

# Contents in Detail

<b>Introduction</b> .....	1
Understanding Computer Terms .....	2
Telling the Computer What to Do .....	2
Finding a Command.....	3
Using the Keyboard.....	5
How This Book Is Organized.....	6

## Part 1: Basic Training

<b>Project 1: Turning Your Macintosh On and Off Manually or Automatically</b> .....	9
What You'll Be Using.....	9
Turning Your Macintosh Off the Normal Way.....	10
Forcing Your Macintosh to Shut Down .....	11
Restarting Your Macintosh .....	11
Scheduling a Time to Turn Your Macintosh On or Off.....	12
Starting Programs When Your Macintosh Turns On .....	14

<b>Project 2: Learning to Use the Mouse</b> .....	15
What You'll Be Using.....	16
How to Point and Click the Mouse.....	16
Dragging the Mouse.....	17
Double-Clicking the Mouse.....	19
Right-Clicking the Mouse.....	19
Using the Scroll Ball .....	20
Using the Side Buttons .....	20
Customizing the Mouse .....	21
Customizing the Trackpad .....	22
Additional Ideas for Using the Mouse.....	23

<b>Project 3: Choosing Commands on the Menu Bar</b> .....	25
What You'll Be Using.....	25
Understanding the Menu Bar .....	26
Understanding Dialogs .....	30
Understanding the Parts of the Menu Bar .....	32
Additional Ideas for Using the Menu Bar.....	34

<b>Project 4: Loading Programs and Files from the Dock</b> .....	37
What You'll Be Using.....	37
Understanding Program Icons.....	38
Starting a Program Through the Finder.....	38
Starting a Program Through the Applications Folder on the Dock .....	40
Starting a Program Through the Dock.....	41

Switching Programs and Windows from the Dock.....	42
Quitting Programs from the Dock.....	43
Accessing the Documents and Downloads Folders on the Dock.....	44
Browsing Through the Documents Folder.....	44
Browsing Through the Downloads Folder.....	45
Additional Ideas for Using the Dock.....	46
<b>Project 5: Customizing the Dock</b> .....	47
What You'll Be Using.....	47
Hiding (and Showing) the Dock.....	48
Moving the Dock.....	48
Making the Dock Easier to See.....	50
Changing the Size of the Dock.....	51
Turning Magnification On or Off.....	51
Rearranging Icons on the Dock.....	51
Adding and Removing Icons on the Dock.....	52
Dragging an Icon to the Dock.....	52
Opening a Program and Keeping It on the Dock.....	53
Removing an Icon from the Dock by Dragging.....	54
Choosing the Remove from Dock Command.....	54
Adding and Removing Files and Folders on the Dock.....	55
Adding a File or Folder to the Dock.....	55
Removing a File or Folder from the Dock.....	55
Additional Ideas for Customizing the Dock.....	56
<b>Project 6: Manipulating Windows</b> .....	57
What You'll Be Using.....	57
Arranging Windows.....	58
Closing a Window.....	58
Moving a Window.....	59
Resizing a Window.....	59
Scrolling a Window.....	59
Minimizing a Window.....	60
Zooming a Window.....	61
Hiding the Toolbar of a Window.....	61
Hiding and Displaying Windows with Exposé.....	62
Hiding All Windows out of Sight.....	62
Displaying Only Windows from a Single Program.....	63
Viewing All Windows as Thumbnail Images.....	64
Working with Multiple Desktops with Spaces.....	65
Setting Up Spaces.....	66
Switching Between Desktops.....	67
Moving Windows Between Desktops.....	68
Additional Ideas for Manipulating Windows.....	69

<b>Project 7: Navigating Through Folders with the Finder</b> .....	71
What You'll Be Using.....	71
Understanding Drives, Folders, and Files.....	71
Understanding the Finder.....	73
Viewing the Contents of a Drive.....	74
Viewing a Folder Hierarchy.....	74
Opening a Folder.....	75
Identifying Your Location in the Folder Hierarchy.....	76
Navigating Back and Forth Through Folders.....	77
Shortcuts to Viewing Folders.....	78
Additional Ideas for Navigating the Folder Hierarchy.....	79
Placing a Folder in the Finder Sidebar.....	79
Placing a Folder as a Stack on the Dock.....	79
<b>Project 8: Managing and Viewing Your Files and Folders</b> .....	81
What You'll Be Using.....	81
Creating Files and Folders.....	82
Creating a Folder in the Save Dialog.....	82
Creating a Folder in the Finder Window.....	83
Changing the View of Folders.....	83
Peeking Inside a File.....	85
Renaming a File or Folder.....	86
Deleting a File or Folder.....	87
Copying a File or Folder.....	87
Moving a File or Folder.....	88
Additional Ideas for Managing and Viewing Files and Folders.....	89
<b>Project 9: Conserving Energy While Using Your Macintosh</b> .....	91
What You'll Be Using.....	91
The Parts of Your Macintosh That Will Go to Sleep.....	92
Forcing Your Macintosh to Sleep.....	93
Making Your Macintosh Sleep on a Schedule.....	95
Additional Ideas for Conserving Energy.....	96
<b>Part 2: Making Life Easier with Shortcuts</b>	
<b>Project 10: Working Faster with Shortcut Commands</b> .....	99
What You'll Be Using.....	99
Using Keyboard Shortcuts.....	100
Using Buttons.....	101
Using Shortcut Menus.....	102
Additional Ideas for Using Shortcuts.....	104

<b>Project 11: Learning to Drag and Drop</b> .....	105
What You'll Be Using .....	105
Dragging and Dropping Text .....	106
Dragging and Dropping Website Addresses in Safari .....	106
Dragging and Dropping Graphics .....	108
Dragging and Dropping Files into Programs .....	108
Additional Ideas for Dragging and Dropping .....	110
<b>Project 12: Controlling Your Macintosh with Hot Corners</b> .....	111
What You'll Be Using .....	111
Defining a Hot Corner .....	112
Using a Hot Corner .....	113
Additional Ideas for Using Hot Corners .....	114
<b>Project 13: Finding Files Fast</b> .....	115
What You'll Be Using .....	116
Finding Specific Files with Spotlight .....	116
Using Spotlight Through the Finder .....	116
Using Spotlight from the Menu Bar .....	118
Using Smart Folders .....	118
Placing Folders on the Sidebar .....	121
Placing Folders on the Dock .....	121
Peeking at Files Without Opening Them .....	123
Additional Ideas for Finding Files .....	124
<b>Project 14: Organizing Files and Folders by Color and Weird Words</b> .....	125
What You'll Be Using .....	126
Labeling Files and Folders by Color .....	126
Searching Files and Folders by Color .....	127
Adding Spotlight Comments .....	128
Additional Ideas for Labeling Files and Folders with Colors and Comments .....	129
<b>Project 15: Putting Information at Your Fingertips with Dashboard</b> .....	131
What You'll Be Using .....	131
Starting Dashboard .....	132
Adding and Removing Dashboard Widgets .....	133
Adding Widgets to Dashboard .....	134
Removing Widgets from Dashboard .....	134
Rearranging Widgets on Dashboard .....	135
Customizing Widgets .....	136
Finding More Widgets .....	136
Erasing Widgets .....	137
Additional Ideas for Using Dashboard .....	138

<b>Project 16: Giving Your Macintosh Multiple Personalities with User Accounts</b> .....	141
What You'll Be Using.....	141
Understanding User Accounts.....	142
Creating User Accounts.....	143
Logging Out of and In to an Account.....	145
Fast Switching Between Accounts .....	145
Turning On Fast User Switching.....	146
Changing Accounts with Fast User Switching.....	147
Deleting an Account .....	148
Additional Ideas for Using Accounts .....	149
<b>Project 17: Slapping Parental Controls on Your Kids</b> .....	151
What You'll Be Using.....	151
Creating a Managed with Parental Controls Account .....	152
Setting Parental Controls.....	154
Restricting Programs.....	155
Restricting Content .....	158
Restricting Email and iChat Contact.....	160
Setting Time Limits for Using the Macintosh .....	162
Viewing Account Usage .....	163
Additional Ideas for Using Managed Parental Controls Accounts .....	165
<b>Project 18: Making Your Mac Easier to See, Hear, and Control</b> .....	167
What You'll Be Using.....	167
Enlarging Text on the Screen.....	167
Increasing the Font Size.....	168
Changing the Screen Resolution .....	168
Magnifying Parts of a Screen .....	169
Replacing Beeps with Screen Flashing.....	170
Turning On Sticky Keys.....	171
Using the Keyboard to Control the Mouse Pointer.....	172
Additional Ideas for Using Universal Access Features .....	174
<b>Part 3: Putting Your Macintosh to Work</b>	
<b>Project 19: Jotting Down Notes</b> .....	177
What You'll Be Using.....	177
Storing Notes in the Stickies Program.....	177
Creating Notes.....	178
Color Coding Notes .....	179
Keeping Notes Floating Around.....	179
Deleting a Note.....	180

Storing Notes in the Stickies Dashboard Widget .....	181
Creating a Blank Stickies Widget in Dashboard .....	181
Color Coding a Stickies Widget .....	182
Deleting a Stickies Widget .....	182
Additional Ideas for Jotting Down Notes .....	183
<b>Project 20: Turning Your Mac into an Electronic Reminder</b> .....	185
What You'll Be Using .....	185
Scheduling Events in iCal .....	185
Displaying a Reminder on the Screen .....	187
Creating a Reminder .....	187
Viewing a Reminder .....	189
Opening a File .....	190
Sending an Email Reminder .....	191
Additional Ideas for Setting Reminders .....	192
<b>Project 21: Never Forget a Birthday Again</b> .....	193
What You'll Be Using .....	193
Storing Names and Birthdays in the Address Book .....	194
Automatically Creating a Birthdays Calendar .....	196
Additional Ideas for Tracking Important Dates .....	197
<b>Project 22: Playing Audio CDs and Audio Files on Your Macintosh</b> .....	199
What You'll Be Using .....	199
Playing Audio CDs .....	199
Importing Digital Audio Files .....	200
Deleting Digital Audio Files in iTunes .....	201
Playing Music .....	201
Rewinding (and Skipping) a Song .....	202
Adjusting the Volume .....	203
Using Playlists .....	204
Creating a Playlist .....	204
Adding (and Removing) Songs from a Playlist .....	205
Creating a Smart Playlist .....	206
Editing a Smart Playlist .....	208
Deleting a Playlist .....	208
Tagging Your Songs .....	208
Identifying All Playlists in Which a Song Appears .....	210
Using the Genius Feature .....	210
Additional Ideas for Playing Music on Your Macintosh .....	212
<b>Project 23: Ripping and Burning an Audio CD</b> .....	213
What You'll Be Using .....	213
Picking an Audio File Format .....	214
Ripping Songs from a CD .....	216

Burning a Custom Audio CD .....	216
Additional Ideas for Ripping and Burning CDs .....	218
<b>Project 24: Playing Your Favorite Parts of a DVD</b> .....	219
What You'll Be Using .....	219
Switching Between Full Screen and Window Mode .....	220
Viewing DVD Movie Chapters .....	221
Playing Specific DVD Chapters .....	222
Using Bookmarks .....	222
Creating a Bookmark .....	222
Viewing a Bookmark .....	223
Deleting a Bookmark .....	224
Using Video Clips .....	224
Defining a Video Clip .....	224
Viewing a Video Clip .....	226
Deleting a Video Clip .....	226
Additional Ideas for Viewing Your Favorite Parts of a DVD .....	227
<b>Project 25: Storing Files on a CD or DVD</b> .....	229
What You'll Be Using .....	229
Identifying the Discs Your Macintosh Can Use .....	230
Erasing a Read/Write (RW) Disc .....	231
Choosing Files to Burn to a CD or DVD .....	232
Creating a Burn Folder .....	233
Burning Files Directly to Disc .....	234
Additional Ideas for Burning CDs and DVDs .....	235
<b>Project 26: Transferring Images to Your Macintosh</b> .....	237
What You'll Be Using .....	237
Transferring Photos from a Digital Camera .....	238
Transferring Images from a Scanner .....	239
Copying Images from a Web Page .....	241
Saving an Image as a File .....	241
Copying and Pasting an Image into Another Program .....	242
Capturing Screen Images .....	242
Additional Ideas for Storing Images .....	243
<b>Project 27: Organizing Digital Photographs in iPhoto</b> .....	245
What You'll Be Using .....	245
How iPhoto Works .....	246
Working with Events .....	247
Viewing the Photos in an Event .....	247
Naming an Event .....	247
Viewing All Your Photos .....	248

Working with Albums.....	250
Creating an Album .....	250
Copying Photos to an Album .....	250
Removing Photos from an Album .....	251
Deleting Photos and Albums.....	251
Deleting Photos from iPhoto.....	251
Deleting an Album.....	252
Working with Faces.....	252
Naming Faces in a Picture .....	252
Finding Pictures Organized by Faces.....	255
Working with Places.....	256
Editing Photo Locations .....	258
Additional Ideas for Organizing Digital Photographs in iPhoto.....	260
<b>Project 28: Tagging and Sorting Digital Photographs in iPhoto.....</b>	<b>261</b>
What You'll Be Using.....	261
Tagging Photos.....	262
Renaming a Photo.....	262
Rating a Photo .....	263
Adding Keywords to a Photo .....	263
Making Your Own Keywords .....	264
Sorting Photos.....	265
Additional Ideas for Sorting Digital Photographs in iPhoto .....	265
<b>Project 29: Editing Digital Photographs in iPhoto .....</b>	<b>267</b>
What You'll Be Using.....	267
Rotating and Straightening Photos.....	268
Cropping a Photo.....	269
Touching Up a Photo .....	270
Creating Unusual Visual Effects .....	271
Adjust a Photo Manually.....	271
Additional Ideas for Editing Digital Photographs in iPhoto .....	272
<b>Project 30: Turning Your Macintosh into an Electronic Picture Frame .....</b>	<b>273</b>
What You'll Be Using.....	273
Creating a Slideshow Folder.....	274
Storing Pictures in Your Slideshow Folder .....	274
Copying Existing Pictures into Your Slideshow Folder.....	274
Copying Existing Pictures from iPhoto into Your Slideshow Folder .....	275
Capturing Pictures with iSight and Photo Booth .....	275
Creating a Slideshow .....	277
Displaying a Desktop Slideshow .....	277
Displaying a Screensaver Slideshow .....	281
More Ideas for Displaying Slideshows.....	284



<b>Project 31: Sharing Files Wirelessly with Bluetooth</b> .....	285
What You'll Be Using.....	285
Checking for Bluetooth Capability .....	286
Turning On Bluetooth .....	286
Sharing Files with Bluetooth .....	287
Sharing Files Between Macintosh Computers.....	287
Additional Ideas for Transferring Files Wirelessly.....	289
<b>Project 32: Retrieving Files Back in Time</b> .....	291
What You'll Be Using.....	291
Retrieving Files from the Trash .....	291
Backing Up and Retrieving Files with Time Machine.....	292
Setting Up Time Machine .....	292
Retrieving Files with Time Machine.....	294
Additional Ideas for Backing Up Files.....	295
<b>Project 33: Typing Foreign Languages</b> .....	297
What You'll Be Using.....	297
Typing Foreign Characters.....	298
Clicking to Choose Foreign Characters .....	299
Adding the Character Viewer to the Language & Text Menulet .....	299
Opening the Character Viewer .....	300
Typing on a Foreign Language Keyboard Layout.....	301
Choosing a Foreign Language.....	301
Typing in a Foreign Language.....	303
Typing in Foreign (Non-Roman) Characters .....	303
Choosing an Input Method .....	304
Typing Using a Foreign Language Input Method.....	304
Typing Chinese, Japanese, and Korean Characters .....	305
Additional Ideas for Typing Foreign Characters .....	306

## **Part 4: Touching the World Through the Internet**

<b>Project 34: Getting on the Internet and Sharing Folders</b> .....	309
What You'll Be Using.....	309
Plugging Your Macintosh into the Internet .....	309
Connecting to a Wireless Internet Connection.....	313
Sharing Folders over a Network.....	313
Additional Ideas for Connecting to the Internet.....	316
<b>Project 35: Remembering Your Favorite Websites</b> .....	319
What You'll Be Using.....	319
Using Bookmarks.....	320
Bookmarking a Favorite Website.....	320
Moving and Copying a Bookmark .....	321

Editing a Bookmark .....	322
Deleting a Bookmark.....	322
Organizing Bookmarks in Folders.....	323
Creating a Bookmark Folder .....	323
Adding Bookmarks to a Folder.....	325
Moving a Bookmark Folder .....	325
Rearranging Bookmarks and Folders.....	326
Saving and Sharing Bookmarks .....	326
Using the History Menu .....	327
Creating a List of Top Sites .....	328
Viewing the Top Sites List.....	328
Editing the Top Sites List.....	328
Searching the Top Sites List .....	330
Additional Ideas for Using Bookmarks and the History Menu .....	331
<b>Project 36: Getting the Latest News Using RSS .....</b>	<b>333</b>
What You'll Be Using.....	333
Using RSS Feeds.....	334
Configuring Safari.....	334
Identifying and Bookmarking RSS Feeds .....	335
Viewing RSS Feeds .....	336
Reading RSS Feeds by Email.....	337
Selecting RSS Feeds.....	337
Viewing and Reading RSS Feeds .....	338
Additional Ideas for RSS Feeds .....	338
<b>Project 37: Keeping Your Internet Activities Private .....</b>	<b>339</b>
What You'll Be Using.....	339
Identifying Safe Websites .....	340
Clearing Your Internet Tracks.....	342
Clearing Your Google Searches .....	343
Resetting Safari.....	343
Avoiding Fraudulent Websites and Phishing Scams.....	344
Hiding Your Browsing from Others .....	344
<b>Project 38: Saving Research Information from a Web Page .....</b>	<b>345</b>
What You'll Be Using.....	345
Saving a Web Page as a File .....	346
Saving a Web Page in Page Source (HTML) or Web Archive Format.....	346
Saving a Web Page as a PDF File.....	347
Emailing a Web Page.....	349
Emailing an Entire Web Page.....	349
Emailing a Link to a Web Page.....	350
Saving a Web Page as a Note.....	350
Saving a Web Page as a Note in the Mail Program .....	350
Saving Web Page Text as a Sticky Note.....	351

Listening to Text on a Web Page.....	352
Additional Ideas for Researching on the Internet.....	353
<b>Project 39: Creating an Electronic Clipping Service for Web Pages</b> .....	355
What You'll Be Using.....	356
Clipping a Web Page.....	356
Viewing a Web Clip.....	358
Changing the Appearance of a Web Clip.....	358
Deleting a Web Clip.....	359
Additional Ideas for Web Clips.....	360
<b>Project 40: Watching Video on Any Website</b> .....	361
What You'll Be Using.....	361
Downloading and Installing RealPlayer.....	362
Downloading and Installing Flip4Mac.....	363
Downloading and Installing Windows Media Player for Mac.....	363
Additional Ideas for Watching Videos on the Internet.....	364
<b>Project 41: Expanding Your Mind by Listening to Free College Lectures</b> .....	367
What You'll Be Using.....	368
Choosing a College in iTunes U.....	368
Listening to Downloaded Lectures.....	370
Additional Ideas for Listening to Lectures.....	370
<b>Project 42: Listening to News, Music, and Talk Shows over the Internet</b> .....	371
What You'll Be Using.....	372
Finding and Listening to an Internet Radio Station.....	372
Saving Internet Radio Stations in a Playlist.....	373
Listening to Internet Radio Stations in a Playlist.....	374
Deleting an Internet Radio Station from a Playlist.....	374
Finding Podcasts.....	374
Listening to Saved Podcasts.....	377
Additional Ideas for Listening to Radio Stations and Podcasts.....	379
<b>Project 43: Setting Up an Email Account</b> .....	381
What You'll Be Using.....	381
Getting Your Email Account Information.....	382
Configuring the Mail Program for Your Email Account.....	382
Configuring Mail Manually.....	383
Additional Ideas for Creating Accounts in Mail.....	386

<b>Project 44: Reading and Writing Email</b> .....	387
What You'll Be Using.....	387
Retrieving Email Messages.....	387
Manually Retrieving Messages.....	388
Automatically Retrieving Messages.....	388
Reading Your Messages.....	389
Retrieving a File Attachment.....	389
Defining Where to Store a File Attachment.....	391
Deleting a Message.....	391
Saving Email Addresses.....	392
Writing a Message.....	392
Creating a New Message.....	392
Replying to a Message.....	393
Forwarding a Message.....	393
Attaching a File to a Message.....	393
Saving Messages as Drafts.....	394
Additional Ideas for Reading and Writing Messages.....	395
<b>Project 45: Making Email Look Pretty</b> .....	397
What You'll Be Using.....	397
Using Stationery.....	397
Using Signatures.....	399
Creating a Signature.....	400
Using a Signature.....	401
Deleting a Signature.....	401
Additional Ideas for Making Email Look Pretty.....	402
<b>Project 46: Organizing Your Email</b> .....	403
What You'll Be Using.....	403
Sorting Messages.....	403
Searching for Messages.....	404
Using Smart Mailboxes.....	405
Creating a New Smart Mailbox.....	406
Editing a Smart Mailbox.....	407
Deleting a Smart Mailbox.....	407
Using Rules to Sort Messages.....	407
Creating a Folder for Sorted Messages.....	408
Creating a Rule.....	408
Editing and Deleting a Rule.....	410
Additional Ideas for Organizing Email.....	411
<b>Project 47: Dealing with Junk Email</b> .....	413
What You'll Be Using.....	413
Bouncing Messages.....	413

Using Junk Mail Filtering.....	414
Configuring the Junk Mail Filter .....	414
Identifying Junk Mail.....	415
Deleting Junk Mail.....	415
Additional Ideas for Dealing with Junk Email .....	416
<b>Project 48: Instant Messaging with iChat.....</b>	<b>417</b>
What You'll Be Using.....	417
Setting Up an iChat Account .....	418
Starting iChat.....	419
Adding a Name to Your Buddy List.....	420
Starting a Text Chat.....	421
Starting an Audio Chat.....	422
Starting a Video Chat.....	422
Additional Ideas for Using iChat .....	423

## Part 5: Maintaining Your Macintosh

<b>Project 49: Learning About Your Macintosh.....</b>	<b>427</b>
What You'll Be Using.....	428
Identifying Your Operating System Version, Processor Type, and Memory.....	428
Identifying the Types of CD and DVD Discs Your Mac Can Use .....	429
Additional Ideas for Identifying the Parts of Your Macintosh.....	431

<b>Project 50: Installing, Updating, and Uninstalling Software on Your Macintosh.....</b>	<b>435</b>
What You'll Be Using.....	436
Installing Software from a CD or DVD .....	436
Installing Software over the Internet .....	438
Updating Software.....	440
Uninstalling Software.....	443
Additional Ideas for Installing Software on Your Macintosh.....	443

<b>Project 51: Ejecting Stuck CDs or DVDs.....</b>	<b>445</b>
What You'll Be Using.....	445
How to Eject a CD or DVD Normally.....	446
How to Eject a Stuck CD or DVD .....	446
Eject from the Disk Utility Program .....	447
Eject from the Terminal Program.....	447
Restart and Hold Down the Left Mouse Button .....	448
Restart and Hold Down the C Key.....	449
Additional Ideas for Ejecting and Preventing Stuck CDs or DVDs .....	449

<b>Project 52: Password Protecting Your Macintosh</b> .....	451
What You'll Be Using .....	451
Password Protecting Screensaver and Sleep Mode .....	452
Password Protecting System Preferences .....	453
Disabling Automatic Login .....	453
Turning Automatic Login Back On .....	454
Logging Out Automatically .....	455
Choosing and Changing Your Passwords .....	455
Additional Ideas for Password Protecting Your Macintosh .....	456
<b>Project 53: Encrypting Your Data</b> .....	457
What You'll Be Using .....	457
Encrypting Your Home Folder .....	458
Setting a Master Password .....	458
Securely Erasing Files and Virtual Memory .....	459
Turning On FileVault .....	460
Turning Off FileVault .....	461
Additional Ideas for Encrypting Your Data .....	461
<b>Project 54: Configuring the Firewall</b> .....	463
What You'll Be Using .....	463
Turning the Firewall On (or Off) .....	464
Configuring the Firewall .....	465
Additional Ideas for Using the Firewall .....	466
<b>The Next Step</b> .....	469
<b>Index</b> .....	471