LEARNING MADE EASY

macOS® Ventura™

for dummies®

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Master your Mac® with minimal effort

Exploit macOS Ventura's powerful new features

Learn expert techniques to work faster and smarter

Guy Hart-Davis

International Man of macOS

macOS® Ventura™

by Guy Hart-Davis
International Man of macOS

for dummies®
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macOS® Ventura™ For Dummies®

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macOS® Ventura™ For Dummies®

To view this book's Cheat Sheet, simply go to www.dummies.com and search for “macOS Ventura For Dummies Cheat Sheet” in the Search box.

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Introduction

Looks like you've made three good choices: a Mac, macOS Ventura (aka macOS version 13), and this book. If you're brand-new to the Mac, you're all set to start enjoying computing with the finest operating system on the planet. If you've been using your Mac and macOS for a while, you're ready to start enjoying using them even more. Sure, this book is a computer book, but it's not one of those dull doorsteps; it's one that makes discovering the ins and outs of macOS Ventura easy and even fun.

About This Book

macOS Ventura For Dummies is the latest revision of the best-selling book by legendary Mac maven Bob "Dr. Mac" LeVitus, technology columnist at the *Houston Chronicle.* The book has been completely updated for macOS Ventura to cover all the exciting new features — such as Stage Manager, Passkeys, and the capability to unsend messages — and everything else that has changed. This edition combines all the old, familiar features of dozens of previous editions with the very latest information on Macs and on macOS Ventura.

Why write a *For Dummies* book about macOS Ventura? Well, Ventura is a big, somewhat-complicated personal-computer operating system. So *macOS Ventura For Dummies,* a not-so-big, not-too-complicated book, shows you what Ventura is all about without boring you to tears or poking you with sharp objects.

But why *For Dummies?* Well, that's the series name, and Wiley, the publisher, is understandably keen on using it. But remember, *dummy* is just a word. I don't think you're

a dummy at all — quite the opposite, given your smart move in choosing this book!

The book is chock-full of information and advice, explaining everything you need to know about macOS Ventura in language you can understand — along with time-saving tips, tricks, techniques, and step-by-step instructions, all served up in generous quantities.

Another rule we *For Dummies* authors must follow is that our books can't exceed a certain number of pages. (Brevity is the soul of wit and all that.) So although I wish I could have included some things that didn't fit, I feel confident that you'll find what you need to know about using macOS Ventura in this book.

Still, a few things bear further looking into, such as these:

- **Information about many of the apps (applications or programs) that come with macOS Ventura:** An installation of macOS Ventura includes nearly 60 apps, mostly located in the Applications and Utilities folders. I'd love to walk you through each one of them, but that would have required a book a whole lot bigger, heavier, and more expensive than this one.

  This book briefs you on the handful of bundled applications essential to using macOS Ventura — Calendar, Contacts, Messages, Mail, Safari, Siri, TextEdit, and the like — as well as several important utilities (such as Activity Monitor, Disk Utility, and Migration Assistant) you may need to know how to use someday.

- **Information about Microsoft Office, Apple lifestyle and productivity apps (iMovie, Numbers, Pages, GarageBand, and so on), Adobe**

Photoshop, Quicken, and other third-party applications: Okay, if all the gory details of all the bundled (read: *free)* macOS Ventura applications don't fit here, you'll understand why digging into third-party applications that cost extra was out of the question.

- **Information about programming for the Mac:** This book is about *using* macOS Ventura, not writing code for it. Dozens of books, most of which are double the size and triple the density of this one, cover programming on the Mac.

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, as though the line break doesn't exist. If you're reading it as an e-book, you've got it easy: Just click the web address to be taken directly to the web page.

Foolish Assumptions

Although I know what happens when you make assumptions, I've made a few anyway.

First, I assume that you, gentle reader, know nothing about using macOS — beyond knowing what a Mac is, that you want to use macOS, that you want to understand macOS without having to digest an incomprehensible technical manual, and that you made the right choice by selecting this particular book. So I do my best to explain each new concept in full and loving detail.

Oh, I also assume that you can read. If you can't, ignore this paragraph.

Icons Used in This Book

Little pictures (icons) appear to the side of text throughout this book. Consider these icons to be miniature road signs, telling you a little something extra about the topic at hand. Here's what the icons look like and what they mean.

TIP Look for Tip icons to find the juiciest morsels: shortcuts, tips, and undocumented secrets about Ventura. Try them all; impress your friends!

REMEMBER When you see this icon, it means that this particular morsel is something you may want to memorize (or at least write on your shirt cuff).

TECHNICAL STUFF Put on your propeller-beanie hat and pocket protector; these parts include the truly geeky stuff. They're certainly not required reading, but they'll help you grasp the background, get the bigger picture, or both.

WARNING Read these notes very carefully. Warning icons flag important cautionary information. The author and publisher won't be responsible if your Mac explodes or spews flaming parts because you ignored a Warning icon. Just kidding. Macs don't explode or spew these days.

NEW Well, now, what could this icon possibly be about? Named by famous editorial consultant Mr. Obvious, this icon highlights things new and different in macOS Ventura.

Beyond the Book

In addition to what you're reading right now, this book comes with a free access-anywhere cheat sheet that provides handy shortcuts for use with macOS Ventura, offers recommendations for backing up your Mac to avoid losing data, and more. To get this cheat sheet, simply go to www.dummies.com and type **macOS Ventura For Dummies Cheat Sheet** in the Search box.

Where to Go from Here

The first few chapters of this book explain the basic things you need to understand to operate your Mac effectively. If you're new to Macs and macOS Ventura, start there.

Although macOS Ventura looks slightly different from previous versions, it works the same as always (for the

most part). The first part of the book presents concepts so basic that if you've been using a Mac for long, you may think you know it all — and okay, you might know some (or most) of it. But remember that not-so-old-timers need a solid foundation too. Here's my advice: Skim the stuff you already know, and you'll get to the better stuff sooner.

Enough of the introduction. Go on and enjoy the book!

Part 1

macOS Basics

IN THIS PART ...

Master the basics, including how to turn on your Mac.

Make the dock work harder for you.

Get a gentle introduction to Finder and its desktop.

Find everything you need to know about Ventura's windows, icons, and menus (oh my)!

Get all the bad puns and wisecracks you've come to expect.

Discover a plethora of Finder tips and tricks to make life with macOS even easier (and more fulfilling).

Wrangle System Settings to make your Mac easier to use.