



MAC TIP
OF THE MONTH

AIR DROP

To Air Drop a Document:

- ❖ Open Finder
- ❖ Click Air Drop
- ❖ Click File / New Finder Window
- ❖ Locate the Document you want to share

❖ Click and Drag it to the other person's computer number in the Air Drop window

❖ The Document will be sent via Air Drop

❖ The recipient will be asked to Save & Open, Decline, or Save

