

LEARNING MADE EASY



10th Edition

iMac[®]

for
dummies[®]
A Wiley Brand



Personalize your iMac
and navigate macOS[®]

Surf the web, create Reminders,
and make FaceTime[®] video calls

Store your photos and
files within iCloud[®]

Mark L. Chambers

Author of *MacBook For Dummies*,
7th Edition

iMac®

for
dummies®
A Wiley Brand



iMac[®]

10th Edition

by Mark L. Chambers

**for
dummies[®]**
A Wiley Brand

iMac® For Dummies®, 10th Edition

Published by John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030-5774, www.wiley.com

Copyright © 2019 by John Wiley & Sons, Inc., Hoboken, New Jersey

Media and software compilation copyright © 2019 by John Wiley & Sons, Inc. All rights reserved.

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher.

Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at <http://www.wiley.com/go/permissions>.

Trademarks: Wiley, For Dummies, the Dummies Man logo, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates in the United States and other countries, and may not be used without written permission. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc. is not associated with any product or vendor mentioned in this book.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002. For technical support, please visit <https://hub.wiley.com/community/support/dummies>.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at <http://booksupport.wiley.com>. For more information about Wiley products, visit www.wiley.com.

Library of Congress Control Number: 2018957811

ISBN: 978-1-119-52018-4

ISBN (ePDF): 978-1-119-52020-7; ISBN (ePub): 978-1-119-52026-9

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

Contents at a Glance

Introduction	1
Part 1: Getting Started with Your iMac	5
CHAPTER 1: Okay, This Machine Looks Really, Really Weird	7
CHAPTER 2: Life! Give My iMac Life!	23
CHAPTER 3: The Basics Behind macOS Mojave	31
Part 2: Shaking Hands with macOS	73
CHAPTER 4: What's New in Mojave?	75
CHAPTER 5: A Nerd's Guide to System Preferences	81
CHAPTER 6: Searching Amidst iMac Chaos	101
CHAPTER 7: Putting Common Apps to Work	111
Part 3: Connecting and Communicating	127
CHAPTER 8: Let's Go on Safari!	129
CHAPTER 9: Expanding Your Horizons with iCloud	149
CHAPTER 10: Creating a Multiuser iMac	157
CHAPTER 11: Working Well with Networks	179
CHAPTER 12: Hooking Up with Handy Helpers	201
Part 4: Living the Digital Life	211
CHAPTER 13: The Multimedia Joy of iTunes	213
CHAPTER 14: Focusing on Photos	239
CHAPTER 15: Making Film History with iMovie	259
CHAPTER 16: Recording Your Hits with GarageBand	279
Part 5: Getting Productive with Your iMac	297
CHAPTER 17: Desktop Publishing with Pages	299
CHAPTER 18: Creating Spreadsheets with Numbers	313
CHAPTER 19: Building Presentations with Keynote	329
Part 6: The Necessary Evils: Troubleshooting, Upgrading, and Maintaining	341
CHAPTER 20: It Just . . . Sits . . . There	343
CHAPTER 21: I Want to Add Stuff	357
CHAPTER 22: Tackling the Housekeeping	369

Part 7: The Part of Tens	385
CHAPTER 23: Ten Ways to Speed Up Your iMac	387
CHAPTER 24: Ten Things to Avoid Like the Plague	393
Index	399

Table of Contents

INTRODUCTION	1
Foolish Assumptions	1
About This Book	2
Icons Used in This Book	3
Beyond the Book	4
Where to Go from Here	4
 PART 1: GETTING STARTED WITH YOUR iMAC	 5
CHAPTER 1: Okay, This Machine Looks Really, Really Weird	7
iMac or iMac Pro – That Is the Question	8
An Introduction to the Beast	9
Major parts of your major appliance	9
Important hidden stuff	14
Choosing a Home for Your New Pet	15
Picking the right location	15
Considering the convenience factor	16
Unpacking and Connecting	17
Unpacking your iMac For Dummies	17
Connecting cables like a true nerd	18
Discovering All the Cool Things You Can Do	19
What software do I get?	19
Looking forward to fun on the Internet	20
Applications that rock	20
Would you like to play a game?	21
Stuff You Oughta Buy Right Now	21
 CHAPTER 2: Life! Give My iMac Life!	 23
Throwing the Big Leaf Switch	23
Mark's Favorite Signs of a Healthy iMac	24
Harriet, It's Already Asking Me Questions!	25
Setting up macOS Mojave	26
Registering your iMac	27
Importing Documents and Data from Your Old Mac	27
Manually Importing Documents and Data from Windows	29

CHAPTER 3: The Basics Behind macOS Mojave	31
Your Own Personal Operating System	32
The Mojave Desktop	33
Wait a Second: Where the Heck Are the Mouse Buttons?	37
Launching and Quitting Applications with Aplomb	40
Performing Tricks with Finder Windows	43
Viewing your stuff	43
Scrolling in and resizing windows	44
Minimizing and restoring windows	45
Moving and zooming windows	46
Closing windows	47
Juggling Folders and Icons	48
A field observer's guide to icons	48
Selecting items	50
Copying items	52
Moving things from place to place	53
Duplicating in a jiffy	53
Using Finder Tabs	54
Keys and Keyboard Shortcuts to Fame and Fortune	55
Special keys on the keyboard	55
Using the Finder and application keyboard shortcuts	56
Home, Sweet Home Folder	57
Working with Mission Control, Spaces, and Dashboard	59
Switching Desktops with Spaces	60
Stick it on the Dashboard	61
Personalizing Your Desktop	62
Customizing the Dock	64
Adding applications and extras to the Dock	64
Keeping track with Stacks	65
Using Desktop Stacks	65
Using Dock Stacks	66
Resizing the Dock	67
What's with the Trash?	68
All You Really Need to Know about Printing	69
And Just in Case You Need Help	70
The Mojave built-in Help system	71
The Apple web-based support center	71
Magazines	71
Local Mac user groups	71

PART 2: SHAKING HANDS WITH MACOS	73
CHAPTER 4: What's New in Mojave?	75
Come to the Dark Mode	76
Showing Off Gallery View	77
Welcome New iOS Apps	78
Quick Actions Are the Cat's Meow	78
Strolling Through the Improved App Store	79
CHAPTER 5: A Nerd's Guide to System Preferences	81
An Explanation — without Jargon, No Less	82
Locating That Certain Special Setting	84
Popular Preferences Panes Explained	85
The Displays pane	85
The Desktop & Screen Saver pane	87
Mission Control preferences	89
The General pane	91
The Energy Saver pane	92
The Dock pane	93
The Sharing pane	95
The Time Machine pane	96
iCloud preferences	97
Notifications preferences	99
CHAPTER 6: Searching Amidst iMac Chaos	101
Doing a Basic Search	102
How Cool Is That? Discovering What Spotlight Can Do	105
Expanding Your Search Horizons	106
Customizing Spotlight to Your Taste	108
CHAPTER 7: Putting Common Apps to Work	111
Remind Me to Use Reminders	112
Taking Notes the Mojave Way	115
Staying Current with Notification Center	117
Introducing the Maps Application	118
Switching Views in Maps	120
Getting Directions Over Yonder	122
Catching Up on News	123
Using Favorites and Channels	124

PART 3: CONNECTING AND COMMUNICATING 127

CHAPTER 8: Let's Go on Safari!	129
Pretending You've Never Used This Thing	130
Visiting Websites	131
Navigating the Web	133
Setting Up Your Home Page	136
Adding and Using Bookmarks	138
Working with the Reading List	139
Downloading Files	140
Using History	141
Tabs Are Your Browsing Friends	142
Printing Web Pages	144
Protecting Your Privacy	145
Yes, there are such things as bad cookies	145
Banishing pesky iCloud Keychain passwords	147
Handling ancient history	147
Setting notifications	148
CHAPTER 9: Expanding Your Horizons with iCloud	149
So How Does iCloud Work, Anyway?	150
Moving, Saving, and Opening iCloud Documents	151
Putting Handoff to Work	152
Configuring iCloud	153
Managing Your iCloud Storage	155
CHAPTER 10: Creating a Multiuser iMac	157
Once Upon a Time (An Access Fairy Tale)	158
Big-Shot Administrator Stuff	159
Deciding who needs what access	159
Adding users	160
Modifying user accounts	162
I banish thee, mischievous user!	163
Setting up login items and parental controls	165
Mundane Chores for the Multiuser Laptop	172
Logging in and out in Mojave For Dummies	172
Interesting stuff about sharing stuff	175
Encrypting your Home folder can be fun	176
CHAPTER 11: Working Well with Networks	179
What Exactly Is the Network Advantage?	180
Should You Go Wired or Wireless?	181
Be a Pal: Share Your Internet!	183
Using your iMac as a sharing device	183
Using a dedicated Internet-sharing device	183

What Do I Need to Connect?	184
Wireless connections	184
Wired connections	190
Connecting to the Network	193
Verifying that the contraption works	193
Sharing stuff nicely with others	195
Use Your Firewall!	197
CHAPTER 12: Hooking Up with Handy Helpers	201
Connecting Printers	201
USB printers	202
Network printers	204
Connecting Scanners	205
Using Photo Booth	206
Conversing with FaceTime	209
PART 4: LIVING THE DIGITAL LIFE	211
CHAPTER 13: The Multimedia Joy of iTunes	213
What Can I Play on iTunes?	214
Playing an Audio CD	215
Playing Digital Audio Files	216
Browsing the Library	219
Finding songs in your Music Library	220
Removing old music from the Library	221
Watching Video	221
Keeping Slim Whitman and Slim Shady Apart: Organizing with Playlists	222
Know Your Songs	224
Setting the song information automatically	225
Setting or changing the song information manually	225
Ripping Audio Files	226
Tweaking the Audio for Your Ears	227
A New Kind of Radio Station	228
Internet Radio	228
Tuning in your own stations	229
Radio stations in your playlists	229
Creating a custom iTunes Radio station	230
iTunes and iCloud Together	230
iSending iStuff to iPod, iPhone, and iPad	231
Sharing Your Media across Your Network	232
Burning Music to Shiny Plastic Circles	233
Feasting on iTunes Visuals	235
Exercising Parental Authority	235
Buying Digital Media the Apple Way	237

CHAPTER 14: Focusing on Photos	239
Delving into Photos	239
Working with Images in Photos	242
Import images 101	243
Organize mode: Organizing and sorting your images	244
Edit mode: Removing and fixing stuff the right way	251
Exploring iCloud Photo Library	256
Putting My Photo Stream and iCloud Photo Sharing to Work	257
CHAPTER 15: Making Film History with iMovie	259
Shaking Hands with the iMovie Window	260
A Bird's-Eye View of Moviemaking	263
Importing the Building Blocks	264
Pulling in video clips	264
Making use of still images	266
Importing and adding audio from all sorts of places	267
Building the Cinematic Basics	269
Adding clips to your movie	270
Marking clips	271
Removing clips from your movie	271
Reordering clips in your movie	272
Editing clips in iMovie	272
Transitions for the masses	273
Even Gone With the Wind had titles	274
Adding maps and backgrounds	275
Creating an Honest-to-Goodness Movie Trailer	276
Sharing Your Finished Classic with Others	278
CHAPTER 16: Recording Your Hits with GarageBand	279
Shaking Hands with Your Band	280
Composing Made Easy	282
Adding tracks	283
Choosing loops	285
Resizing, repeating, and moving loops	288
Using the Arrangement track	290
Tweaking the settings for a track	291
Sharing Your Songs	293
Creating song files in iTunes	294
Exporting a project	295
Burning an audio CD	296

PART 5: GETTING PRODUCTIVE WITH YOUR iMAC.....297

CHAPTER 17: Desktop Publishing with Pages299

Creating a New Pages Document	300
Open an Existing Pages Document.....	301
Saving Your Work	302
Touring the Pages Window	302
Entering and Editing Text	303
Using Text, Shapes, and Graphics Boxes.....	304
The Three Amigos: Cut, Copy, and Paste	304
Cutting stuff	304
Copying text and images	304
Pasting from the Clipboard	305
Formatting Text the Easy Way.....	305
Adding a Spiffy Table	306
Adding Alluring Photos.....	307
Adding a Shape as a Background	308
Are You Sure about That Spelling?	309
Printing Your Pages Documents	310
Sharing That Poster with Others.....	310

CHAPTER 18: Creating Spreadsheets with Numbers.....313

Before You Launch Numbers	314
Creating a New Numbers Document	314
Opening an Existing Spreadsheet File	315
Save Those Spreadsheets!	316
Exploring the Numbers Window.....	317
Navigating and Selecting Cells in a Spreadsheet	318
Entering and Editing Data in a Spreadsheet	319
Selecting the Correct Number Format.....	320
Aligning Cell Text Just So.....	321
Formatting with Shading	322
Inserting and Deleting Rows and Columns	323
The Formula Is Your Friend	323
Adding Visual Punch with a Chart.....	325
Printing Your Spreadsheet.....	326

CHAPTER 19: Building Presentations with Keynote.....329

Creating a New Keynote Project	330
Opening a Keynote Presentation	331
Saving Your Presentation.....	331
Putting Keynote to Work	332
Adding Slides	333

Working with Text, Shapes, and Graphics Boxes	334
Adding and Editing Slide Text	335
Formatting Slide Text for the Perfect Look	335
Using Presenter's Notes in Your Project	336
Every Good Presentation Needs Media	336
Adding a Background Shape	337
Creating Your Keynote Slideshow	338
Printing Your Slides and Notes	339

PART 6: THE NECESSARY EVILS: TROUBLESHOOTING, UPGRADING, AND MAINTAINING 341

CHAPTER 20: It Just . . . Sits . . . There 343

Repeat after Me: Yes, I Am a Tech!	343
Step-by-Step iMac Troubleshooting	344
The number-one rule: Reboot!	344
Special keys that can come in handy	346
All hail Disk Utility, the troubleshooter's friend.	348
Mark's iMac Troubleshooting Tree	351
Okay, I Kicked It, and It Still Won't Work.	355
Local service, at your service	355
The macOS Help Center	355
Apple Help Online	356

CHAPTER 21: I Want to Add Stuff 357

More Memory Will Help	358
Figuring out how much memory you have	358
Installing memory modules	360
Can I Upgrade My Internal Drive?	363
Consider your external options.	364
Gotta have internal	366
Weighing Attractive Add-Ons.	367
Game controllers.	367
External drive arrays.	367
Video controllers	367
Audio hardware and MIDI controllers	367

CHAPTER 22: Tackling the Housekeeping 369

Cleaning Unseemly Data Deposits	369
Managing your storage in macOS (or cleaning things the elegant way).	370
Getting dirty (or cleaning things the manual way)	371
Using a commercial cleanup tool	374

Backing Up Your Treasure	375
Saving Files	375
Backing up to an external drive.	375
Backing up to CD and DVD.	376
Putting Things Right with Time Machine	377
Maintaining Drive Health	379
Automating Those Mundane Chores	380
Creating an application in Automator	381
Creating an Automator login item	382
Updating macOS Automatically.	382
PART 7: THE PART OF TENS	385
CHAPTER 23: Ten Ways to Speed Up Your iMac	387
Nothing Works Like a Shot of Memory	388
Hold a Conversation with Your iMac	388
Vamoose, Unwanted Fragments!	388
Keep Your Desktop Background Simple	389
Column Mode Is for Power Users	389
Make the Dock Do Your Bidding	390
It All Started with Keyboard Shortcuts	390
Hey, You Tweaked Your Finder!.	390
Keep in Touch with Your Recent Past.	391
Go Where the Going Is Good.	391
CHAPTER 24: Ten Things to Avoid Like the Plague	393
Keep Things Cool.	394
Phishing Is No Phun	394
Don't Rely on a Single Password	395
Do You Really Want a Submerged Keyboard?	395
Don't Use Antiquated Utility Software	396
Don't Endorse Software Piracy	396
Call It the Forbidden Account	397
Don't Settle for a Surge Suppressor	397
Refurbished Hardware Is No Deal at All.	398
iMacs Appreciate iCleanliness	398
INDEX	399

Introduction

Skeptical about your new anodized aluminum iMac, with that supercharged Intel 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 iMac and iMac Pro have everything a computer power user could want: speed, the latest in hardware and standards, a top-of-the-line LED screen, and all the connectors 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 and iMac Pro, *Mojave* (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 iMac Pro (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! Both 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 Mojave (and the latest Apple applications) then 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 Mojave, the operating system you'll run, is just as important as the actual iMac computer itself. Therefore, you'll find that *iMac For Dummies* is just as much about familiarizing you with all the software you get as it is with 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 Mojave 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.m1cbooks.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 *MFRs* (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 three decades!

Beyond the Book

Thanks to my good friends at Wiley, there's a ton of 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 Chapters:** 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.m1cbooks.com). You'll also find a spiffy bonus chapter dedicated to running Windows on your iMac using Boot Camp!

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.

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 Mojave.

- » 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

Chapter **1**

Okay, This Machine Looks Really, Really Weird

You bought a brand-new iMac or iMac Pro, 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!

In this chapter, I introduce you to your new dream machine – whether you choose the standard iMac or its powerful big brother, the iMac Pro – 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.

iMac or iMac Pro – That Is the Question

Until recently, the iMac was offered in only a single model, identified by the year it was produced and the size of the screen. With the arrival of the iMac Pro, our venerable computer is now available in two models:

- » The iMac is the standard home and small-office version, offering enough power for all of 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 iMac also offers two display sizes.
- » The iMac Pro is the equivalent of a supercar, built for high-end, expensive applications that demand the best performance possible: professional-level video editing, 3D modeling, image editing and other processor-intensive programs. Apple jams plenty of memory and some of today's fastest processors into the iMac Pro. The downside? You're going to pay top dollar for an iMac Pro. *Period.*

Since both iMac models can run the applications I present later in the book, I won't be differentiating much between the iMac and iMac Pro (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. (That's why I own an iMac!)

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



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

An Introduction to the Beast

The Intel 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 iTunes, or manage the affairs of those lazy Sims.

Major parts of your major appliance

Every computer requires some of the same gizmos. Figure 1-1 helps you track them down. Of course, as you'd expect, a computer has a “body” of sorts in which all the innards and brains are stored (the screen, in this case), a display screen, a keyboard, a mouse or trackpad, and ports for powering and exchanging data with peripherals.

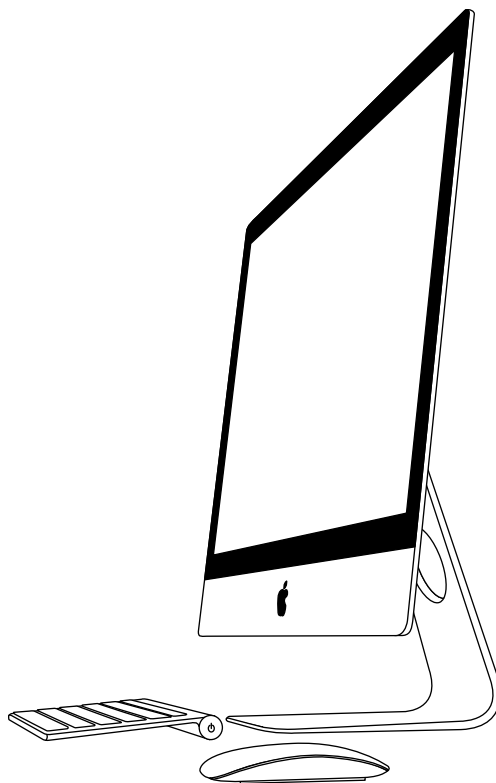


FIGURE 1-1:
The charismatic
form of your
aluminum iMac.

That magnificent screen

What a view you have! The standard iMac is graced with either a 21.5" Retina or 27" 5K Retina display, and the iMac Pro uses a 27" 5K Retina display. Both models feature display backlighting for outstanding color and brightness.



LED screens use far less electricity than their antique CRT ancestors, and they emit practically no radiation (less, in fact, than even the LCD screens Apple once used).

All of these displays offer a *widescreen* aspect ratio (the screen is considerably wider than it is tall), which augurs well for those who enjoy watching movies. (A favorite editor of mine loves it when I use the antique word *augur*, meaning to *predict or foretell*.) For example, both the 27" iMac and the iMac Pro displays boast a whopping 5120 × 2880 resolution.



That reminds me: Throw away your printed dictionary! You won't need it because macOS Mojave includes both a handy Dictionary widget and a fantastic Dictionary application! (Each one uses the Internet to retrieve definitions.) More on launching applications and widgets in Chapter 3 . . . and yes, both do contain the word *augur*.

The keyboard and mouse

Hey, here's something novel for our favorite all-in-one computer — something *external* (outside the computer's case). Gotta have a keyboard and mouse (or trackpad), right? And you gotta love the options with iMac: You'll go nomadic . . . um, that is, wireless and free.

The iMac comes standard with a truly 21st-century combo of an Apple wireless Magic keyboard and a Magic Mouse 2. (The Magic Trackpad 2 is also available for \$50 more.) This dynamic duo lets you sit back and relax with your keyboard in your lap and without being tied down by a cord. (Say it with me: "Death to cords, death to cords.") Just stay within about 30 feet of your iMac screen, and sweet freedom is yours. You can also feel safe using these wireless peripherals because they offer secure 128-bit, over-the-air encryption, which helps keep sensitive information safe while you type and click away. One downside of the wireless keyboard, though: Unlike older wired keyboards, the wireless model doesn't include any USB ports, and you will need a supply of batteries. (Go rechargeable!)



If you prefer using a wired keyboard and mouse, they'll work fine with your iMac (and you can forget batteries altogether). Don't forget, however, that your keyboard needs to be Mac-compatible.

The keyboard layout is a particular favorite of mine because from here:

- » You can either control the sound volume (using the volume control buttons F11 and F12) or mute all that noise (using the Mute button F10).
- » Mission Control, Launchpad, and Dashboard — three outstanding features of Mojave that you find out about later in the book — are each available with a single keystroke.
- » A handy-dandy Media Eject key lets you eject a CD or DVD (if you have an external optical drive).



REMEMBER



TECHNICAL
STUFF

Today's iMac models don't have a built-in optical drive. If you have one of these machines, don't drive yourself batty looking for a disc slot!

Both the wireless Magic Mouse 2 and Magic Trackpad 2 need a flat surface to rest upon, but that's what TV trays are for, right?

Yes, your computer has a foot . . . just one

You and I — normal human beings — would say that the iMac is supported by a sturdy aluminum *stand*, but Apple calls it a *foot*. The foot lets you tilt the iMac/iMac Pro panel up and down for the best viewing angle. Most important, though, the foot minimizes the computer's desk space requirements (or its *footprint*). (Engineers . . . sheesh.) And yes, that foot is perfectly balanced and quite stable, so there's no danger of your treasured aluminum supercomputer taking a dive.

If you decide to get really snazzy and mount your iMac Pro to the wall, you can remove the foot and install the VESA mounting adapter (available separately for about \$80). You can use any VESA standard mounting bracket on your wall, too. You can be positioned within 30 feet or so of your wall-mounted iMac Pro with a wireless Apple keyboard and mouse (or trackpad).

Hey, Hewlett-Packard or Dell, can you mount one of those monolithic desktop PCs to the wall? *I think not*.

Food for your ears

A machine this nice had better have great sound, and the iMac doesn't disappoint. You have a couple of options for iMac audio:

- » The iMac sports built-in stereo speakers (and a microphone to boot). The iMac Pro raises the bar with stereo speakers and four microphones.

- » Built-in ports connect your iMac audio to either:
- More powerful (and more expensive) external speaker systems
 - A set of headphones (including the Apple iPhone headset)
 - A home stereo system

You can also use wireless Bluetooth speakers with your iMac.

The power cable

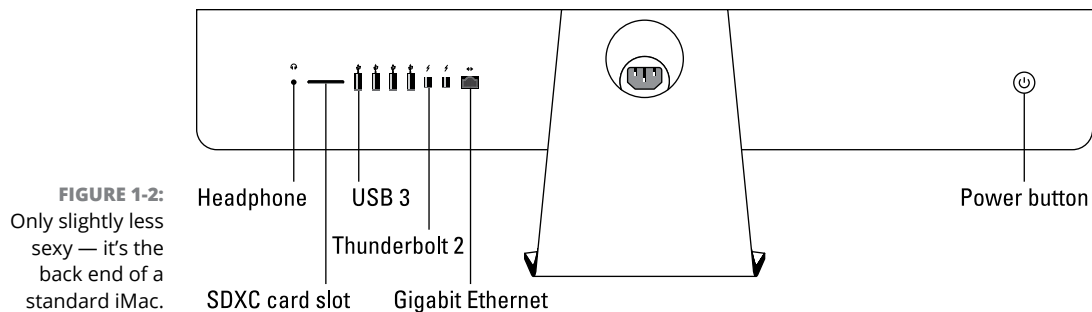
Sorry, but you can't get a wireless power system . . . yet. (Apple's working hard on that one.) With the wireless keyboard and mouse/trackpad setup, though, the power cable is actually the only required cable that you need to run your computer! Now, that's *sassy*.

The power button

Yep, you have one of these, too. It's on the back of the case. (If you're looking at the screen, it's at the lower-left corner.)

Those holes are called ports

Our next stop on your tour of Planet iMac is Port Central — that row of holes on the back of your computer (see Figure 1-2). Each port connects a different type of cable or device, allowing you to easily add all sorts of extra functionality to your computer.



One of the holes is an exception to the Rule of Ports: The iMac's SDXC card slot accepts the same type of SD memory cards as most of today's digital cameras and video cameras. (In other words, that hole is not for connecting a cable; you insert the card instead.) The SDXC slot appears as a tiny vertical slot.