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5th Edition

Macs®

ALL-IN-ONE

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Macs®

ALL-IN-ONE

5th Edition

by Joe Hutsko, Barbara Boyd, Jesse Feiler, and Doug Sahlin

for dummies®
A Wiley Brand

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Introduction

Whether you're a beginner, an intermediate user, or a seasoned computer expert, you can find something in *Macs All-in-One For Dummies*, 5th Edition. This book is divided into five minibooks so you can focus on the topics that interest you and skip over the ones that don't. We explored every menu and button of the Mac, its operating system, as well as Apple's Pages, Numbers, and Keynote applications and other built-in applications and wrote about most of them, focusing on the functions and features we think you'll use frequently or that will help you get the most out of your Mac and the applications.

About This Book

This book begins by focusing on the basics for all the aspects of using a Mac with the latest operating system, macOS Catalina. We start at the very beginning, from turning on your Mac, using the mouse and trackpad with multitouch gestures, and organizing your virtual desktop. We segue to creating your Apple ID and connecting your Mac to the Internet. In true *For Dummies* style, we show you step by step how to conduct all your online activities from setting up email accounts to having video chats. We introduce you to more advanced but important tasks, such as protecting your Mac and your personal information; networking your Mac with other Macs, peripherals, and devices; and installing Windows on your Mac!

The fun begins when we explore Apple's apps to manage tasks, such as editing and organizing your digital photos and videos, adding music to your Mac, and even reading books and watching movies. Along the way, we tell you how to share your finds and creations with people you know.

This book also shows you how to use and take advantage of the applications included with Catalina, which provides word processing, desktop publishing, a presentation app, and a spreadsheet app for calculating formulas and displaying your data as 3D charts. Whether you use a Mac for work, school, or just for fun, you'll find that with the right software apps, your Mac can meet all your computing needs.

If you're migrating to a Mac from a Windows PC, this book can ease you into the Mac way of computing and show you how to install Windows on your Mac so you can still use your favorite Windows programs. By running Windows on a Mac, you can turn your Mac into two computers for the price of one.

If you're new to the Mac, you'll find that this book introduces you to all the main features of your Mac. If you're already a Mac user, you'll find information on topics you might not know much about. After reading this book, you'll have the foundation and confidence to delve deeper into your Mac's bundled apps as well as others you can find at the App Store.

This book is a reference, which means you don't need to read the chapters in order from front cover to back, and you're not expected to commit anything to memory — there won't be a test on Friday. You can dip into the book wherever you want, to find answers to your most pressing questions. If you're short on time, you can safely skip sidebars (the text in gray boxes) and anything marked with the Technical Stuff icon without missing anything essential to the topic at hand.

To help you navigate this book efficiently, we use a few style conventions:

- *Control-click* means to hold the Control key and click the mouse. If you're using a mouse that has a left and right button, you can right-click rather than Control-click. If you have one of Apple's trackpads, tap with two fingers. You find complete explanations of the multitouch gestures in Book 1, Chapter 2.
- When we refer to the Apple menu — the menu that appears when you click the Apple icon in the very upper-left corner of your Mac's screen — we use this apple symbol: . When we talk about menu commands, we use a command arrow, like this: Choose ➪Recent Items➪Calendar. That just means to click the Apple menu; then, when it appears, slide your pointer down to Recent Items and drag slightly to the right to open a submenu from which we want you to click Calendar.

Finally, within this book, you may note that some web addresses break across two lines of text. If you're reading this book in print and want to visit one of these web pages, simply key in the web address exactly as it's noted in the text, pretending as though the line break doesn't exist. If you're reading this as an e-book, you've got it easy — just click the web address to be taken directly to the web page.

Foolish Assumptions

In writing this book, we made a few assumptions about you, dear reader. To make sure that we're on the same page, we assume that

- You know something, but not necessarily a whole lot, about computers, and you want to find out the basics of using a Mac or doing more with your Mac than you are already.

- You have at least a general concept of this wild and crazy thing called the Internet — or more precisely, the phenomenon known as *the web* (or, more formally, the World Wide Web).
- You'll turn to the introductory chapters if you find yourself scratching your head at such terms as *double-click, drag and drop, scroll,* and *Control-click* — or any other terms that sound like things we assume that you know but you don't.
- You appreciate the speed at which technology-based products like the Mac (and the programs you can run on it) can change in as little as a few months, with newer, sleeker, faster models and app versions replacing previous versions.
- You can traverse the web to find updated information about the products described throughout this book.
- You know that keeping up with the topic of all things high-tech and Mac (even as a full-time job, as it is for us) still can't make a guy or gal the be-all and end-all Mac Genius of the World. You will, therefore, alert us to cool stuff you discover in your Mac odyssey so that we can consider including it in the next edition of this book.
- You're here to have fun, or at least try to have fun, as you dive into The Wonderful World of Mac.

Icons Used in This Book

To help emphasize certain information, this book displays different icons in the page margins.

TIP

The Tip icon marks tips (duh!) and points out useful nuggets of information that can help you get things done more efficiently or direct you to something helpful that you might not know. Sometimes Tips give you a second, or even third, way of doing the task that was pointed out in the step.

REMEMBER

Remember icons mark the information that's been mentioned previously but is useful for the task at hand. This icon often points out useful information that isn't quite as important as a Tip but not as threatening as a Warning. If you ignore this information, you can't hurt your files or your Mac, but it may make the task at hand easier.

TECHNICAL STUFF

This icon highlights interesting information that isn't necessary to know but can help explain why certain things work the way they do on a Mac. Feel free to skip this information if you're in a hurry, but browse through this information when you have time. You might find out something interesting that can help you use your Mac.

WARNING

Watch out! This icon highlights something that can go terribly wrong if you're not careful, such as wiping out your important files or messing up your Mac. Make sure that you read any Warning information before following any instructions.

Beyond the Book

In addition to the material in the print or e-book you're reading right now, this product also comes with some access-anywhere goodies on the web. Although the Mac uses menus for just about everything, the menu commands have key combination counterparts. We put together a table of the most common key commands that you can print and keep near your Mac. You also find a table that shows you how to type foreign letters and common symbols and one that summarizes the multitouch gestures. To help you stay up to date with the latest Mac news, we provide a list of Mac websites with hot links, which you can simply click to go to the site. To find the Cheat Sheet for this book, just go to `www.dummies.com` and type **Macs All-in-One For Dummies Cheat Sheet** in the Search box.

Where to Go from Here

For Dummies books aren't meant to be read cover to cover. However, this book flows from task to task, chapter to chapter, in an order that would be logical if you're learning the Mac for the first time. In that case, feel free to start at Book 1, Chapter 1 and go through the Book 1 chapters to familiarize yourself with how the Mac is organized and how you can make it do what you want it to do. Then mix it up, moving on to fun tasks, such as making FaceTime video calls (Book 2, Chapter 3) or designing a flyer with Pages (Book 5, Chapter 3), and then bounce back to a crucial task, such as backing up (Book 3, Chapter 1).

If you're computer intuitive, you could start with Book 1, Chapter 3 to get your Apple ID and Internet connection set up, and then move in the direction you want, whether it's learning about more advanced system functions in Book 3 or organizing and editing your images using Photos.

If you're familiar with the Mac but want to brush up on the latest macOS — Catalina — read about Notification Center in Book 1, Chapter 6; Maps in Book 2, Chapter 5; Books in Book 4, Chapter 4; and the completely updated Pages, Numbers, and Keynote apps in Book 5, Chapters 3–6.

1 Getting Started with Your Mac

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IN THIS CHAPTER

- Identifying your Mac model
- Powering on and off
- Getting to know your Mac

Chapter 1
Starting to Use Your Mac

Apple offers several different kinds of Macs, and understanding how your Mac is different from the others can help you navigate this book more quickly, gathering the information you need and skipping the rest. Before you can use your Mac, you have to start it up — which makes perfect sense — so we tell you how to do that. Now, get ready for the counterintuitive part: After you have your Mac up and running, you can just leave it on.

In this chapter, we cover current Mac models and how they're different and alike, show you how to start and restart your Mac (and give you an idea of what goes on behind the scenes), and then tell you how to put it to sleep and shut it down completely. Sprinkled throughout this chapter is technical information about the various Mac models and what goes on inside that makes your Mac tick, but we make our explanations as clear and simple as possible. At the end of the chapter, we introduce you to Mac processors and show you how to find out precisely which features your Mac has.

Examining Different Mac Models

Apple's Macintosh computer — Mac for short — enjoys the reputation of being the easiest computer to use in the world. Macs are so dependable, durable, and beautifully designed that they incite techno-lust in gadget geeks like us and ordinary Joes alike. For those doubly good reasons, you probably won't buy a new Mac to replace your old one because you *have* to, but because you *want* to.

The Macintosh has been around since 1984, and since that time, Apple has produced a wide variety of Mac models. Although you can still find and use older Macs (although many are not compatible with the latest and greatest OS or applications), chances are, if you buy a newer Mac, it will fall into one of three categories:

- **Desktop:** Mac mini or Mac Pro, which require a separate display (monitor), keyboard, and mouse or trackpad.
- **All-in-one desktop:** iMac or iMac Pro, which house the display and computer in one unit and require a keyboard and mouse or trackpad.
- **Notebook:** MacBook Air or MacBook Pro, which have built-in keyboards, trackpads that work like a mouse at the touch of your fingertips, and bright displays. A clamshell design lets you close and tote them in your backpack, messenger bag, or briefcase.

All the newest Mac models have at least one Thunderbolt/USB port to connect peripheral hardware, such as external drives and displays. They're also engineered for Wi-Fi and Bluetooth connections, which are used for data transfer and peripheral connectivity.

TECHNICAL STUFF

The Thunderbolt port, standard on all newer Macs, is a data-transfer protocol used to connect peripheral devices, such as displays, speakers, or hard drives. Thunderbolt transfers data faster than either USB or FireWire. The latest iteration, Thunderbolt 3, uses the same ports and connectors as the new version of USB (called USB-C).

Because most data transfer and storage happens online or with flash drives, optical disc drives (which play CDs and DVDs) have become almost obsolete and have been removed from all the Mac models sold today. If you still use CDs or DVDs, you can buy an external CD/DVD drive. You can also connect to an older computer on a network and access its optical disc drive.

Mac mini, Mac Pro, and iMac models use an external wireless or wired (usually USB) keyboard and a mouse or trackpad (sold separately from the mini and Pro). Apple's Magic Trackpad lets you use the multitouch gestures — such as swipe, pinch, and flick — to control the cursor and windows on whichever Mac desktop model you choose. If you use a trackpad, you don't need a mouse, but you can use both if you prefer.

By understanding the particular type of Mac that you have and its capabilities, you'll have a better idea of what your Mac can do. We highlight those capabilities in the sections that follow. No matter what the capabilities of your Mac are, chances are, it will work reliably for as long as you own it.

The Mac mini and Mac Pro

The biggest advantages desktop Macs (the Mac mini and Mac Pro) offer are that you can choose the type of display to use and place it anywhere you want on your desk — as long as you have a cable that can reach. The Mac mini, however, is small enough to hide under your desk or situate in a corner of your desktop.

The Mac mini started as a lower-priced version of the Mac, designed for people who wanted an inexpensive Mac for ordinary uses, such as word processing and writing, sending email, browsing the web, and playing video games. At the same time, it packs a fast Intel Core i3, i5 or i7 processor, with up to 64GB of memory, and between 128 gigabytes (GB) and 2 terabytes (TB) of storage, and an assortment of the latest ports and slots for audio, video, and USB connections — nothing to sneeze at. Alternatively, it can function as a terrific, cost-effective server for home or small-business networks. With the latest iterations of the Mac mini, everything has been updated to the latest hardware with power to manage industrial-strength tasks, including everything from home automation to sound and image editing (including artificial reality).

The Mac Pro was completely remodeled and released in December 2013 with a new model coming in the fall of 2019. The 2013 version of this higher-priced professional-version Mac boasts ports to connect multiple monitors and lots of expandability for up to 64GB of memory and up to 1TB of flash storage, as well as greater graphics and processing capabilities with the latest Intel Xeon processor and dual graphics processors.

The iMac

The all-in-one design of the iMac is an evolutionary result of the original — 1984-era — Mac design. The iMac is available in two varieties — iMac 21 with a 21-inch monitor, and iMac 27 with a 27-inch monitor. Both models feature a built-in display, speakers, and FaceTime camera. The standard display is LED-backlit, but you can specify a Retina 4K display. You can configure up to 1TB of storage for an iMac 21 or 3TB of storage for an iMac 27. You choose flash storage instead of a hard drive, or a fusion drive, which combines a flash drive with a conventional hard drive, depending on your need for speed or space. On iMac models, you can connect external speakers and a second external display.

Recently, Apple launched a high-powered extension to the iMac line: iMac Pro. The iMac Pro is a powerhouse that features a more vibrant 5K Retina display, a faster processor, and more memory, with up to 4TB of storage.

The advantage of the iMac's all-in-one design is that you have everything you need in a single unit. The disadvantage is that if one part of your iMac fails (such

as the display or speaker), you can't easily replace the failed part, although in our experience, Apple responds quickly and professionally to problems with its products.

The MacBook Air and MacBook Pro

MacBook Air and MacBook Pro are the notebook members of the Mac family. All the MacBook models run on rechargeable battery packs or external power. If you need to take your Mac everywhere you go, you can choose from the ultralight MacBook Air or one of the MacBook Pro models.

Although both MacBook Air and MacBook Pro have full-size keyboards, neither includes the extra numeric keypad found on most external keyboards (but not on Apple's standard wireless keyboard) or on larger Windows notebooks. Also, instead of a mouse, the MacBook uses a built-in trackpad, which responds to all the multitouch gestures you can use to control the cursor and windows on your Mac.

TIP

If you find the keyboard or trackpad of your notebook Mac too clumsy to use, you can always plug an external keyboard and mouse into your notebook, or use a wireless keyboard and mouse.

The MacBook Air is a featherweight computer with a 1.66 GHz i5 processor, and can be configured with up to 1TB of flash storage and up to 16GB of memory.

The MacBook Pro models can be configured to include up to a 2.4 GHz 8-core i9 processor, up to 32GB of memory, and up to 4TB of flash storage. MacBook Pro computers now include a Touch Bar above the keyboard. It lets you tap icons that change as you work with your Mac so that the function button or tools that you need appear when you need them.

The MacBook Air comes with a 13-inch LED-backlit screen, and the MacBook Pro models come in two screen sizes: 13 inch and 15 inch.

TECHNICAL STUFF

Apple's Retina display uses a liquid crystal display (LCD) with a pixel density of 227 pixels per inch (PPI). At this density, the human eye doesn't distinguish the individual pixels at a normal distance. All MacBook Pros have the Retina display, as do some iPad and iPhone models. The MacBook Air and other desktop models sport an LED-backlit screen.