

Contents in Detail

Introduction	1
Understanding Computer Terms	2
Telling the Computer What to Do	2
Finding a Command.....	4
Dragging and Dropping	6
How This Book Is Organized.....	6

Part 1: Basic Training

Chapter 1: Learning to Use the Mouse and Trackpad	11
What You'll Be Using.....	12
How to Point and Click the Mouse and Trackpad	12
Dragging the Pointer	13
Double-Clicking the Mouse and Trackpad.....	15
Right-Clicking the Mouse.....	15
Using the Scroll Ball	16
Additional Ideas for Using the Mouse and Trackpad	16
Chapter 2: Controlling Your Mac with Your Fingers	17
What You'll Be Using.....	18
Using the Trackpad	18
Customizing the Trackpad	20
Point and Click Gestures.....	21
Scroll and Zoom Gestures	22
More Gestures	23
Using Finger Gestures with the Magic Mouse	25
Additional Ideas for Using Finger Gestures.....	25
Chapter 3: Choosing Commands on the Menu Bar	27
What You'll Be Using.....	28
Understanding the Menu Bar	28
Understanding Dialogs	31
Understanding the Parts of the Menu Bar	33
Using the Keyboard.....	34
Additional Ideas for Using the Menu Bar.....	34
Chapter 4: Running Programs and Files from the Dock	37
What You'll Be Using.....	38
Understanding Program Icons.....	38
Starting a Program Through the Finder.....	38
Starting a Program Through the Dock.....	40
Switching Programs and Windows from the Dock.....	40
Quitting Programs from the Dock.....	41

Accessing the Documents and Downloads Folders on the Dock.....	42
Browsing Through the Documents Folder.....	42
Browsing Through the Downloads Folder.....	43
Additional Ideas for Using the Dock.....	44
Chapter 5: Customizing the Dock	45
What You'll Be Using.....	46
Hiding (and Showing) the Dock.....	46
Moving the Dock.....	47
Making the Dock Easier to See.....	48
Changing the Size of the Dock	49
Turning Magnification On or Off	49
Rearranging Icons on the Dock	49
Showing (or Hiding) Indicator Lights on the Dock.....	50
Adding and Removing Icons on the Dock	50
Dragging an Icon to the Dock.....	50
Opening a Program and Keeping It on the Dock.....	51
Removing an Icon from the Dock by Dragging.....	52
Choosing the Remove from Dock Command	52
Adding and Removing Files and Folders on the Dock.....	53
Adding a File or Folder to the Dock.....	53
Removing a File or Folder from the Dock.....	53
Additional Ideas for Customizing the Dock.....	53
Chapter 6: Using Full-Screen Viewing	55
What You'll Be Using.....	56
Switching to Full-Screen Viewing	56
Using Full-Screen Viewing in the Finder.....	57
Additional Ideas for Using Full-Screen Viewing	58
Chapter 7: Organizing Screens with Mission Control	59
What You'll Be Using.....	60
Starting Mission Control	60
Creating Additional Virtual Desktops (Spaces).....	61
Removing a Virtual Desktop (Space).....	64
Customizing the Mission Control Hotkey	64
Additional Ideas for Using Mission Control	66
Chapter 8: Opening Apps with Launchpad	67
What You'll Be Using.....	68
Starting and Closing Launchpad.....	68
Navigating the Launchpad Screen.....	69
Rearranging Icons on Launchpad	70
Organizing Icons into Launchpad Folders	70
Creating a Launchpad Folder.....	70
Removing a Program from a Launchpad Folder	70
Additional Ideas for Using Launchpad	71

Part 2: Wrangling Files and Folders

Chapter 9: Navigating Through Folders with the Finder	75
What You'll Be Using.....	76
Understanding Drives, Folders, and Files.....	76
Understanding the Finder Window	77
Viewing All Your Files.....	78
Using All My Files.....	78
Searching for a File.....	79
Viewing a Folder Hierarchy	79
Changing the View of Folders.....	79
Jumping to a Specific Folder	80
Opening a Folder	81
Identifying Your Location in the Folder Hierarchy.....	82
Navigating Back and Forth Through Folders.....	83
Additional Ideas for Navigating the Folder Hierarchy.....	84
Placing a Folder in the Finder Sidebar.....	84
Placing a Folder as a Stack on the Dock.....	84
Chapter 10: Tricks for Managing Your Files and Folders	85
What You'll Be Using.....	86
Creating Files and Folders.....	86
Creating a Folder in the Save Dialog	86
Creating a Folder in the Finder Window	88
Sorting Files.....	88
Peeking Inside a File	89
Renaming a File or Folder	90
Deleting a File or Folder.....	91
Copying a File or Folder.....	91
Moving a File or Folder.....	92
Labeling Files and Folders by Color	93
Searching Files and Folders by Color.....	94
Additional Ideas for Managing Files and Folders.....	95
Chapter 11: Finding Files Fast with Spotlight and Smart Folders	97
What You'll Be Using.....	98
Finding Specific Files with Spotlight.....	98
Using Spotlight Through the Finder.....	98
Using Spotlight from the Menu Bar.....	100
Using Smart Folders.....	101
Additional Ideas for Finding Files	103
Chapter 12: Sharing Files Wirelessly	105
What You'll Be Using.....	106
Checking for Bluetooth Capability	106
Turning On Bluetooth Sharing.....	106
Sharing Files with Bluetooth	107

Using AirDrop	109
Additional Ideas for Transferring Files Wirelessly.....	111
Chapter 13: Storing Files on a CD or DVD	113
What You'll Be Using.....	114
Buying Discs	114
Erasing a Read/Write (RW) Disc	114
Choosing Files to Burn to a CD or DVD	115
Creating a Burn Folder.....	116
Burning Files Directly to Disc.....	117
Additional Ideas for Burning CDs and DVDs.....	118
Chapter 14: Using Resume, Auto Save, and Versions	119
What You'll Be Using.....	120
Using Resume and Auto Save	120
Using Versions	121
Additional Ideas for Using Resume, Auto Save, and Versions.....	123
Chapter 15: Retrieving Files Back in Time	125
What You'll Be Using.....	126
Retrieving Files from the Trash	126
Backing Up and Retrieving Files with Time Machine.....	126
Setting Up Time Machine.....	127
Retrieving Files with Time Machine.....	128
Additional Ideas for Backing Up Files.....	129
Part 3: Making Life Easier	
Chapter 16: Working Faster with Shortcut Commands	133
What You'll Be Using.....	134
Using Keyboard Shortcuts	134
Using Buttons	135
Using Shortcut Menus	137
Additional Ideas for Using Shortcuts.....	138
Chapter 17: Controlling Your Macintosh with Hot Corners	139
What You'll Be Using.....	140
Defining a Hot Corner.....	140
Using a Hot Corner	142
Additional Ideas for Using Hot Corners	142
Chapter 18: Putting Information at Your Fingertips with Dashboard	143
What You'll Be Using.....	144
Starting Dashboard.....	144
Changing the Appearance of Dashboard.....	145

Adding and Removing Dashboard Widgets.....	146
Adding Widgets to Dashboard.....	147
Removing Widgets from Dashboard.....	147
Rearranging Widgets on Dashboard.....	148
Customizing Widgets.....	148
Finding More Widgets.....	149
Erasing Widgets.....	150
Additional Ideas for Using Dashboard.....	150
Chapter 19: Giving Your Macintosh Multiple Personalities with User Accounts.....	153
What You'll Be Using.....	154
Understanding User Accounts.....	154
Creating User Accounts.....	155
Logging In and Out of an Account.....	157
Fast Switching Between Accounts.....	158
Deleting an Account.....	158
Additional Ideas for Using Accounts.....	160
Chapter 20: Slapping Parental Controls on Your Kids.....	161
What You'll Be Using.....	162
Creating a Managed with Parental Controls Account.....	162
Setting Parental Controls.....	164
Restricting Programs.....	164
Restricting Web Access.....	166
Restricting Access to Other People.....	167
Setting Time Limits for Using the Macintosh.....	169
Restricting Other Features.....	170
Additional Ideas for Using Managed with Parental Controls Accounts.....	171
Chapter 21: Making Your Mac Easier to See, Hear, and Control.....	173
What You'll Be Using.....	174
Enlarging Text on the Screen.....	174
Increasing the Font Size.....	174
Magnifying the Screen.....	175
Replacing Beeps with Screen Flashing.....	176
Turning On Sticky Keys.....	177
Using the Keyboard to Control the Mouse Pointer.....	178
Additional Ideas for Using Universal Access Features.....	179
Chapter 22: Using the Mac App Store.....	181
What You'll Be Using.....	182
Accessing the Mac App Store.....	182
Searching for a Program.....	184
Downloading Programs.....	185
Additional Ideas for Using the Mac App Store.....	186

Chapter 23: Installing, Updating, and Uninstalling Software	187
What You'll Be Using.....	188
Installing Software from a CD or DVD.....	188
Installing Software over the Internet.....	188
Updating Apple's Software.....	191
Uninstalling Software.....	193
Additional Ideas for Installing Software.....	193
Chapter 24: Saving Contact Information	195
What You'll Be Using.....	196
Storing Contacts.....	196
Editing a Card.....	198
Deleting a Card.....	198
Searching for a Name (and Other Information).....	199
Creating Groups.....	200
Creating and Filling a Group.....	200
Creating a Smart Group.....	202
Deleting a Group.....	203
Changing Your View.....	203
Additional Ideas for Using Address Book.....	203
Chapter 25: Making Appointments in Your Calendar	205
What You'll Be Using.....	206
Changing Calendar Views.....	206
Making an Appointment.....	207
Modifying an Appointment.....	207
Deleting an Appointment.....	209
Creating Reminders.....	209
Modifying a Reminder.....	210
Deleting a Reminder.....	211
Using Different Calendars.....	211
Creating a New Calendar.....	211
Viewing Appointments on Different Calendars.....	211
Deleting a Calendar.....	212
Additional Ideas for Using iCal.....	212
Chapter 26: Typing Foreign Languages	215
What You'll Be Using.....	216
Typing Foreign Characters.....	216
Clicking to Choose Foreign Characters.....	217
Adding the Character Viewer to the Language & Text Menulet.....	217
Choosing Characters with the Character Viewer.....	218
Typing on a Foreign Language Keyboard Layout.....	219
Choosing a Foreign Language.....	219
Typing in a Foreign Language.....	220
Typing in Foreign (Non-Roman) Characters.....	221
Choosing an Input Method.....	221
Typing Using a Foreign Language Input Method.....	221

Writing Chinese Characters by Hand	222
Additional Ideas for Typing Foreign Characters	223

Part 4: Playing Music and Movies

Chapter 27: Playing Audio CDs and Audio Files with iTunes	227
What You'll Be Using.....	228
Playing Audio CDs.....	228
Adding Digital Audio Files to iTunes.....	229
Deleting Digital Audio Files in iTunes	230
Controlling Your Music	230
Rewinding (and Skipping) a Song.....	230
Adjusting the Volume.....	231
Using Playlists	232
Creating a Playlist	232
Making Changes to a Playlist	233
Creating a Smart Playlist.....	234
Editing a Smart Playlist.....	236
Deleting a Playlist	236
Using the Genius Feature.....	236
Tagging Your Songs.....	238
Additional Ideas for Playing Music on Your Macintosh	239
Chapter 28: Ripping and Burning Audio CDs	241
What You'll Be Using.....	242
Ripping Songs off an Audio CD	242
Burning a Custom Audio CD	244
Additional Ideas for Ripping and Burning CDs	246
Chapter 29: Playing a DVD	247
What You'll Be Using.....	248
Switching Between Full Screen and Window Mode	248
Viewing DVD Movie Chapters	249
Using Bookmarks.....	250
Creating a Bookmark.....	250
Viewing a Bookmark	251
Deleting a Bookmark.....	251
Additional Ideas for Playing a DVD.....	251
Chapter 30: Listening to News, Music, and Talk Shows Online	253
What You'll Be Using.....	254
Finding and Listening to an Internet Radio Station	254
Saving Internet Radio Stations in a Playlist.....	255
Listening to Internet Radio Stations in a Playlist.....	256
Deleting an Internet Radio Station from a Playlist.....	256
Finding Podcasts	257
Additional Ideas for Listening to Radio Stations and Podcasts	258

Chapter 31: Listening to Free College Lectures	261
What You'll Be Using	262
Listening to a College Lecture from iTunes U	262
Additional Ideas for Listening to Lectures	264
Chapter 32: Editing Video with iMovie	265
What You'll Be Using	266
Transferring Video to Your Macintosh	266
Transferring Video from a Camcorder or Mobile Phone	266
Capturing Video from a Webcam	269
Importing a Video File into iMovie	269
Understanding iMovie's Interface	270
Trimming and Selecting an Event	271
Rearranging Video Clips	272
Adding Visual and Audio Effects to a Video Clip	272
Adding Transitions to a Video Clip	273
Adding Titles	274
Previewing Your Project	275
Deleting Selections from Your Project	275
Additional Ideas for Using iMovie	276

Part 5: The Digital Shutterbug

Chapter 33: Transferring Pictures to Your Macintosh	279
What You'll Be Using	280
Transferring Photos from a Digital Camera	280
Transferring Images from a Scanner	281
Copying Images from a Web Page	282
Saving a Web Page Image as a File	282
Copying and Pasting a Web Page Image into Another Program	283
Capturing Screen Images	283
Additional Ideas for Transferring and Storing Images	284
Chapter 34: Organizing Digital Photos in iPhoto	285
What You'll Be Using	286
How iPhoto Works	286
Working with Events	287
Viewing the Photos in an Event	287
Naming an Event	288
Viewing All Your Photos	289
Working with Faces	289
Naming Faces in a Picture	290
Finding Pictures Organized by Faces	291
Viewing Photos with Places	292
Editing Photo Locations	294

Deleting Photos from iPhoto	295
Additional Ideas for Organizing Digital Photos in iPhoto	295
Chapter 35: Tagging and Sorting Digital Photos in iPhoto	297
What You'll Be Using.....	298
Tagging Photos.....	298
Renaming a Photo.....	299
Rating a Photo.....	299
Adding Keywords to a Photo	300
Sorting Photos.....	301
Additional Ideas for Sorting Digital Photos in iPhoto.....	301
Chapter 36: Editing Digital Photos in iPhoto	303
What You'll Be Using.....	304
Rotating and Straightening Photos.....	304
Cropping a Photo.....	305
Touching Up a Photo	306
Creating Unusual Visual Effects	307
Adjust a Photo Manually.....	308
Additional Ideas for Editing Digital Photos in iPhoto.....	309
Chapter 37: Showing Off Your Pictures	311
What You'll Be Using.....	312
Displaying Your Pictures on the Desktop.....	312
Using Your Pictures as a Screensaver	313
Creating a Special Picture Folder	313
Additional Ideas for Displaying Pictures	315
Chapter 38: Taking Pictures of Yourself with Photo Booth	317
What You'll Be Using.....	318
Capturing Pictures with Photo Booth.....	318
Viewing Photo Booth Pictures	320
Saving Photo Booth Pictures	321
Deleting Photo Booth Pictures.....	321
Additional Ideas for Using Photo Booth.....	321
Part 6: Surfing and Sharing on the Internet	
Chapter 39: Getting on the Internet and Sharing Folders.....	325
What You'll Be Using.....	326
Connecting to the Internet	326
Testing Your Ethernet Connection.....	326
Connecting to a Wireless Network	328
Sharing Folders over a Network.....	330
Additional Ideas for Connecting to the Internet.....	332

Chapter 40: Remembering Your Favorite Websites	335
What You'll Be Using	336
Viewing Previously Visited Websites.....	336
Using the History Menu	336
Viewing Thumbnail Images of Previously Visited Websites	337
Viewing a List and Thumbnail Images of Previously Visited Websites.....	338
Creating a List of Top Sites	338
Viewing the Top Sites List.....	339
Editing the Top Sites List	339
Searching the Top Sites List	340
Using Bookmarks.....	341
Bookmarking a Website.....	342
Moving and Copying a Bookmark.....	343
Editing a Bookmark	344
Deleting a Bookmark.....	344
Organizing Bookmarks in Folders.....	344
Creating a Bookmark Folder	344
Adding Bookmarks to a Folder.....	346
Moving a Bookmark Folder	347
Rearranging Bookmarks and Folders.....	347
Saving and Sharing Bookmarks	347
Additional Ideas for Using Bookmarks and the History Menu	348
Chapter 41: Saving a Web Page	349
What You'll Be Using.....	350
Using a Reading List.....	350
Creating a Reading List.....	350
Viewing a Website Stored in the Reading List	351
Deleting a Website from the Reading List.....	351
Saving a Web Page as a File	352
Saving to Page Source (HTML) or Web Archive Format	353
Saving a Web Page as a PDF File.....	354
Emailing a Web Page	355
Emailing an Entire Web Page.....	355
Emailing a Link to a Web Page.....	356
Additional Ideas for Saving Web Pages	356
Chapter 42: Keeping Your Internet Activities Private	357
What You'll Be Using.....	358
Identifying Safe Websites	358
Clearing Your Internet Tracks.....	359
Emptying the Cache.....	360
Clearing Your Google Searches	360
Resetting Safari.....	360

Avoiding Fraudulent Websites and Phishing Scams.....	361
Hiding Your Browsing from Others.....	361
Cleaning Out Cookies.....	362
Additional Ideas for Browsing in Private.....	363
Chapter 43: Customizing Safari.....	365
What You'll Be Using.....	366
Customizing Safari's Search Engine, Home Page, and Downloads.....	366
Choosing a Different Search Engine.....	366
Choosing a Different Home Page.....	366
Changing the Download Settings.....	367
Customizing the Appearance of a Web Page.....	368
Zooming In and Out.....	368
Using Reader to Remove Ads.....	368
Using Windows and Tabs.....	370
Opening a New Window or Tab.....	370
Closing an Open Window or Tab.....	371
Converting Tabs to Windows (and Vice Versa).....	371
Additional Ideas for Customizing Safari.....	371
Chapter 44: Setting Up an Email Account.....	373
What You'll Be Using.....	374
Getting Your Email Account Information.....	374
Configuring Mail Automatically.....	375
Configuring Mail Manually.....	376
Additional Ideas for Creating Accounts in Mail.....	378
Chapter 45: Reading and Writing Email.....	379
What You'll Be Using.....	380
Retrieving Email Messages.....	380
Manually Retrieving Messages.....	380
Automatically Retrieving Messages.....	380
Reading Email Messages.....	381
Retrieving a File Attachment.....	382
Defining Where to Store a File Attachment.....	384
Deleting a Message.....	384
Saving Email Addresses.....	384
Writing a Message.....	385
Creating a New Message.....	385
Sending a Message to Multiple People.....	386
Replying to a Message.....	387
Forwarding a Message.....	387
Attaching a File to a Message.....	387
Additional Ideas for Reading and Writing Messages.....	388

Chapter 46: Making Email Look Pretty	389
What You'll Be Using	390
Using Stationery	390
Using Signatures.....	392
Creating a Signature	392
Using a Signature.....	393
Deleting a Signature.....	393
Additional Ideas for Making Email Look Pretty.....	394
Chapter 47: Organizing Your Email	395
What You'll Be Using.....	396
Sorting Messages.....	396
Searching for Messages	396
Using Smart Mailboxes.....	397
Creating a New Smart Mailbox.....	398
Editing a Smart Mailbox.....	399
Deleting a Smart Mailbox.....	400
Using Rules to Sort Messages	400
Creating a Folder for Sorted Messages.....	400
Creating Rules.....	401
Editing and Deleting Rules.....	403
Additional Ideas for Organizing Email.....	403
Chapter 48: Dealing with Junk Email	405
What You'll Be Using.....	406
Using Junk Mail Filtering	406
Configuring the Junk Mail Filter	406
Identifying Junk Mail.....	407
Deleting Junk Mail.....	408
Additional Ideas for Dealing with Junk Email	408
Chapter 49: Video Chatting with FaceTime	409
What You'll Be Using.....	410
Setting Up a FaceTime Account.....	410
Accepting a FaceTime Call.....	411
Temporarily Turning FaceTime Off	411
Making a Call with FaceTime	411
Additional Ideas for Using FaceTime.....	413
Chapter 50: Instant Messaging with iChat	415
What You'll Be Using.....	416
Setting Up an iChat Account	416
Starting iChat.....	417
Calling Someone Through iChat	418
Adding a Name to Your Buddy List	418

Chatting with Others in iChat.....	419
Starting a Text Chat.....	420
Starting an Audio Chat.....	420
Starting a Video Chat.....	421
Additional Ideas for Using iChat	422

Part 7: Maintaining Your Mac

Chapter 51: Learning About Your Macintosh	425
What You'll Be Using.....	426
Identifying Your Operating System Version, Processor Type, and Memory.....	426
Identifying Your Macintosh Serial Number.....	427
Identifying Your Monitor's Resolution.....	427
Identifying Your Hard Disk's Free Space.....	428
Identifying Your Macintosh's Memory (RAM).....	428
Additional Ideas.....	430

Chapter 52: Conserving Energy While Using Your Macintosh	431
What You'll Be Using.....	432
Sleepy Time.....	432
Forcing Your Macintosh to Sleep.....	433
Making Your Macintosh Sleep (and Start) on a Schedule.....	433
Additional Ideas for Conserving Energy.....	434

Chapter 53: Ejecting Stuck CDs or DVDs	435
What You'll Be Using.....	436
How to Eject a CD or DVD Normally.....	436
How to Eject a Stuck CD or DVD.....	436
Eject from the Disk Utility Program.....	437
Eject from the Terminal Program.....	438
Restart and Hold Down the Left Mouse Button.....	438
Additional Ideas for Ejecting and Preventing Stuck CDs or DVDs.....	439

Chapter 54: Password Protecting Your Macintosh	441
What You'll Be Using.....	442
Password Protecting Screensaver and Sleep Mode.....	442
Password Protecting System Preferences.....	442
Disabling Automatic Login.....	443
Choosing and Changing Your Passwords.....	444
Additional Ideas for Password Protecting Your Macintosh.....	445

Chapter 55: Encrypting Your Data and Guarding Your Privacy	447
What You'll Be Using.....	448
Encrypting Your Hard Disk.....	448
Turning Off Location Services.....	451
Additional Ideas for Encrypting Your Data.....	451

Chapter 56: Configuring the Firewall	453
What You'll Be Using	454
Turning the Firewall On (or Off).....	454
Configuring the Firewall	455
Additional Ideas for Using the Firewall.....	457
The Next Step	459
Index	461