See URL.

uninstall OK to use *uninstall* and *uninstaller*. See also install.

unit Don't use to refer to a hardware product. Use a different noun as appropriate.

> *Correct:* Take apart the computer.
>
> *Incorrect:* Take apart the unit.

Universal Disk Format See UDF.

Universal Serial Bus See USB.

UNIX All caps; there's no spelled-out version.

unmount (v.) In user materials, avoid when referring to making a disk or disk image unavailable; use alternatives such as *eject* or *make unavailable*, or describe what the user must do to make the disk unavailable.

> *Avoid:* Unmount the disc when you finish using it.
>
> *Preferable:* Eject the disc when you finish using it.

In server materials or materials for more technical users, it's OK to use *unmount*.

> In Disk Utility, select the disk you want to unmount and click Unmount in the toolbar.
>
> Use this function to unmount one or more server volumes.

Don't use *unmount* as an intransitive verb.

> *Correct:* Unmount the volume.
>
> *Incorrect:* The volume unmounts.

See also mount (v.); mounted (adj.).

unmounted (adj.) In user materials, avoid when referring to a disk or disk image that isn't available; use alternatives such as *not available* or *not visible in a Finder window*.

> *Avoid:* If a disk is unmounted, you can't access files on it until you mount it again.
>
> *Preferable:* If a disk is unavailable, you can't access files on it until you make it available again.

In server materials or materials for more technical users, it's OK to use *unmounted*.

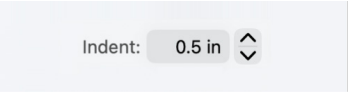
> Disk Utility lists both mounted and unmounted volumes.

See also mount (v.); mounted (adj.).

unselected (adj.) Use to describe something that's not selected. Not *deselected*, *unchecked*, or *dehighlighted*. See also checkbox; deselect; unhighlighted (adj.).

up arrow Use to refer to the small arrow that users click to increase a value in a stepper.

Click the up arrow to increase the text indent.



See also stepper; Up Arrow key.

Up Arrow key When you refer to arrow keys generically, use lowercase. When you refer to one or more arrow keys by name, capitalize and use the complete name. See also arrow keys.

update Use to refer to a minor software release that updates a version of software, but doesn't upgrade it to the next *major* version.

macOS Tahoe 26.1 is an update to macOS Tahoe 26.

Don't use *maintenance release* or *dot release*. See also upgrade; version number.

upgradable Not *upgradeable*.

upgrade Use to refer to a *major* version of a software product. For example, *macOS Tahoe is an upgrade to macOS Sequoia*. See also update; version number.

upload Reword if possible, but OK to use when you refer to copying files to a server.

Avoid using *upload* to refer to what iCloud does; instead, content *is stored*, *is kept up to date*, *appears automatically*, and so on.

Avoid: Every new photo you take is uploaded to My Photo Stream.

Preferable: Every new photo you take appears in My Photo Stream.

See also iCloud.

uppercase (n., adj.) When used in conjunction with *lowercase* as a noun (or to modify a noun), use *uppercase and lowercase* (both words spelled out, in that order).

upside-down (adj.) Note hyphenation.

uptime One word.

up-to-date (adj.), up to date (pred. adj.) Note hyphenation.

Check the Apple Support site for up-to-date information.

Make sure your software is up to date.

upward Not *upwards*.

URL Abbreviation for *Uniform Resource Locator*, which is another term for an internet address. *URL* is pronounced "you-are-ell" and should be preceded by *a*, not *an*. In most user materials, use *internet address* or *web address*, not *URL*. For guidelines about spelling out abbreviations, see abbreviations and acronyms. See also internet addresses.

U.S. Use periods except when the abbreviation appears close to other country or region name abbreviations that don't use periods. Use the abbreviation as an adjective only; as a noun, spell out *United States* (except in trademark notices). To include the country name in a U.S.-based Apple address, use *USA* (no periods). See also America, American.

USB Abbreviation for *Universal Serial Bus*. Avoid as a noun. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

USB connector types There are several types of USB connectors (and corresponding ports):

- *USB Type-A:* On first mention, describe what the connector looks like (*rectangular*). OK to shorten to *USB-A connector* (or *USB-A port*).
- *USB Type-B:* On first mention describe what the connector looks like (*square*). OK to shorten to *USB-B connector* (or *USB-B port*).
- *USB Type-C:* A tiny USB connector that supports USB 3.1 and USB power delivery. OK to shorten to *USB-C connector* (or *USB-C port*).

user If the audience of your document consists of users, avoid this term. Instead, address the reader as *you*.

> *Correct:* You can make movies with effects and a soundtrack.
>
> *Incorrect:* Users can make movies with effects and a soundtrack.

When the audience consists of developers or administrators, use *user* to refer to end users and *you* to address the developer or administrator.

> You may need to prevent users from accidentally making changes.
>
> You can give users access to the server.

User is also appropriate in the context of macOS users—for example, when you discuss Users & Groups settings in macOS.

See also end user (n.), end-user (adj.).

user-friendly (adj.), user friendly (pred. adj.) Note hyphenation of adjective.

user group Not *users group* or *user's group*.

user guide, user manual The terms *user's guide*, *instructor guide*, and *student guide* are alternative forms used by some Apple groups; consult your department's style guidelines. See also manual.

user interface Don't use in user materials; use *interface*. See also UI.

user name Two words.

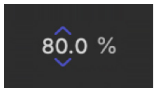
utility Use lowercase when *utility* isn't part of a proper name or when you use it generically. Capitalize, and don't use *the*, when the word is part of a proper name.

> Use Apple Loops Utility to…
>
> Use the Audio MIDI Setup utility to…
>
> You can use the utility to…

utility application OK to use when you compare utility applications to other apps; otherwise, use *utility*. See also utility.

V

value slider A type of slider that includes the numeric value of the parameter in the control. Users can drag up or to the right to increase the value, and drag down or to the left to decrease the value.



variables In code and other technical notation, refers to artificial terms that are to be replaced by a value or symbol. In running text, use italics when you refer to a variable, and spell the variable just as it would appear in a syntax description.

> Replace *volumeName* with a name of up to 12 characters.

When the words are being used as a regular English phrase, put spaces between words and don't use italics.

> *Correct:* The volume name may have up to 12 characters.
>
> *Incorrect:* The volumeName may have up to 12 characters.
>
> *Incorrect:* The *volumeName* may have up to 12 characters.

See also placeholder names; Intro to technical notation.

version number Include a version number with software names as needed—for example, when describing a new version of a product or comparing two versions of a product. Otherwise the version number can usually be omitted.

Don't include the word *version* or the letter *v* when you refer to versions of software—for example, *Keynote 15.2*, not *Keynote version 15.2*.

> Compressor 5 includes support for Apple Immersive Video packaging.
>
> Final Cut Pro is the software of choice for professional video editors.

When referring to a major release number (such as macOS 15 or iOS 18), omit any trailing .0 unless it's needed for clarity.

> Find out what changed between Numbers 14.0 and Numbers 14.1.

- *Earlier or later:* Use *earlier* or *later*, rather than *lower* or *higher* or *newer* or *older*.

  > To unsend or edit text messages, you need to use iMessage in iOS 16 or later.

- *Multiple operating systems:* When listing multiple operating systems that have the same version number, include the version number after each OS name. Don't place the version number only at the end of the list.

  > *Correct:* You need iOS 26, iPadOS 26, macOS 26, visionOS 26, or later.
  >
  > *Incorrect:* You need iOS, iPadOS, macOS, or visionOS 26 or later.

  To avoid repetition, you can lead with the version number: *You need version 26 or later of iOS, iPadOS, macOS, or visionOS.*

- *The letter* x: Except in developer materials, don't use *x* to mean "any number," as in *15.x*; use a specific number or range of numbers.

See also latest; Mac operating systems.

versus Not *vs*. Rewrite to avoid using *versus* when possible.

via Don't use unless space is tight. Instead, use *by*, *from*, *through*, *using*, or *with*.

Exception: OK to use *via* in names of features such as *Emergency SOS via satellite*.

video Note the treatment of these terms beginning with *video*:

> video camera, video capture card, video conference, video editing, video game, video podcast, video tutorial
>
> *But:* videotape

Don't use a hyphen in compound adjectives that include *video*: *video editing app*.

In help for video editing apps, it's generally preferable to use *video* to refer to the user's source footage and *movie* to refer to the edited program.

> Final Cut Pro can automatically sync video and audio clips in your project.
>
> You can share your finished movie on the web.

Use *media* rather than *video* when referring to more than one type of media.

> The first step is to import your media—your photos, video files, and audio files—into Final Cut Pro.

See also media, medium; movie.

video cable Don't use to describe a cable connecting a display or monitor to a computer; use *display cable* (for Apple displays) or *monitor cable* (for non-Apple displays). OK to use for a cable that connects audio/video equipment, such as a television or VCR. See also display cable; monitor cable.

video camera Use to refer to a camera that captures motion picture images as an electronic video signal and doesn't have a built-in recording device. Don't use when you mean *camcorder*.

> If you forget to focus your video camera during shooting, you may not be able to fix the problem in post-production.

Because most video cameras are now digital, it usually isn't necessary to include the word *digital*, but you can use *digital video camera* if the context requires it.

> Digital video cameras use a digital video signal rather than an analog video signal.

In general references, it's OK to use just *camera*.

> A multicamera shoot uses multiple cameras to record an event from different angles.

See also camcorder.

video chat, video chatting (n., v., adj.) OK to use *video chat* or *video conference*.

video conference, video conferencing (n., v., adj.) OK to use *video conference* or *video chat*.

video input, video input/output, video output (n., adj.) You can shorten to *video in*, *video in/out*, and *video out*.

video mirroring (n., adj.) A dual-display mode in which the same image appears on two displays.

video port Don't use when you mean the port to which the display is connected; use *display port* (for Apple displays) or *monitor port* (for non-Apple displays). See also display port; monitor port.

video random-access memory See VRAM.

view Use *view*, not *screen*, to describe what a person sees while using Apple Vision Pro.

> *Correct:* To open Control Center, look up, and then tap ⌄ near the top of your view.
>
> *Incorrect:* To open Control Center, look up, and then tap ⌄ near the top of the screen.

See also display (n.); screen.

View control The four-button unit for changing views of Finder windows. The View control contains the Icon View button, the List View button, the Column View button, and the Gallery View button. See also Column View button; Gallery View button; Icon View button; List View button.

viewer window In the Mail app in macOS, the main window where mailboxes and messages appear. On first occurrence, call it *the Mail viewer window*; for later references, use *the viewer window*.

virtual keyboard Use to refer to the keyboard in visionOS.

virtual machine Note lowercase.

virtual memory Not *Virtual Memory* or *VM*.

visionOS The operating system for Apple Vision Pro. Don't precede with *the*.

Visual Look Up Note spelling and capitalization.

visually impaired Avoid. See also blind, low vision; impairment; Writing about disability.

voicemail Don't use as a verb.

Voice Memos Capitalize when referring to the app name. Use lowercase when referring to the recordings you make with the app. You can also use *recordings*.

> To record a voice memo, open the Voice Memos app and tap Record.

voiceover, VoiceOver Use lowercase when you refer to recorded narration; capitalize when you refer to the Apple screen reader.

> You can record your own voiceover to add to your movie.
>
> VoiceOver lets you navigate your device just by listening.

voice-quality microphone Note hyphenation.

volume (disk) A single storage area with a single file system. It typically resides on a single partition of a single disk, but it may span multiple disks.

In user materials, use *volume* only if you need to match the user interface.

- To refer generically to storage that may include different kinds of disks, just use *disk*.

  Avoid: You can use the Find command to search for items on all volumes connected to your computer.

  Preferable: You can use the Find command to search for items on all disks connected to your computer.

- To refer to a specific kind of disk, use *hard disk*, *solid-state drive*, or *flash storage*.
- For special audiences, such as administrators, use *volume* if a precise distinction between the logical (volume) and physical (partition) aspects of the disk is relevant and helpful to the reader.

  Don't rename a NetBoot share point or the volume it resides on.

  Xsan SAN storage appears to clients as one or more volumes that behave like local disks.

See also disk.

Volume Down key, Volume Up key Note capitalization.

volume license, volume licensing No hyphen.

VPN Abbreviation for *virtual private network* or *virtual private networking*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

VRAM Acronym for *video random-access memory*. Pronounced "VEE-ram." For guidelines about spelling out acronyms, see abbreviations and acronyms.

vs. Don't use; use *versus* when absolutely necessary, but rewrite to avoid the term when possible.

W

wait cursor See spinning wait cursor.

Walkie-Talkie A watchOS app. Don't use as a verb; say *use Walkie-Talkie*, *have a Walkie-Talkie conversation*, or similar.

WAN Acronym for *wide area network*. Note no hyphen in the spelled-out version. For guidelines about spelling out acronyms, see abbreviations and acronyms.

want Make sure that an object follows the verb *want*.

Correct: Make a copy if you want a duplicate. [The word *duplicate* is the object.]

Correct: Sign up if you want to attend. [The infinitive, *to attend*, is the object.]

You can often avoid the issue entirely. For example, *If you want to introduce alternative methods* can be changed to *To introduce alternative methods*.

Warning Use a Warning notice when the reader needs to know that an action may cause bodily injury, damage to hardware or software, or loss of data.

Use warnings and other notices sparingly. They lose their effectiveness if they appear too often. Don't use a Warning notice immediately before or after a note, an Important notice, or another Warning notice, or immediately after a text heading.

See also Important; Note.

watch face Use to refer to what you see when Apple Watch is displaying a watch. Don't shorten to *face*.

> *Correct:* With the watch face showing, press the display.
>
> *Incorrect:* You can add stock info to the face.

In most cases, don't say *touch and hold the watch face*; you *touch and hold the display* while viewing the watch face. See also display (n.).

watchlist One word (exception to *Merriam-Webster*).

> You can add movies and TV shows to your watchlist.

watchOS The operating system for Apple Watch.

waveform (n., adj.) One word.

wavelength (n.) One word.

we Don't use first person; rewrite in terms of the reader or the product.

> *Correct:* For best results, the image should be at least 600 x 600 pixels.
>
> *Incorrect:* We recommend that the image be at least 600 x 600 pixels.

See also recommend.

web Short for *World Wide Web*. You *go to*, *visit*, or *view* pages *on the web*. Note the treatment of terms beginning with *web*:

> webcam, webcast, webinar, webmail, webpage, website
>
> web app, web browser, web developer, web server

Don't use *web* and *internet* interchangeably; the web is just one part of the global internet.

See also internet addresses.

web addresses See internet addresses; URL; webpage.

web clip Capitalize when referring to the Dashboard widget; otherwise, use lowercase.

webpage One word. A self-contained document that can be viewed on a website. A single website can contain many webpages. You *connect to* (or *go to*) a page; you're then *at* that page. Text, graphics, and links, however, are *on* the page.

Don't use *website* and *webpage* interchangeably.

See also homepage; internet addresses; website.

website Refers to a collection of webpages stored in a particular location.

A website may be organized into several parts, sections, or areas, each of which may contain more than one page. Use *part*, *section*, or *area* to refer to such an entity. Use *page* to refer to a single webpage. Use *website* to refer to the entire collection.

You can *browse*, *visit*, or *go to* a website, but don't use such phrases as *point your browser at the website* and *surf the website*.

See also homepage; webpage.

well-behaved Don't use to describe software; use *compatible*, *well-constructed*, and the like.

wellbeing One word (exception to *Merriam-Webster*).

wheelchair user OK to use to describe a person in a wheelchair; also OK to say *a person in a wheelchair* or *a person who uses a wheelchair*. Don't use *wheelchair-bound*, *confined to a wheelchair*, or *handicapped*. See also Writing about disability.

whether See if, whether.

which Use only to introduce a nonrestrictive clause; clauses beginning with *which* are always set off with commas.

> The newest computer in the lab, which is a Mac Pro, is also the students' favorite. [There's only one newest computer; the phrase *which is a Mac Pro*, although it provides more information, doesn't restrict the subject of the sentence.]
>
> This is the computer that has network access. [There are many computers; the phrase *that has network access* restricts—narrows the meaning of—the subject of the sentence to one computer.]

See also that.

while, although, whereas *While* means *during the time that* and implies concurrent activities. Use *although* to mean *in spite of the fact that*. Use *whereas* to mean *it being the fact that* or *while on the contrary*.

> *Correct:* Although the clip won't play back at 1x (normal) speed, every frame plays back, with no frames dropped.
>
> *Incorrect:* While the clip won't play back at 1x (normal) speed, every frame plays back, with no frames dropped.
>
> *Correct:* SD video uses interlaced scanning, whereas HD formats may use either interlaced or progressive scanning.
>
> *Incorrect:* SD video uses interlaced scanning, while HD formats may use either interlaced or progressive scanning.

whitelist Don't use. See also blacklist/whitelist (n., v.).

who, whom *Who* should always be used as the subject of a verb or as a subject complement. *Whom* should always be used as the object of a verb or preposition.

> Who is the new system administrator?
>
> This manual is intended for the person who manages the network.
>
> Be selective about the people to whom you give network access.

wide Use a hyphen in compound adjectives beginning with *wide*.

> wide-angle viewing, wide-format screen
>
> *Exception:* widescreen

Close up words that end with *wide*.

> companywide, enterprisewide, industrywide, systemwide, worldwide

If part of the compound is a proper noun, use a hyphen: *Apple-wide*.

wide area network See WAN.

wide color gamut (n.), wide-color-gamut (adj.) A video color space capable of reproducing a broader palette of colors than legacy (*standard color gamut*) color spaces. OK to shorten to *wide gamut* (n.) and *wide-gamut* (adj.) if the context is clear.

widescreen (adj.) One word.

widget Capitalize the names of widgets.

> To customize the Weather widget…
>
> To add a Stocks widget to Notification Center…

Wi-Fi Not *wifi*, *wi-fi*, or *WiFi*.

wiggle Don't use to describe the movement of icons on a screen; use *jiggle*. See also jiggle.

wiki A collaborative website that can be modified by members of a group.

window In user materials, use *window* to refer to the interface elements described below.

- *macOS and visionOS:* Use *window* for main app windows, document windows, and windows with controls or options that affect the active document or selection, such as the Fonts window.

  All macOS windows have a functional close button in the title bar.

- *iPadOS:* Use *window* for app windows that are visible at the same time—for example, when someone is multitasking using Split View or Slide Over.

  > You can open two windows from the same app in Split View.

You can also use *window* to refer to a Picture in Picture window. See also Picture in Picture (n., adj.), picture-in-picture (adj.).

Don't use *window* to refer to a popover. See also popover.

Except for the Picture in Picture window, don't use *window* to refer to interface elements in iOS. Instead of naming an element, in most cases you can simply describe what the user must select or do. If necessary, you can usually use alternative words such as *list*.

> *Correct:* To see more table styles, scroll left or right.
>
> *Incorrect:* To see more table styles, scroll left or right in the Tables window.
>
> *Correct:* Tap an item in the search results list.
>
> *Incorrect:* Tap an item in the search results window.

See also dialog; pane; sheet; tab.

window bar In visionOS, the horizontal bar at the bottom of a window that lets you move the window.

window controls Standard controls for windows include the close button, the minimize button, and the maximize button.

Windows See Microsoft Windows.

Windows-based (adj.), Windows based (pred. adj.) Refers to computers that use Microsoft Windows. See also Microsoft Windows; PC.

window titles When you refer to a window by name, use the exact words in the title bar of the window (*the Mail window*, *the About This Mac window*). Use lowercase for *window* (unless it's included in the window title and capitalized).

wired Equipped with or connected by wires or cables. Related terms include *wired connections*, *wired keyboard*, *wired mouse*, *wired networking*, *wired remote*, and so on.

wireless-enabled Not *wirelessly-enabled*.

wish Don't use; use *want*. See also want.

word processing (n.), word-processing (adj.) Note hyphenation of adjective.

words as words Italicize a word when it's used as a word. Use an apostrophe and an *s* to form the plural, but don't italicize the apostrophe or the *s*.

> He had too many *and*'s in the sentence.

See also letters as letters.

work Close up the following words beginning with *work*:

> workflow, workforce, workgroup, workplace, workshop, workspace, workstation

workflow One word.

workspace Don't use as a synonym for *desktop* or *Finder*.

workstation (n., adj.) Don't use when you mean *desktop computer*. OK to use when you discuss network administration.

Worldwide Developers Conference See WWDC.

write Avoid using as a verb in user materials; use *copy* or *burn*. In developer or server materials, the following are acceptable: *write to a disk*, *write to disk*, *write on a disk*. Don't use *write a disk*.

> *User materials:* Copy the files to your computer.
>
> *Developer materials:* The app needs to write to the disk.
>
> *Server materials:* Give the user permission to write to the disk.

See also burn.

Writing Tools An Apple Intelligence feature. Use a plural verb with *Writing Tools*.

> Writing Tools are available nearly everywhere you write.

WWDC Abbreviation for *Worldwide Developers Conference*. For guidelines about spelling out abbreviations, see abbreviations and acronyms.

X

x Follow these guidelines when you use the letter *x* to stand for something else:

- *Screen resolutions:* Use a lowercase *x* in screen resolutions.

  > 1024 x 768 [Note the space before and after the *x*.]

- *As a placeholder (variable):* When you use *x* as a placeholder for replaceable numbers, the *x* is lowercase and in regular text.

  > $02xx [The *x*'s represent a range of memory addresses.]

- *For a range of version numbers:* Except in developer materials, don't use *x* to express a range of software version numbers, as in *10.x*; use a specific number or range of numbers.
- *To designate speed:* For the speed of optical drives, use a lowercase *x*—for example, *24x speed*. There's no space between the numeral and the *x*.

See also dimensions; version number.

x and y axes No hyphen. See also x-axis; y-axis.

x and y coordinates No hyphen. See also x-coordinate; y-coordinate.

x-axis Note hyphenation. See also x and y axes.

x-coordinate Note hyphenation. See also x and y coordinates.

Y

y-axis Note hyphenation. See also x and y axes.

y-coordinate Note hyphenation. See also x and y coordinates.

Z

ZEISS Optical Inserts Prescription lenses for Apple Vision Pro. Use the full name in most cases; OK to shorten to *optical inserts* if space is limited.

zero character OK to use for the ASCII character $30. Don't confuse with *null character* ($00).

zeros Not *zeroes*.

zip code Note lowercase.

zoom, Zoom Use lowercase when referring to the action of zooming. It's OK to use *zoom*, *zoom in*, *zoom in on*, *zoom in to*, *zoom out*, and *zoom out of*.

> You can pinch to zoom in on apps, photos, and other items on iPad.

Capitalize when referring to the feature.

> Use Zoom to magnify what's on the Apple Watch display.

Writing inclusively

Intro to inclusive writing

The people who use Apple products reflect the diversity of the world at large. This chapter provides guidelines and tips for how you can write consciously to include everyone.

Note: Guidance about inclusive writing may change over time, so check back for updates. Also keep in mind that inclusive language may vary slightly in different locales, so you may need to adapt the principles here to the unique needs of your language or region.

General guidelines

Think inclusively.

As you write, think about your potential audience, and try to imagine your content from their perspective. Will the words and phrases you use be understood by everyone? Do these words and phrases have any harmful or negative associations?

Keep in mind that words can sometimes carry meanings you don't intend. Be open to learning about the impact of language, and be respectful of those who may receive words differently from how you intended them.

Research words.

Investigating the history and usage of a word can help you decide whether to use it. For example, some common expressions (like *grandfathered in*) arose from oppressive or exclusionary contexts. If you're unsure about a word or expression, be sure to research both how it originated and how it's understood by people now.

Consider the context.

Even if a common word has one negative use that you should avoid, it may still be acceptable in other contexts. For example, although it's inappropriate to use *mute* to refer to a person who is nonspeaking, it's OK to use it to refer to silencing a device. Take context into account when making wording decisions.

Avoid terms that are violent, oppressive, or ableist.

Don't describe technology using terms that are inherently violent—like *kill* or *hang*. Don't use the terms *master* and *slave*, which describe an oppressive human relationship. In addition, don't use terms like *sanity check*, which associates mental health with being functional.

In general, it's a good idea to avoid describing software or hardware using human or biological attributes; doing so can lead to unintended hurtful implications.

Avoid idioms and colloquial expressions.

Common sayings—like *fall through the cracks*, *on the same page*, or *backseat driver*—can add flavor to writing, but they can also be difficult to understand for people who are learning the language. If your content is localized, using phrases like these can also make it more difficult to translate.

Don't use color to convey positive or negative qualities.

Avoid assigning good and bad values to colors (for example, *blacklist*, *white hat hacker*, or *red team hacker*) or using colors as metaphors to convey larger concepts. Use colors only to describe actual colors (for example, *black text on a white background*, *the white point of a display*).

Err on the side of caution.

If you're not sure about a term, but you believe it might be questionable based on your research or feedback from others, then choose a different term. The beauty of language is that there's usually a term that expresses the meaning you want to convey just as well—or even more clearly.

Inclusive representation

Remember that the people who use Apple products have a broad variety of life experiences, cultures, and backgrounds. When your content depicts people—real or fictional—make sure to represent the diversity of the world.

Use diverse names as examples.

Sometimes you may use names as examples. Include names that reflect a variety of ethnicities and genders.

> *Given name examples:* Blair, Étienne, Guillermo, Lee, Mayuri, Priyanka, Shannon, Yen
>
> *Family name examples:* Kawashima, Lai, McNeil, Melnykova, Salinas, Sears, Zhao

Also keep in mind that some cultures don't use a Western-style name structure (given name followed by a family name). In addition, some cultures may use multiple family names. Try to reflect this diversity in your examples.

Avoid biases and stereotypes.

Bias is a tendency to think and behave in ways that are favorable (or unfavorable) to certain people or communities. Be aware of ways your content may unintentionally reinforce biases, and consciously work to avoid doing so. For example:

- If your content uses text or imagery to depict people in certain occupations or settings, include a variety of ethnicities, genders, ages, body types, and abilities.
- If your content mentions examples of holidays, foods, or sports, don't give examples only from Western culture.
- Avoid using examples that reflect primarily an affluent lifestyle.

A *stereotype* is a fixed belief about people or groups based on identifying characteristics, like gender, race, physical capability, or age. Avoid stereotypes in how people are presented in your content. For example, don't only represent a *family* as a woman, a man, and their biological children; remember to include a variety of family types.

Gender identity

Avoid binary representations of gender when you can reword using gender-neutral language.

> *Avoid:* Hiring men and women of diverse backgrounds fosters a culture of innovation.
>
> *Preferable:* Hiring people of diverse backgrounds fosters a culture of innovation.

It's OK to refer to specific genders if the context requires it.

> The percentage of women in the workforce has increased.
>
> Women should earn the same as men for comparable work.

Use gender-neutral pronouns.

Don't use gender-specific pronouns (such as *he*, *she*, *he or she*, and so on) to refer to people of unspecified gender. Instead, it's OK to use *they*, *their*, or *them* as a singular, gender-neutral pronoun.

> *Correct:* A subscriber can post their recipes to your shared folder.
>
> *Incorrect:* A subscriber can post his or her recipes to your shared folder.

You can also avoid gender-specific pronouns by rewriting a sentence—for example, using the plural form of the noun (*subscribers can post their recipes*), or simply omitting the pronoun (*a subscriber can post recipes*).

If you refer to a specific person, don't make assumptions about which pronouns to use based on the person's name or appearance. If you're unsure how to refer to someone, you can ask them. Individuals may go by *he/him*, *she/her*, *they/them*, other pronouns, or no pronouns.

Use gender-neutral titles and honorifics when appropriate.

Some people may choose to use a gender-neutral title (such as *Mx.*). If you're writing content about (or addressed to) a real person, and your style requires you to include a title, ask the person what title they use. If you can't ask them, consider adopting a style that refers to people using only their name.

Writing about disability

When you write about people with disabilities, focus on each individual's accomplishments, personality, authentic story, or message. You may not even need to mention someone's disability unless it's essential to the content; if you do refer to someone's disability, follow the guidelines below.

Understand when to use identity-first or person-first language.

People who consider a disability or neurodivergence to be part of their identity may prefer *identity-first language*, which places an emphasis on culture: *A Deaf person*, *an autistic person*.

Others may prefer *person-first language*, which emphasizes the individual first, then their disability: *A person who is deaf or hard of hearing*, *a person on the autism spectrum*.

Preferences for identity-first and person-first language vary; when writing about specific individuals or groups, always ask them how they prefer to be identified.

For advice about specific terms, see A guide to terms about disability, below.

Acknowledge a wide range of disability.

It's helpful to think about disability on a spectrum. For example, with blindness, there's a wide range of vision differences—from people who are born blind, to those with low vision, to others with loss of vision in certain areas, such as peripheral vision. In addition, some people may have multiple disabilities.

Avoid ableist language.

Don't use language that presents people without disabilities as the norm. For example, don't describe nondisabled people as *normal*, *healthy*, *regular*, or *able-bodied*. Instead, you can use *a person without a disability*, *a nondisabled person*, *a neurotypical person*, *a hearing person*, and similar terms.

Avoid treating disability as something to *overcome*, and don't describe people with disabilities as *brave*, *courageous*, or *inspiring*, which can come across as condescending.

Avoid language that refers to using specific senses.

When writing instructions (such as in training manuals or user guides), avoid using phrases that refer to the use of specific senses, like *you see a message*, *you see a flashing light*, or *you hear an alert sound*. Instead, simply describe what happens: *A message appears*, *a light flashes*, *an alert sound plays*.

Also avoid using idioms that send negative messages about disability—for example, *that's crazy*, *fell on deaf ears*, or *turned a blind eye to*.

Some phrases and idioms are OK.

It's OK to use commonly understood phrases such as the ones below:

> I see your point.
>
> You can watch your favorite movies on the Apple TV app.
>
> Hear about the latest news right when it happens.
>
> Don't hesitate to speak your mind.

Even if people in your audience can't see, hear, or speak, they'll typically understand the intent of the words.

It's also OK to use the common cross-reference *See* when linking to other material (for example, *See the Apple Support article "Set up Family Sharing"*).

A guide to terms about disability

Use the table below as a general guide when writing about disability.

In most cases, use identity-first language for people who consider a disability to be part of their identity; otherwise, you can use person-first language. When you're writing about specific people with disabilities, be sure to find out how they prefer to be identified.

Identity first	Person first	Avoid
A disabled person Disabled people	A person with a disability People with disabilities	Differently abled Special needs Special abilities Handicapped Handicapable
A blind person	A person who is blind A person who has low vision	*Note:* Some people may use the term *visually impaired*. If you're writing about someone specific, ask them what they prefer.
A deaf person *Note:* Use *Deaf* (with a capital *D*) to refer to those who identify culturally as Deaf—for example, *a member of the Deaf community*.	A person who is deaf A person who is hard of hearing People who are deaf or hard of hearing	Hearing impaired Deaf and dumb Deaf-mute
A deafblind person *Note:* Some communities capitalize the *D*, or both the *D* and *B*—for example, *a DeafBlind person*, *the DeafBlind community*. If you're writing about someone specific, ask them what they prefer.	A person who is deaf and blind	
A limb-different person An amputee	A person with limb differences A person who had an amputation	
A wheelchair user	A person who uses a wheelchair A person in a wheelchair	Wheelchair-bound Confined to a wheelchair

Identity first	Person first	Avoid
An autistic person Autistic people *Note:* Some people who identify culturally as autistic capitalize the *A*—for example, *an Autistic person*. If you're writing about someone specific, ask them how they prefer to be identified.	A person on the autism spectrum People on the spectrum *Note:* Many autistic people prefer identity-first language to person-first language. However, if you're writing about someone specific, ask them what they prefer.	A person with autism, people with autism Autism spectrum disorder (use only to refer to a medical diagnosis; otherwise, use *on the spectrum*) High-functioning, low-functioning (instead, describe the type of support the person needs) Asperger's *Note:* Some people may identify with the term *Asperger's* (or *Aspie*). If you're writing about someone specific, ask them what they prefer.
A neurodivergent person	A person with a neurodivergence	A neurodiverse person (individuals are *neurodivergent* or *neurotypical*; a group is *neurodiverse*)
A nonspeaking person A nonverbal person *Note:* The terms above have distinct meanings; if you're writing about someone specific, ask them how they prefer to be identified.	A person who is nonspeaking A person who is nonverbal	Mute

Units of measure

Intro to units of measure

This chapter provides usage guidelines for units of measure and lists abbreviations and symbols for frequently used units.

Follow these guidelines when you use units of measure in documentation:

- *When to spell out:* In user documentation, spell out units of measure and give the abbreviation in parentheses on first occurrence. Repeat the spelled-out version in new sections and chapters if the unit symbol or abbreviation is obscure and if the audience requires it.

  20 gigabytes (GB) of memory

  Subsequent occurrences: 20 GB of memory

  Always spell out nonmetric units of measure in text (for example, *17-inch display*). It's OK to abbreviate such units in tables and technical specifications (*Display size: 17 in.*).

- *Noun:* When you use a unit symbol or abbreviation as a noun, insert a space between the number and the abbreviation, and use the preposition *of* before the unit the value quantifies.

  20 GB of memory

  Note that Apple Marketing Communications style for many abbreviations is to close up the number and the abbreviation (*20GB of memory*).

- *Adjective:* When you use a spelled-out unit of measure in a compound adjective, hyphenate the compound.

  17-inch display

  3-meter cable

  When you use a unit symbol or abbreviation in a compound adjective, don't hyphenate; add a space between the number and the abbreviation.

  20 nA battery

  30 GB capacity

- *Capitalization:* With the exception of degrees Celsius, Fahrenheit, and Rankine, units of measure derived from a proper name aren't capitalized when spelled out, but their unit symbols are capitalized. (For example, the unit symbol for *joule* is *J*.)

- *Plurals:* Unit symbols and abbreviations are unaltered in the plural forms (for example, *lb.*, not *lbs.*).
- *International System of Units:* Use the unit symbol for units of the International System of Units (SI) after first occurrence. If the unit symbol for *meter* could be confused with another term in your document, spell out *meter*.

  The maximum size for a memory card is 35 mm.

  The Ethernet cable is 40 meters long.

  Don't use a period after an SI unit (unless the unit appears at the end of a sentence).
- *Mixing symbols and names:* Don't mix unit symbols and names (*m/second*) or unit symbols and abbreviations (*J/sec.*). Don't mix a prefix name with a unit symbol (*kiloHz*), or a prefix symbol with a unit name (*khertz*).

Prefixes for units of measure

Factor	Prefix	Symbol or abbreviation
10^{24}	yotta	Y
10^{21}	zetta	Z
10^{18}	exa	E
10^{15}	peta	P
10^{12}	tera	T
10^{9}	giga	G
10^{6}	mega	M
10^{3}	kilo	k
10^{2}	hecto	h
10^{1}	deka	da
10^{-1}	deci	d
10^{-2}	centi	c
10^{-3}	milli	m
10^{-6}	micro	µ
10^{-9}	nano	n
10^{-12}	pico	p
10^{-15}	femto	f
10^{-18}	atto	a
10^{-21}	zepto	z
10^{-24}	yocto	y

Names and unit symbols for units of measure

In the following table, when a unit symbol includes a nonalphanumeric character, the keystrokes that generate the character are included in brackets after the unit symbol or abbreviation.

Unit	Unit symbol or abbreviation	Quantity
ampere	A	electric current
ampere-hour	Ah	electric charge
ampere-second. *See* coulomb.		
amperes per meter	A/m	magnetic field strength
amperes per square meter	A/m^2	current density
amperes per volt. *See* siemens.		
angstrom (10^{-10} meters)	Å [Option-Shift-A]	optical wavelength
attoampere (10^{-18} amperes)	aA	electric current
baud (signal events per second)	Bd	speed of data transmission
bel (10 decibels)	B	sound intensity
bit	bit	size of data
bits per second	bit/s	speed of data transmission
byte	B	size of data
candela	cd	luminous intensity
candela per square inch	cd/sq. in.	luminance
candela per square meter	cd/m^2	luminance
centimeter	cm	length
characters per inch	cpi	letter spacing (in type)
coulomb (ampere-second)	C	electric charge
coulombs per volt. *See* farad.		
cubic centimeter	cm^3	volume
cubic foot	cu. ft.	volume
cubic inch	cu. in.	volume
cubic meter	m^3	volume
cubic yard	cu. yd.	volume
cycle	c	complete execution of a periodically repeated phenomenon
cycles per second. *See* hertz.		
day	d	time

Unit	Unit symbol or abbreviation	Quantity
decibel (0.10 bels)	dB	sound intensity
degree	° [Option-Shift-8]	angular measure
degree Celsius	° C [Option-Shift-8]	temperature
degree Fahrenheit	° F [Option-Shift-8]	temperature
degree K=kelvin. *See* kelvin.		
degree Rankine	° R [Option-Shift-8]	temperature
dots per inch	dpi	resolution
electromotive force	emf	energy derived from electrical source per unit quantity of electricity
electron volt	eV	energy
farad (coulombs per volt)	F	capacitance
foot	ft.	length
gallon	gal.	volume
gigabit	Gbit	computer memory
gigabits per second	Gbit/s (standard) Gbps (some Apple groups)	speed of data transmission
gigabyte	GB	computer memory
gigabytes per second	GB/s	speed of data transmission
gigahertz	GHz	frequency
gilbert	Gb	magnetomotive force
gram	g	mass, weight
grams per cubic centimeter	g/cm^3	density
henry	H	inductance
hertz (cycles per second)	Hz	frequency
horsepower	HP	power
hour	h	time
inch	in.	length
joule (kilogram-meter)	J	energy
joules per second. *See* watt.		
kelvin	K	thermodynamic temperature
kilobit (1000 bits)	kbit	computer memory
kilobits per second	kbit/s (standard) kbps (some Apple groups)	speed of data transmission

Unit	Unit symbol or abbreviation	Quantity
kilobyte (1024 bytes)	KB	computer memory
kilobytes per second	KB/s	speed of data transmission
kilogram	kg	mass, weight
kilogram-force centimeter	kgf cm	torque
kilogram-meter. *See* joule.		
kilogram-meters per second squared. *See* newton.		
kilograms per cubic meter	kg/m^3	density
kilohertz	kHz	frequency
kilohm	kΩ [Option-Z]	electric resistance
kilometer	km	length, distance
kilometers per hour	km/h	velocity
kilowatt (kilovolt-ampere)	kW	power
kilowatt-hour	kWh	energy (usually electric power consumption)
lines per inch	lpi	resolution
liter	l	volume
liters per second	l/s	change in volume over time
lumen	lm	flux of light
lux	lx	illumination
megabit	Mbit	computer memory
megabits per second	Mbit/s (standard) Mbps (some Apple groups)	speed of data transmission
megabyte	MB	computer memory
megabytes per second	MB/s	speed of data transmission
megahertz	MHz	frequency
megapixel	MP	resolution
meter	m	length, distance
meters per second	m/s	velocity
micrometer (10^{-6} meters)	µm [Option-M]	length
micron. *See* micrometer.		
mil (10^{-3} inches)	mil	length
mile	mi. [*except in* mph]	length, distance
miles per hour	mph	velocity

Unit	Unit symbol or abbreviation	Quantity
millimeter (10^{-3} meters)	mm	length
million instructions per second	MIPS	microprocessor speed
millisecond (10^{-3} seconds)	ms	time
millivolt (10^{-3} volts)	mV	electric potential
milliwatt (10^{-3} watts)	mW	power
minute	min.	time
month	mo.	time
newton (kilogram-meters per second squared)	N	force
newtons per square meter. *See* pascal.		
ohm	Ω [Option-Z]	electric resistance
ounce	oz.	volume, weight
pascal (newtons per square meter)	Pa	pressure, stress
petabyte	PB	computer memory
point	pt	font size
pound	lb.	weight
poundal	pdl.	force
radian	rad	plane angle
radians per second	rad/s	angular velocity
radians per second squared	rad/s^2	angular acceleration
revolutions per minute	rpm	angular velocity
second	s (unit symbol) *or* sec. (abbreviation)	time
siemens (amperes per volt)	S	conductance
square foot	sq. ft.	area
square inch	sq. in.	area
square meter	m^2	area
square mile	sq. mi.	area
square yard	sq. yd.	area
steradian	sr	solid angle
terabit	Tbit	computer memory
terabits per second	Tbit/s (standard) Tbps (some Apple groups)	speed of data transmission

Unit	Unit symbol or abbreviation	Quantity
terabyte	TB	computer memory
terabytes per second	TB/s	speed of data transmission
tesla (webers per square meter)	T	magnetic flux density
ton	tn. *or* ton	mass, weight
volt	V	electric potential difference, electromotive force
volt-ampere. *See* watt.		
volts (point-to-point)	V_{pp}	electric potential
volts (root mean square)	V_{rms}	electric potential
watt (joules per second)	W	power
watt-hour	Wh	energy
weber	Wb	magnetic flux
webers per square meter. *See* tesla.		
yard	yd.	length, distance
year	yr.	time

Technical notation

Intro to technical notation

This chapter gives special style and usage rules that apply largely or exclusively to developer documentation.

When writing about a particular programming language, be careful to follow the capitalization style of that language.

Code

Use code font for code.

Develop a method of spacing around punctuation and use the method consistently. It's often best to use "English-style" spacing (one space character between words) because it's easy to remember and to stick with.

```
(height, width: extended; quo: integer); PageSize = 1024
```

Syntax descriptions

Use code font for literals (parts of the language, values, and so on), italics for placeholder names, and regular text for the brackets that enclose something that's optional. Pay close attention to punctuation.

```
Read ([file, ] var)
```

Use embedded caps to connect words that act as a single placeholder name (*sourceFile*).

Be consistent when naming placeholders; for example, don't alternate between *commands* and *commandList*.

Code font in text

Most developer documentation uses code font for computer-language elements in text. Whether to use code font in text for other documents is a matter of judgment.

- Use code font for all text fragments that represent expressions in a programming language.
- Use code font for names of files, volumes, directories, and libraries.

  `StandardCRuntime.o` library

  `MainProg.c` file

- Don’t use a function or method name as a verb.

  Correct: Run `ls` on both directories.

  Incorrect: ls both directories.

  Correct: Use `cd` to change to the root directory.

  Incorrect: cd to the root directory.

- Don’t mix fonts within a single word. Rewrite to avoid forming the plural of a word in code font.

  Correct: values of type `integer`

  Incorrect: `integers`

- Use regular text font, not code font, for punctuation following a word or phrase in code font, unless the punctuation mark is part of the computer-language element represented.

  `NAN(004)`, `nan(4)`, and NaN are examples of acceptable input.

Placeholder names in text

In running text, use italics when referring to a placeholder name (that is, an artificial term that has meaning only in your documentation and is to be replaced by a value or symbol). Spell the name just as it would appear in a syntax description. Don’t use a placeholder as you would use a regular English term.

Correct: Replace *volumeName* with a name of up to 12 characters.

Correct: The volume name can be up to 12 characters long.

Incorrect: The volumeName can be up to 12 characters long.

Avoid *foo*, *bar*, and *baz* to represent hierarchical or ordered placeholder names in code examples. Instead, use names that suggest the kind of item.

`TObject.`*`FirstMethod`*

`TObject.`*`SecondMethod`*

International style

Intro to international style

Following international style helps readers with limited English proficiency read what you write. By following international style, you also help translators—human or machine—localize your writing by minimizing the burdens of cultural and customary language usage.

Writing in the international style means that you write simply and that you express yourself using standard international conventions. These are the basic rules:

- Write in simple structures.
- Don't use idiomatic or colloquial expressions.
- Avoid shortcuts, symbols, and abbreviations that could easily be spelled out.
- Express data using the standard international conventions outlined in this chapter. You should vary from these standards only when there's a truly compelling advantage in using a proprietary or customary style.

For more information about standard international conventions, visit the websites listed in this chapter.

Countries

Country names are represented by a two-character code.

- *International authority:* International Organization for Standardization (ISO), https://www.iso.org
- *Standard:* ISO 3166
- *Usage:* Countries are represented by a two-character code in a table, column, or row that clearly indicates that the code represents a country.

The following table shows examples of country codes.

Code	Country
DE	Germany
ES	Spain
FR	France
IT	Italy
JP	Japan
MX	Mexico
US	United States

Currency

Currency amounts are expressed with a three-letter currency code.

- *International authority:* International Organization for Standardization (ISO), https://www.iso.org
- *Standard:* ISO 4217
- *Rationale:* Currency codes are specific to a currency and can't be confused or misinterpreted by the reader. Currency symbols such as the dollar sign ($) aren't unique and are easily misread.
- *Usage:* Write the amount followed by a space and the currency code in capitals.

  The computer is priced at 1199 USD.

  The computer costs 1980 EUR.

The following table shows examples of currency codes.

Code	Currency
CAD	Canadian dollar
EUR	euro
GBP	pound sterling
JPY	yen
USD	U.S. dollar

Dates and times

Dates are expressed as year, month, day and are separated by a hyphen. Times are expressed on a 24-hour clock.

- *International authority:* International Organization for Standardization (ISO), https://www.iso.org
- *Standard:* ISO 8601
- *Rationale:* Date and time formats are represented with the largest units given first. From left to right the ranking is year, month, week, day, hour, minute, second. This standard, in addition to being used in many Asian languages, solves ambiguities in the date notations used in Canada, the United States, and the United Kingdom.
- *Usage:* Dates are expressed numerically as year, month, day and are separated by a hyphen. Times are expressed on a 24-hour clock. A colon separates hours, minutes, and seconds. Coordinated Universal Time (UTC) times are expressed as "Z." Local time zones are expressed as the number of hours from UTC.

    Apple Watch Series 11 was introduced on 2025-09-09.

    The file will be posted at 18:00Z.

    The file will be posted at 18:00 PST (UTC–8).

Decimals

Decimals are expressed by a period or comma. For numbers larger than 999, don't use a period or comma as a separator. A nonbreaking space (Option-Space bar) may be used instead.

- *International authority:* Bureau International des Poids et Mesures (BIPM), https://www.bipm.org
- *Standard:* BIPM SI Brochure
- *Rationale:* Breaking up large numbers makes them easier to read, especially in tables. A nonbreaking space can't be misinterpreted as a decimal marker.
- *Usage:* Use a period to produce a decimal in English. Numbers may be divided in groups of three on either side of the decimal to make them easy to read. Use a nonbreaking space instead of a period or comma to divide numbers. Express large numbers in their smallest form to make them easier to read.

    A kilobyte is 1024 bytes.

    Apple sold 300 000 iMac computers in the first quarter.

    Apple sold 3.7 million iMac computers in 2 years.

Languages

Language names are represented by a two-character code.

- *International authority:* International Organization for Standardization (ISO), https://www.iso.org
- *Standard:* ISO 639
- *Usage:* Languages are represented by a two-character code in a table, column, or row that clearly indicates that the code represents a language.

The following table shows examples of language codes.

Code	Language
de	German
en	English
es	Spanish
fr	French
it	Italian
jp	Japanese
nl	Dutch
mul	Multiple languages

In some cases, you may need to append an extension to the code to represent a particular Apple localization.

Code	Language
en-GB	British English
zh-CN	Simplified Chinese
zh-TW	Traditional Chinese

Telephone numbers

Telephone numbers begin with the plus sign and are followed by the country code, the city code, and the number. Freephone (toll-free) numbers are expressed in the local style. Always give a toll number if one is available.

- *International authority:* International Telecommunication Union (ITU), https://www.itu.int
- *Standard:* ITU-T E.123
- *Rationale:* The plus sign (+) represents any number a caller must dial to get an outside line, like 9. The caller then dials the remaining digits. Freephone numbers are usually impossible to dial globally, even between Canada and the United States. Providing a freephone number with a toll number allows customers to call no matter where they're from.
- *Usage:* Telephone number notations begin with the plus sign and are followed by the country code, the city code, and the number. Breaks in national numbering plans may be represented by a space. Toll-free numbers are expressed in the local style.

  You can reach Apple by calling +1 408 996 1010 or 800-692-7753 (in North America).

  You can reach Apple France by calling +33 1 69 86 34 00 or 0800 046 046.

Units of measure

Use only units of the International System of Units (SI) to express the values of quantities.

- *International authority:* Bureau International des Poids et Mesures (BIPM), https://www.bipm.org
- *Standard:* BIPM SI Brochure. United States interpretation is available from the Department of Commerce at https://www.nist.gov/pml/pubs.
- *Usage:* Quantities are always expressed with a unit symbol. Use a nonbreaking space (Option-Space bar) between the quantity and its symbol. Unit symbols are unaltered in the plural and are never hyphenated, even when they're used as an adjective. Symbols for SI units of measure aren't followed by a period unless they appear at the end of a sentence. Don't imply more precision than is reasonable in choosing a unit symbol.

  The Apple USB-C to 3.5 mm Audio Cable is 1.2 m long.

  MacBook Neo weighs 1.23 kg.

  Equivalent values in non-SI units may be given in parentheses following SI values.

  iPad mini (A17 Pro) Wi-Fi models weigh 293 g (0.65 lb.).

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