LEARNING MADE EASY

11th Edition

iMac®

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Get to know your M1 iMac and exciting updates to macOS

Navigate the Control Center, send Messages, and create Guides

Be productive with Pages, Numbers, and Keynote

Mark L. Chambers

Author of *MacBook For Dummies, 9th Edition*

iMac®

11th Edition

by Mark L. Chambers

for dummies®
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iMac® For Dummies®, 11th Edition

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Introduction

Skeptical about your new anodized aluminum iMac, with that supercharged Apple M1 processor? Perhaps you're thinking it's too doggone thin, or you're wondering where all the buttons are. Shouldn't there be places to plug in cables?

Ladies and gentlemen, I have great news for you: Not only did you make The Right Decision about which computer to buy, but you also shot a hole in one! Today's iMacs have everything a computer power user could want: speed, the latest in hardware and standards, a top-of-the-line LED screen, and the expandability you need to add just about any device meant for today's computers.

I wrote this book especially for the proud iMac owner who wants to make the most of this stunning new aluminum computer, so this book is a guide to the iMac, *Monterey* (the latest version of Apple's superb macOS operating system), and the digital lifestyle and productivity applications that Apple provides. I start by describing the basics that every iMac owner should know. Then I move on to chapters devoted to the software that comes with your iMac. Along the way, you come across a generous sprinkling of power-user tips and tricks that save you time, effort, and money.

Foolish Assumptions

So who is the target audience for this book? As in past editions, I make no assumptions about your previous knowledge of computers and software. I figure you've either just bought a brand-new iMac, or you're considering buying one. Perhaps you've found a great

bargain on a gently used older iMac model, and you'd like guidance as you learn the ropes. Those are the *only* assumptions I make … and unlike other books that require all sorts of technical experience and know-how, the only requirement between these covers is your desire to become an iMac *power user* (someone who produces the best work in the least amount of time and has the most fun doing it)!

By the way, if your friends and family told you that you're going to spend half your life savings on software — or that no "decent" software is available for Mac computers — just smile quietly to yourself. Today's iMac models come complete with about a ton more software than any Windows box, and those applications are better than anything available on a PC.

This book was written using the latest iMac computer, so owners of older iMac computers might not be able to follow along with everything I cover. However, if you've upgraded an older Intel iMac with macOS Monterey (and the latest Apple applications), you should be able to use most of the book with no problem.

About This Book

In writing about the iMac, I've kept one precept firmly in mind: macOS Monterey, the operating system you'll run, is just as important as the actual iMac computer itself. Therefore, you'll find that *iMac For Dummies,* 11th Edition, is just as much about familiarizing you with all the software you get as it is about introducing you to hardware features like your keyboard and mouse. After all, it's relatively easy to connect an entire forest of cables and turn on any new computer. What comes *next* is the challenging part!

As in my other *For Dummies* titles, I respect and use the same English language you do, avoiding jargon, ridiculous computer acronyms, and confusing techno-babble whenever possible.

If you're upgrading from a PC running the Windows operating system, I've got tips, tricks, and entire sections devoted to those hardy pioneers called *Switchers!* You'll discover both the similarities and differences between the iMac running Monterey and the PC running Windows. I also show you how to make the switch as easy and quick as possible.

A word about the conventions I use: Even with an absolute minimum of techno-speak, this book needs to cover the special keys that you have to press or menu commands that you have to choose to make things work. Therefore, please keep this short list of conventions in mind as you read:

- **Stuff you type:** If I ask you to type (or enter) something, such as in a text box or field, that text appears in bold, like this:

  ```
  Type me.
  ```

  If I ask you to type a command within an application, that text appears like this (and note that you usually have to press the Return key before anything happens):

  ```
  Type me.
  ```

- **Menu commands:** I list menu paths and commands using another format. For example, this instruction indicates that you should click the Edit menu and then choose the Copy menu item:

  Edit ⇒ Copy

» **Web addresses:** No up-to-date book on a computer would be complete without a bag full of web addresses for you to check out. When you see these in the text, they look like this: www.mlcbooks.com.

Icons Used in This Book

Like other technology authors, I firmly believe that important nuggets of wisdom should *stand out on the page!* With that in mind, this *For Dummies* book includes margin icons for certain situations:

TIP This is the most popular icon in the book, and you find it parked next to suggestions that I make to save you time and effort (and sometimes even cash!).

TECHNICAL STUFF You don't have to know this stuff, but the technologically curious love high-tech details. (Of course, we're great fun at parties, too.)

WARNING ***Always* read the information before you take action!** I'm discussing something that could actually harm your hardware or throw a plumber's helper into your software.

REMEMBER Consider these nuggets to be highlighter stuff — not quite as universally accepted (or as important to the author) as a Mark's Maxim (described next), but good reminders nonetheless. I use these icons to reinforce what you should remember.

MARK'S MAXIM **Mark's Maxims:** These are *MFR*s (short for My Favorite Recommendations). In fact, I'll bet just about any iMac power user would tell you the same. Follow my Maxims to avoid the quicksand and pitfalls that I've encountered with all sorts of Macs for more than three decades!

Beyond the Book

Thanks to my good friends at Wiley, there's some extra content to accompany this book that you won't find between the covers! Fire up your Safari browser and go online to find the following:

- **Cheat Sheet:** I've created several Cheat Sheet pages that cover things like common keystrokes and maintenance procedures that every iMac owner should follow on a regular basis. To get this Cheat Sheet, simply go to www.dummies.com and enter **iMac For Dummies Cheat Sheet** in the Search box.
- **Bonus Chapter:** If you're dying to find out how to share data among wireless devices via Bluetooth technology, check out the handy Bluetooth bonus

chapter at the Wiley website (www.dummies.com) as well as at my website (www.mlcbooks.com).

Where to Go from Here

Each chapter in this book is written as a reference on a specific hardware or software topic. You can begin reading anywhere you like because each chapter is self-contained. However, I recommend that you read the book from front to back because the order of this book makes a great deal of sense. (I hope!)

Part 1

Getting Started with Your iMac

IN THIS PART ...

Tour the features of your iMac.

Unpack and set up your iMac.

Familiarize yourself with the basics of macOS Monterey.

Chapter 1

Okay, This Machine Looks Really, Really Weird

IN THIS CHAPTER

- **Identifying the important parts of your iMac**
- **Locating the right home for your computer**
- **Plugging stuff in and getting hooked up**
- **Playing with your bundled software**
- **Buying additional stuff that you might need**

You bought a brand-new iMac, and there it sits, in the box. Waiting. Waiting for you.

If you're a little nervous about unpacking that shiny aluminum and glass rectangle, I completely understand. Face it: The latest iMacs follow in the footsteps of many revolutionary iMac designs that have come before. In other words, it doesn't *look* like a computer at all, and that can be a bit disconcerting. And if you're switching from a Windows PC to the Apple universe, you might find yourself floating weightlessly in your office or your living room without a familiar bulky black PC case to anchor yourself — hence, the reluctance you might be feeling.

However, dear reader, let me assure you that you've indeed made the right choice. I commend you! Today's line of Intel iMacs are the fastest, leanest, and easiest-to-use self-contained all-in-one computer ever built. Practically everything's in one shining panel (except for your keyboard and mouse). You have one of the best

backlit LED screens on the planet, a super-fast processor, plenty of RAM (memory), and a regular laundry list of the latest technology. Best of all, you don't have to be a techno-nerd to use all that power — it even comes in your choice of colors!

In this chapter, I introduce you to your new dream machine — whether you choose an Intel iMac or its powerful big brother, the iMac with an Apple M1 processor — and give you an overview of the most important locations within iMac City. I show you how to unpack your new computer, what wires go where, and where your iMac should set up housekeeping. I preview the awesome software that's waiting within that powerful panel. Finally, I list the accessories that help keep both you *and* your new iMac computing smoothly.

Intel iMac or M1 iMac — That Is the Question

Until recently, the iMac was offered with an Intel processor, identified by the year it was produced and the size of the screen. With the arrival of the M1 processor (often called *Apple Silicon*), our venerable computer is now available in two models:

- The Intel iMac is the standard home and small-office version, offering enough power for all the Apple applications I cover in this book — as well as gaming, entry-level photography, music production, and video editing work. This is "the iMac for Most Of Us," as I call it, with the right mix of performance and affordability. The Intel iMac currently offers two display sizes: 21.5″ and 27″.

- The M1 iMac is the equivalent of a sports car, suitable for high-end, expensive applications that demand the best performance possible: professional-level video editing, 3D modeling, image editing, and other processor-intensive programs. The downside? You're going to pay more for an M1 iMac, of course, and I would recommend that you opt for the 16GB of RAM for the best performance.

Because both iMac models can run the applications I present later in the book, I won't be differentiating much between the two processor families (except when I'm describing hardware features in this chapter). If you haven't purchased your iMac yet, remember that the standard iMac model offers plenty of performance for the average Mac owner.

Here's a good yardstick for comparing the Intel iMac to the M1 iMac, presented as a Mark's Maxim:

If you need the power of an M1 iMac, you're likely to know that already.

An Introduction to the Beast

The iMac might look like a sculpture straight out of a museum of modern art, but it still sports everything that it needs to function as a computer. In this section, I identify the important stuff that you need to live your life — you know, write a term paper in Pages, hear the music you downloaded in Music, or manage the affairs of those lazy Sims.