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**Mark L. Chambers**

*Author of iMac For Dummies*

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***Macs For Seniors***  
FOR  
**DUMMIES®**  
2ND EDITION

**by Mark L. Chambers**



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## About the Author

Mark L. Chambers has been an author, computer consultant, BBS sysop, programmer, and hardware technician for more than 25 years — pushing computers and their uses far beyond “normal” performance limits for decades now. His first love affair with a computer peripheral blossomed in 1984 when he bought his lightning-fast 300 bps modem for his Atari 400. Now he spends entirely too much time on the Internet and drinks far too much caffeine-laden soda.

With a degree in journalism and creative writing from Louisiana State University, Mark took the logical career choice: programming computers. After five years as a COBOL programmer for a hospital system, however, he decided that there must be a better way to earn a living — and he became the documentation manager for Datastorm Technologies, a well-known communications software developer. Somewhere between designing and writing software manuals, Mark began writing computer how-to books. His first book, *Running a Perfect BBS*, was published in 1994 — and after nearly 20 years of fun (disguised as hard work), Mark is one of the most productive and best-selling technology authors on the planet.

Along with writing several books a year and editing whatever his publishers throw at him, Mark has branched out into Web-based education, designing and teaching online classes.

His favorite pastimes include collecting gargoyles, watching St. Louis Cardinals baseball, playing his three pinball machines and the latest computer games, supercharging computers, and rendering 3D flights of fancy with DAZ Studio. And, during all that activity, he listens to just about every type of music imaginable. Mark’s worldwide Internet radio station, MLC Radio (at [www.mlcbooks.com](http://www.mlcbooks.com)), plays only CD-quality classics from 1970 to 1979, including everything from Rush to Billy Joel to the *Rocky Horror Picture Show* soundtrack.

Mark’s rapidly expanding list of books includes *MacBook For Dummies*, 3rd Edition; *iMac For Dummies*, 6th Edition; *Mac OS X Lion All-in-One For Dummies*; *Build Your Own PC Do-It-Yourself For Dummies*; *Scanners For Dummies*, 2nd Edition; *CD & DVD Recording For Dummies*, 2nd Edition; *PCs All-in-One Desk Reference For Dummies*, 5th Edition; *Mac OS X Tiger: Top 100 Simplified Tips & Tricks*; *Hewlett-Packard Official Printer Handbook*; *Hewlett-Packard Official Recordable CD Handbook*; *Digital*



*Photography Handbook; Computer Gamer's Bible; Recordable CD Bible; Teach Yourself Visually iMac (all from John Wiley & Sons, Inc.); Running a Perfect BBS; Official Netscape Guide to Web Animation; Windows 98 Optimizing and Troubleshooting Little Black Book, Microsoft Office v. X for Mac Power User's Guide; and Burn It! Creating Your Own Great DVDs and CDs.*

Mark's books have been translated into 16 languages so far — his favorites are German, Polish, Dutch, and French. Although he can't read them, he enjoys the pictures immensely.

Mark welcomes all comments about his books. You can reach him at [mark@mlcbooks.com](mailto:mark@mlcbooks.com), or visit MLC Books Online, his website, at [www.mlcbooks.com](http://www.mlcbooks.com).

## ***Dedication***

This book is proudly dedicated to my Uncle Tuffy and my Aunt Ruby — a couple forever young and forever in love.

## ***Author's Acknowledgments***

Leave it to my friends at Wiley to recognize that seniors deserve a well-designed guide to the Apple line of Macintosh computers — and the Mac OS X Lion operating system to boot! It's time for me to thank the hard-working individuals who were instrumental in placing this book in your hands.

My friend Dennis Cohen (who also happens to be one of the best Mac technical editors anywhere) contributed his expert knowledge of Apple hardware and software, making sure that every step-by-step procedure and every tip is completely accurate. I also owe a huge debt of gratitude to my old friend (and ace copy editor) Teresa Artman, who kept each chapter on track, easy to read, and full of the right information.

As with every book I've written, I'd like to thank my wife, Anne, and my children, Erin, Chelsea, and Rose, for their support and love — and for letting me follow my dream!

Finally, two wonderful editors at Wiley deserve a special round of applause: my sharp-eyed and extremely patient project editor, Rebecca Senninger, and my acquisitions editor, Bob Woerner. A book like this one simply doesn't become reality without their experience, guidance, and hard work, and I look forward to our next project together!

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**I**s a Macintosh the computer for you? I can unequivocally answer, “Yes!” Why am I so sure? Because Apple has been producing the best consumer computers and programs for many years now — desktops, laptops, and software that surpass anything else now offered on the market. (Yes, that includes companies you’ve heard of, such as Dell, Microsoft, and Gateway.) Macs are designed to be easy and fun to use, and computing beginners will find that Apple has a knack for writing the best personal computer software around.

Let me be honest: I’m not easily impressed when it comes to computers. As a cynical old computer programmer (and curmudgeon), I’ve used every version of Windows that His Gateness has produced, including the latest Windows 7. I’ve used many Mac versions all the way back to 1989. I am very sure that you’ll have the same great experience I’ve had using a Mac. They’re just easy and fun!


The current operating system, Mac OS X (now in version 10.7, called “Lion”) performs like a Ferrari and looks as good, too. And don’t let that term OS throw you. That’s just the name for the engine under the hood. See? Easy. (And the X in OS X is pronounced *ten*, not *ex*. Now you’re in the know.)

The book you hold in your hands is written especially for seniors, using the classic *For Dummies* design. You’ll find easy-to-follow and lighthearted step-by-step instructions for using the major features of both your computer and

# Introduction

## Conventions Used in This Book

This book contains a helpful, simple set of conventions. Here’s what you find:

-  The Tip icons in this book point out information you don’t want to miss.
- ➡ Any text you have to type (a command that tells the computer to do something or information such as your name), appears in bold like this: **Type me**. Then press the Return key (on the keyboard).
- ➡ When you need to perform a set of menu commands in a certain order, they appear like this: Edit⇧Copy. In this example, you click the Edit menu and then choose the Copy menu item.
- ➡ When you have to tell the computer what to do — like make a word bold — you can use keyboard shortcuts instead of a menu. Keyboard shortcuts look like this: ⌘+B. You press and hold the ⌘ key and then press B. (No need to press Shift to make a capital letter: Just press B or whatever.)
- ➡ If I mention a specific message that appears on screen, it looks like this: This message is displayed.

Lion. What you *don't* find in this book is wasted space or a bunch of intimidating computer terms. Everything is explained from the ground up, just in case you've never touched a computer, let alone one from Apple.

### ***About This Book***

This book is organized in a linear fashion (straight through) although you don't have to read it that way (and certainly not in one session). Having said that, you can certainly hop right to whatever chapter fits the bill for you. If you do go to a more advanced topic — or just need a refresher on something — I give you lots of signposts to other related chapters where you can find more information.

The book is divided into parts, each of which covers a different area of Mac knowledge. For example, you'll find parts on software, the Internet, and Mac maintenance. And each chapter discusses a specific application, connection, or cool feature of your Mac. So, feel free to begin reading anywhere or skip chapters at will. I do recommend that you read this book from front to back, like any good mystery novel, but it's your choice. (Watch out — oncoming spoiler: For those who want to know right now, Bill Gates did it.)

### ***What's Truly Required***

All you need to follow along with this book is a Mac running Mac OS X version 10.7 (Lion). (A desk and good light and a mousepad are all up to you.) Even if you have a Mac running an earlier version of OS X, this book will still become a trusted friend although some of the screenshots (figures) throughout the book will look a little different than what you will see on your screen, and some things I talk about might not quite jibe. If you're at the point of buying your Mac — maybe you're standing in a bookstore right now! — go right to Chapter 1 for some helpful advice on your choices and options.

Here's the good news: You *don't* require any of the following:

- ➡ **A degree in computer science:** Apple designed Lion and Macs for regular people, and I designed this book for people of various experience levels. Even if you've never used a Mac, you'll find safe waters here.
- ➡ **A fortune spent on software:** Almost every program covered in this book is included with Mac OS X Lion — and the size of this volume gives you a rough idea of just how complete Lion is! Heck, many folks buy Macs just because of the free software they get, such as iMovie and iPhoto.
- ➡ **An Internet connection:** Granted, you can't do much with Apple Mail (e-mail) without an Internet connection, but computers *did* exist before the Internet. You can still be productive with Mac OS X without receiving buckets of spam (junk e-mail). And if you do already have an Internet connection, this book helps you connect and become familiar with the best of what's online!



I'm guessing you probably do want an Internet connection. See Part IV for help on getting online. And I also recommend using a power strip cord with a surge protection feature for powering your Mac, but that's your call, too.

## *How This Book Is Organized*

I did my best to emulate the elegant yet simple design of the Mac by organizing this book into logical parts, with cross-references where appropriate.



### ***Part I: Buying and Setting Up Your Mac***

This part begins by helping you choose the right Mac for your needs. You'll also find coverage on setting up your Mac, walking you through the basics of plugging in cord A to slot B, using the mouse, and setting the date and time.

### ***Part II: Getting Started with Your Mac***

With your Mac all set up, this is the part where the rubber meets the road. Here, find the lowdown on the basic tasks that you'll do all the time: copy files, run programs, and the like. See how to navigate and customize your Desktop (your screen), work with files and folders, and add and use printers, scanners, and faxes. This part also contains oh-so-handy help on, um, Help for those times when you're temporarily stuck (which won't happen very often!).

### ***Part III: Having Fun and Getting Things Done with Software***

*Sweet!* This part jumps right in among the crown jewels of Mac software: Pages (word processing), Numbers (spreadsheets), iPhoto, the DVD Player, iTunes, and playing games in Lion. Get ready to connect your digital camera and MP3 player, too!

### ***Part IV: Exploring the Internet***

Time to go online and find all the wonderful stuff available through the Internet: e-mail, shopping, research, genealogy . . . all good stuff. Here, you can read about *Safari* (Apple's hot-rod web browser), which is the "engine" that takes you online to the Internet. I tell you all about Apple Mail (the e-mail program that comes on your Mac) and iChat (Apple's instant messaging application) and the automatic online synchronizing provided by iCloud.

### ***Part V: Taking Care of Your Computer***

Maintenance may not sound exciting, but it keeps your Mac running smoothly and your productivity high. Plus, the security information in this part helps reduce your risks of identity theft, virus infection, and swindles while you're on the Internet or using e-mail.

## Get Going!

I have just a few recommendations on how to proceed from here:

- ➡ Whether you're thinking about buying a new Mac or your new Mac is still in the box unopened in your living room, start with Part I.
- ➡ If you want help setting things up, start with Part II.
- ➡ If you already set up your Mac and you're familiar with Lion basics, start with Part III.
- ➡ If getting online and using e-mail is your top priority, start in Part IV. Just realize that you might need to go back through earlier chapters to set things up.
- ➡ There's also a cheat sheet! Find it at [www.dummies.com/cheatsheet/macsforseniors](http://www.dummies.com/cheatsheet/macsforseniors).
- ➡ For all other concerns, use the index or check out the table of contents to jump directly to the chapter you need.
- ➡ I might update this book from time to time. If so, you can find those updates at [www.dummies.com/go/macsforseniorsfdupdates](http://www.dummies.com/go/macsforseniorsfdupdates).

## A Final Word

I want to thank you for buying this book, and I hope that you find that this edition of *Macs For Seniors For Dummies* answers the questions you have along the way! With this fearless guide in hand, I believe that you and your Mac will bond as I have with mine. (That sounds somewhat wrong, but it's really not.)

Always remember this as you make your way through this book or come back to it for help: Take your time! Finding out how to use your computer isn't a race, and if something doesn't go quite right, don't worry. You won't break anything, there are no stupid questions, and learning new things takes practice and a little patience. You don't have to be a graphic artist, professional photographer, or video editor. With your Mac and its software by your side, you don't have to be! All you "have to be" is ready to have fun and learn.

# Part I

# Buying and Setting Up Your Mac

The 5<sup>th</sup> Wave

By Rich Tennant



"I'm ordering our new MacBook. Do you want it left-brain or right-brain oriented?"



# Buying a Mac

Shopping for a Mac can leave you dazzled by a long list of features, functions, acronyms, and assorted hoohah. This chapter is here to help explain what to look for, and why, while you're shopping for a Mac, especially if this is your first Mac.

The best part? I wrote it in common English, with the least amount of technobabble possible. (That's my job!)

In this chapter, I show you

- ➡ Tasks and work that your Mac can perform
- ➡ Differences between hardware and software
- ➡ Differences between the models in Apple's Mac computer line
- ➡ Features you should look for while shopping for a monitor
- ➡ Specifications you should look for when comparing the central processing unit (also known as CPU — the computer's brain) and memory

## Chapter 1

### Get ready to . . .

- ➡ Know What Your Mac Can Do ..... 10
- ➡ Understand Hardware and Software..... 11
- ➡ Choose a Desktop or Laptop ..... 13
- ➡ Know How Much Computing Power Is Too Much ..... 14
- ➡ Choose a Price Range ..... 16
- ➡ Select a Monitor ..... 17
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### *Know What Your Mac Can Do*

I would bet that you already know why you want a computer. You have an idea what you want to do with a Mac, but you may not know *all* the things you can do with a computer.

To help get you excited about owning a Mac, here's a (very) short list of only a few of the more popular uses for a computer these days. See whether any of these uses reflects what you want to do, or you see any tasks that you want to learn more about:

- ➡ **The Internet:** You knew I would start with the web and e-mail. Now you can also add online games, instant messaging, chat rooms, shopping, banking, and Internet radio to the mix. The Internet literally expands in front of your eyes, and your Mac can be your doorway to the online world.
- ➡ **Digital media:** Whether your interest is photography, video, or music (making it or listening to it), your Mac comes with everything you need to get started.
- ➡ **Data collection:** If genealogy is your passion — or collecting baseball cards or cataloging your DVD library — your Mac can help you enter, organize, and present your data.
- ➡ **Productivity stuff:** Oh, yes! Your Mac can work hard as well, with productivity programs such as Microsoft Office and iWork. Compose documents, create spreadsheets, and build professional-looking presentations on your Mac with ease.

This list offers only a few high points. The more time you invest learning about your Mac and the software that's available, the more you'll get from it.

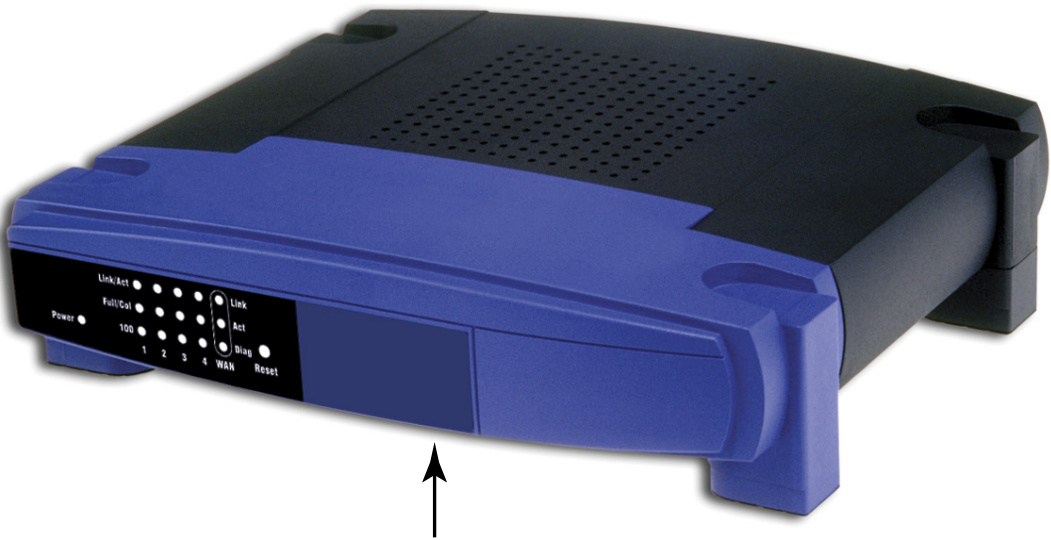


## *Understand Hardware and Software*

First-time computer owners often become confused about what constitutes *hardware* and what should rightly be called *software*. It's time to clear things up!

In the computing world, *hardware* is any piece of circuitry or any component of your computer with a physical structure. For example, your Mac's monitor is a piece of hardware, as is your keyboard. So are the components you normally can't see or touch (the ones buried inside the case), such as your Mac's power supply. And even your computer's case is technically a piece of hardware even though it's not electrical.

**Figure 1-1** illustrates a common piece of hardware — in this case, an Internet router that connects a DSL or cable Internet connection with a home network.

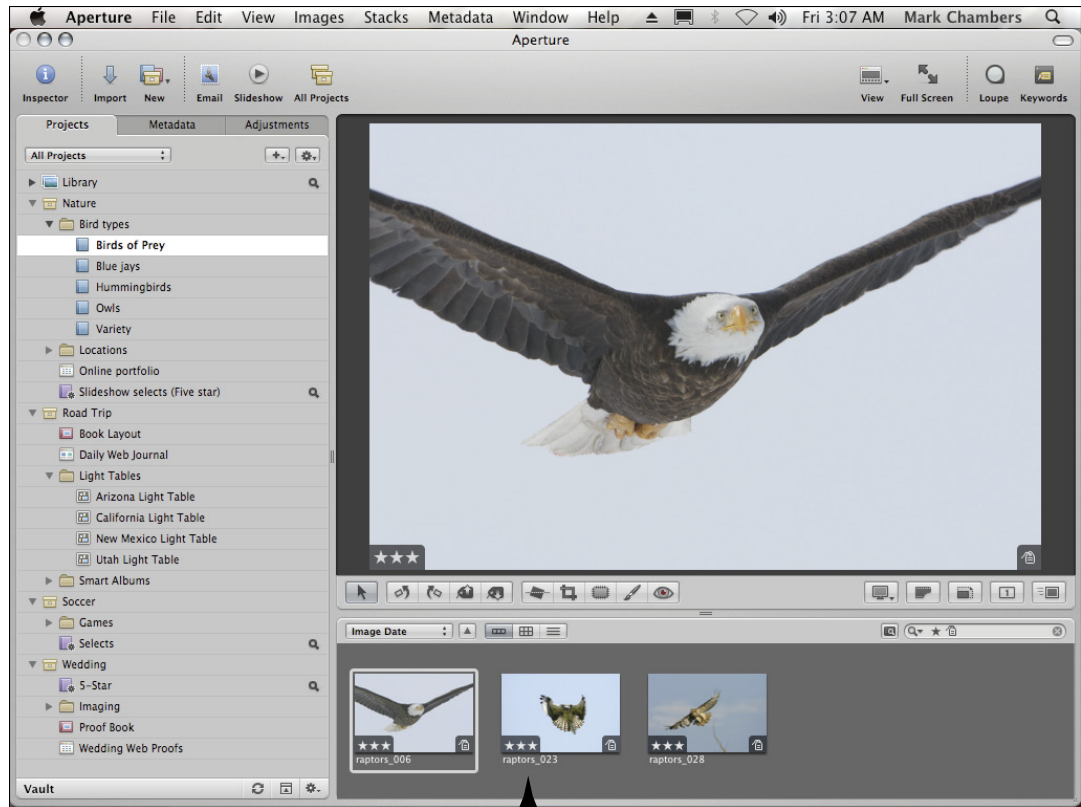


An Internet router is a piece of hardware.

**Figure 1-1**

The other side of the computing coin is the software you use. *Software* refers to programs you interact with onscreen. Examples include a

word processing program that displays your typing, or a chess program that enables you to move pieces onscreen. **Figure 1-2** shows Apple's Aperture image editor, a photo editing program that helps you see and organize digital photos.



Apple's Aperture image editor is a software program.

**Figure 1-2**

Essentially, computer hardware and software work together so that you can do various tasks on your computer.



When you hear folks discussing a software *upgrade*, *patch*, or *update*, they're talking about (you guessed it) *another* piece of software! However, the upgrade-patch-update program isn't designed to be run more than once; rather, its job is to apply the latest

features, fixes, and data files to a piece of software that's already installed and running on your Mac, to update it to a new *version*. (Virtually all software developers refer to successive editions of their software, such as Version 1.5 or Version 3; the later the version, generally the more features the software includes.) In Chapter 17, you find out how to maintain your Mac with updates.

## ***Choose a Desktop or Laptop***

First, some quick definitions: A *desktop* Mac is designed to sit on your desk, and uses a separate monitor, keyboard, and mouse. Examples are the iMac, Mac mini, and Mac Pro. The iMac is a special case: It's an "all-in-one" computer, where the monitor and computer are both housed in the same case to save space. However, the keyboard and mouse still reside separately from the iMac's "picture frame" case.

On the other hand, a *laptop* Mac is portable. You can carry the whole package with you because laptops have a built-in keyboard, a trackpad (the square pointing device which takes the place of a mouse), and an attached monitor. MacBooks are laptop computers. Laptops are as powerful as most of the Mac desktop line, and MacBooks offer desktop-type features, such as high-resolution graphics, up to 17" screen displays, large hard drives, and wireless networking.

So, should you buy a desktop or a laptop Mac? If portability is a requirement — maybe your job or your lifestyle demands travel — you'd want to opt for a laptop, like a MacBook Air or MacBook Pro.

If you're sitting on the fence and portability is a lesser requirement, though, I generally recommend getting a Mac desktop system, for these three reasons:

➡ **MacBooks aren't as upgradeable as desktops.**

Although you can attach plenty of *peripheral* (external) devices (like a printer or scanner) to a MacBook by using cables, high-end Mac desktops are easier to upgrade because you can add newer, more powerful

hardware inside your computer. For example, you might upgrade the graphics card on a Mac Pro — and that's impossible to do on a laptop.

- ➡ **MacBooks are more expensive than desktop Macs of similar capability.** My friend, you pay dearly for that portability. If you don't need it, jump to the desktop side of the fence. It's as simple as that.
- ➡ **Laptops cost much more to repair.** Part of the MacBook portability stems from the Apple practice of shoehorning all hardware onto one circuit board to save space. So, if one piece malfunctions, you have to take apart the whole thing, which isn't an easy task.

Bottom line, if portability isn't important, opt for a desktop — Mac mini, iMac, or Mac Pro — depending on the processing power you need, as described in the following section, and the desk space you have available.

### *Know How Much Computing Power Is Too Much*

Take a moment to consider which tasks your Mac will be used for — not only now but also a year or two down the road. If you plan to try your hand at any of the following tasks, feel free to label yourself as a power user:

- ➡ **High-resolution photography or video editing:** If you want to edit high-resolution digital photography (images from a 16 megapixel camera, for example) or any type of video editing (including the iMovie application that's part of iLife), you need a Mac with horsepower. Think of serious hobbyists or professional photographers or videographers.
- ➡ **Running resource-hogging software:** The perfect example is Adobe Photoshop, a program you use to

work with high-resolution images that demands the highest level of horsepower your Mac can deliver, along with requirements for more system memory (or RAM). Today's 3-D games also require a powerful Mac to run well.

If the preceding points apply to you, you need a powerful iMac desktop, Mac Pro desktop, or MacBook Pro laptop.



If you know the specific programs you'll be running, check the requirements for that software on the manufacturer's website or from the program's packaging (typically found on the side of the box). That way, you can gain a better idea upfront whether you need to invest in a more expensive, more powerful Mac Pro or MacBook Pro.

On the other side of the coin, these activities require less computing power:

- ➡ Surfing the web
- ➡ Sending and receiving e-mail
- ➡ Keeping track of a large, digital music library
- ➡ Using programs such as Microsoft Office and iWork for tasks such as creating documents
- ➡ Storing and sharing digital photos and video of friends and family

If the preceding tasks are more your speed, any Mac in the current product line would suit you, including the significantly less-expensive Mac mini or standard MacBook Air.



If you have a large library of digital audio and video — say 40 to 60GB — you should note that the MacBook Air has a relatively small amount of

storage, so you'll need an external hard drive to hold all that stuff.

### *Choose a Price Range*

If you're working on a limited budget and you want a new Mac computer (rather than search for a used machine), your choice becomes simpler. The least expensive Mac — the Mac mini — is no pushover, and it handles the Office and iWork suite programs that I mention in the preceding section (with aplomb, even).



However, part of the reason why the Mac mini is inexpensive is that it doesn't come with a keyboard, mouse, or monitor. Yup, you have to buy those items separately. Or if you're lucky, you can scavenge a flat-panel monitor, keyboard, and mouse from an old computer or from a friend who has spare computer hardware on hand.

The least expensive iMac also fits into a smaller budget, and it includes everything you need, including its built-in monitor. On the laptop side, the standard-issue MacBook Air provides plenty of punch for those same Office and iWork productivity programs.

Power users, you have few choices: If you're going to run top-of-the-line software that requires top-of-the-line performance, you're limited to the most expensive iMac, Mac Pro, or MacBook Pro. 'Nuff said.

Table 1-1 illustrates price ranges for each model in the Apple line as of this writing.



Apple controls its hardware prices quite closely, so you won't find a huge price difference between ordering directly from Apple.com (or an Apple Store) and from another store.

**Table 1-1**      **Macintosh Computer Price Ranges**

<b>Computer Model</b>	<b>Best Suited For</b>	<b>Price Range</b>	<b>Pros &amp; Cons</b>
Mac mini desktop	Entry level to typical home computing	\$600–800	No monitor, DVD drive, keyboard, or mouse
iMac desktop	Midrange to power user	\$1,200–2,000	Built-in monitor
Mac Pro desktop	Power user	\$2,500–5,000	No monitor
MacBook Air laptop	Typical home computing	\$1,000–1,600	No built-in DVD drive
MacBook Pro laptop	Midrange to power user	\$1,200–2,500	Built-in DVD drive, but significantly heavier than the MacBook Air

When you order a Mac from Apple.com, though, you can tweak these prices by a significant amount by using the Configure feature. For example, you might save \$200 on the price of an iMac by opting for less storage capacity. (On the other hand, if you're looking to improve the performance of your pick, you might decide to spend more on a faster video card than the standard model sports.) See the section "Compare Processors, Memory, and Hard Drives" for more information about these options.

## Select a Monitor

No matter how powerful your Mac may be, if it's hooked up to a low-quality monitor, you'll see only chunky, dim graphics. Not good. Hence this section, where I tell The Truth about the two most important specifications you should consider while shopping for a monitor: resolution and size:



If you decided on an iMac (desktop) or a MacBook (laptop), you can skip this section because those computers have built-in monitors. However, keep in mind that you can hook up external (add-on)

monitors to any Mac, so if you expand your system, you may want to return here.

- ➡ **Resolution:** Your video system's monitor resolution is expressed in the number of pixels displayed horizontally and also the number of lines displayed vertically. (A *pixel* is a single dot on your monitor.) For example, a 1024 x 768 resolution means that the monitor displays 1024 pixels horizontally across the screen and 768 pixels vertically. (Any resolution less than 1280 x 800 is barely usable these days. Higher resolutions are 1440 x 900, 1600 x 1200, and 1920 x 1080.)

Just remember, the more pixels, the higher the resolution. And the higher the resolution, the more information you can fit on the screen, but the smaller that stuff appears, which I find a strain on my older (read: *wiser* and *more mature*) eyes. The good news, though, is that higher resolutions make graphics look crisper.

Only you can determine the best display resolution. The decision is completely personal, like choosing a keyboard that feels "just right." While shopping for a monitor, try a wide range of resolutions to see which one suits your optic nerves.

- ➡ **Size:** Monitors come in several sizes, starting at approximately 17 inches. All monitors are measured diagonally, just like how TVs are. You can easily find larger monitors, at 24 inches and even larger.

In general, the larger the monitor, the easier it is on your eyes. At the same resolution, a 19" monitor displays the same images as a 17" model, but the image is physically bigger, and the details stand out more clearly.



For general home use, a 17" monitor is fine. If you prefer to view larger text and graphics, or do graphics-intensive work for several hours at a time, or plan to do a lot of gaming, I would point you toward a 19" monitor at minimum. (As my editor says, picking out a monitor size is much easier if you visit your local electronics store and “stare to compare,” just like you would when shopping for an HDTV. Check out which monitor sizes are easiest on both your eyes and your budget.)



And what about that old CRT (cathode ray tube) monitor that you once used with your PC? Is it worth rescuing? To be honest, I recommend that you get rid of a CRT monitor in favor of a flat-screen LCD or LED monitor. Older CRT monitors can't handle the high resolutions offered with today's Macs.

## ***Compare Processors, Memory, and Hard Drives***

When you hear Mac owners talk about the *speed* and *performance* of their computers, they're typically talking about one of four different components (or all these components as a group):

- ➡ **System memory, or random access memory (RAM):** The more memory your Mac has — and the faster that memory is — the better your computer performs, especially on *Mac OS X Lion* (pronounced oh-ess-ten, not *ex*), which is the operating system on a Mac. I'm sure that you've heard of Windows, the operating system used by virtually all home PCs. Well, Lion does the same job in the Apple world that Windows performs in the PC world.
- ➡ **Central processing unit (CPU):** Macs now use either an Intel Core i5/i7 processor or its faster cousin, the Xeon. A processor performs all the millions of calculations required for both your software and Mac OS

X Lion to work. The speed of your processor is measured in gigahertz (GHz) — and, of course, the faster the speed of your processor, the faster your Mac performs.



Each *core* that's built into your processor provides a significant performance boost, so a quad-core processor is faster than a dual-core processor.

- ➡ **Hard drive space:** The higher your hard drive capacity, the more documents, programs, songs, and movies you can store and use. (Some current Mac laptops and desktops can be ordered with *solid-state drives*, which are lower in capacity but faster and more reliable than traditional hard drives. MacBook Air models offer anywhere from 64GB to 256GB of solid-state storage.)
- ➡ **Graphics processing unit (GPU):** This item is the graphics chip used on your Mac's video hardware. The more memory allotted to your video chip and the faster it is, the smoother and more realistic your 3-D graphics.

For a typical home Mac owner, a minimum of 2 gigabytes (GB) of RAM and a Core i5 processor should provide all the power you need. Power users shouldn't settle for less than 4GB of RAM and the fastest processor that Apple offers for your specific model. (Mac Pro owners can even opt for a monstrous 12-core system, with *two* 6-core Xeon processors. Talk about supercomputing!)

## Decide Which Software You Want

When you buy a Mac directly from Apple, you also can immediately purchase a few Apple programs and extras for your new system. These add-ons include the ones in this list:

- ➡ **iWork:** The Apple office productivity suite includes Pages, for word processing; Numbers, for spreadsheets; and Keynote, for creating presentations. I discuss Pages in Chapter 8 and Numbers in Chapter 9. Each application in iWork can be bought separately for about \$20.
- ➡ **One to One:** This new Apple service is great for those Mac owners living close to an Apple Retail Store. You get personal help from an Apple technician on setting up and using your new Mac, along with assistance on the software you've installed. One to One will set you back \$99 for a year's subscription.
- ➡ **AppleCare:** AppleCare is the Apple extended warranty and service plan. I recommend AppleCare for any MacBook owner because your laptop tends to endure quite a bit of road warrior treatment while you're traveling. (Prices vary according to the type of computer.)

## ***Buy Online or at the Apple Store***

Should you spend your money online? In my opinion, the short answer is yes because of three important advantages to online shopping:

- ➡ **You may escape paying sales tax.** Depending on your location (and the location of the online store), you may not have to pay any sales tax on your Mac purchase, and that's a hefty advantage.
- ➡ **You don't need a nearby Apple Store.** Some of us aren't lucky enough to live within easy driving distance of an Apple Retail Store or Apple reseller, but Apple.com is open 24/7, and shipping on new Mac computers is free.

- ➡ **Apple.com is a premiere web store:** You can not only configure your Mac while browsing to save money or increase performance (as I mention earlier in this chapter), but also rest assured that Apple follows a strict privacy statement and offers secure encrypted shopping. That means your credit card information is safe.

You gain two major advantages by shopping in person, however: You can ask questions and receive answers from a trained salesperson before you buy, and you can drive away with that fancy box in your trunk (without having to wait a few days).

# Setting Up Your Mac

**R**emember the classic iMac advertisements that touted the one-plug approach to the Internet? The entire campaign was centered on one idea: The Internet was *supposed* to be easy to use.

That's the Mac Way, and our good friends at Apple do their best to make sure that hardware and software work together as closely as possible. (Read about hardware and software in Chapter 1.) Their hard work means that you're left with as few configuration and technical details as necessary while setting up your system. In this chapter, I cover the relatively few details you still *do* have to worry about.

In this chapter, I show you how to

- ➡ Find the perfect spot for your Mac and then unpack it.
- ➡ Connect all the gizmos and doodads that came with your Mac.
- ➡ Set up your account, as well as any additional accounts you need.

## Chapter 2

### Get ready to . . .

- ➡ Choose a Location for Your New Mac..... 24
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- ➡ Access the Internet and Use Keyboard/Mouse/Monitor... 30
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- ➡ Turn On Your Mac and Run Mac OS X Setup..... 33
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- ➡ Switch between Accounts..... 42
- ➡ Set Your Mac's Date and Time ..... 45
- ➡ Turn Off Your Mac ..... 47

### *Choose a Location for Your New Mac*

If you choose the wrong spot to park your new Mac, I can *guarantee* that you'll regret it. Of course, not all domiciles and office cubicles offer a choice — you have one desk at work, for example, and nobody will hand over another one — but if you *can* select a home for your Mac, consider these important points:

➡ **Keep things cool.** Your new Mac is silent, but that superfast Intel processor generates heat. Make sure that the location you choose is far from heating vents and shielded from direct sunlight. If you're using a laptop, I also recommend a *cooling pad*, which elevates the base of your laptop to allow air to circulate underneath (some even include a fan).

➡ **Outlets are key!** Your computer needs a minimum of at least one nearby outlet, and perhaps as many as three:

- A standard AC outlet (using a current adapter if you're traveling abroad, if necessary).



Here's where a surge suppressor strip or an uninterruptible power supply (UPS) unit comes in handy, providing multiple AC outlets from a single jack. At the same time, these strips also provide protection against power surges, while making it easy to turn off all your peripherals with a single ON/OFF switch while you're away on vacation.

- A telephone jack (if you have an external USB analog modem for connecting to the Internet or sending and receiving faxes)
- A nearby Ethernet jack (if you use your Mac's built-in Ethernet port for connecting to a wired Ethernet network, a DSL modem, or a cable modem)



If you prefer to send your data over the airwaves, consider wireless networking for your Mac. Your local Apple reseller can offer an AirPort Extreme wireless base station that provides a wireless network with a shared Internet connection among all the computers in your home or office. (The Apple Time Capsule unit also acts as a base station, with the extra protection of a wireless backup drive.)

- ➡ **Don't forget the lighting.** In the words of Moms everywhere, "You can't possibly expect to work without decent lighting! You'll go blind!" You need a desk lamp or floor lamp, at a minimum.
- ➡ **Plan to expand.** Allow an additional foot of space on each side of your Mac on your desk. That way, you have room for external peripherals, more powerful speakers, and an external keyboard and mouse if you need one.

### *Unpack Your New Mac*

You're going to love this section because the configuration of a Mac is a piece of cake. (Sorry about the cliché overload, but this really *is* easy.)

Follow these guidelines when unpacking your system:

- ➡ **Check for damage.** I've never had a box arrive from Apple with shipping damage, but I've heard horror stories from other people (who claim that King Kong must have been working for That Shipping Company).



Check all sides of the box before you open it. If you find significant damage, take a photograph (just in case).

- ➡ **Search for all the parts.** When you're removing those chunks o' foam, make certain that you check all sides of each foam block for parts snuggled therein or taped for shipment.
- ➡ **Keep all packing materials.** Do *not* head for the trash can with the box and packing materials. Keep your box and all packing materials for at least a year, until the standard Apple warranty runs out. If you have to ship your computer to an Apple service center, the box, including its original packing, is the only way for your machine to fly.



Smart computer owners keep their boxes much longer than a year. If you sell your Mac or move across the country, for example, you need that box. *Trust me on this one.*

- ➡ **Store the invoice for safekeeping.** Your invoice is a valuable piece of paper indeed. Save the original invoice in a plastic bag, along with your computer's manuals and original software and other assorted hoohah. Keep the bag on your shelf or stored safely in your desk and enjoy a little peace of mind.
- ➡ **Read the Mac manual.** "Hey, wait a minute, Mark. Why do I have to read the manual from Apple along with your tome?" Good question, and here's the answer: The documentation from Apple might contain new and updated instructions that override what I tell you here, including some subtle configuration differences between each Mac model. (For example, "Never cut the red wire — cut the blue wire instead," or something to that effect.) Besides, Apple manuals are rarely thicker than a restaurant menu.



You can always download the latest updated manuals for Apple computers in electronic format from the



Apple website at <http://support.apple.com/manuals>. *Adobe PDF format* is the standard for reading documents on your computer, and Lion (the operating system on your new Mac) can open and display any PDF document. I always keep a copy of the PDF manual for my MacBook Pro on my hard drive, just in case.

### *Get Power*

After your new Mac is resting comfortably in its assigned spot, you need to make that important first required connection: the power cable. Plug the cable into the corresponding socket on the Mac first, and then plug 'er into that handy wall outlet. (Don't turn the computer on yet; we're not quite to that point.)

### *Figure Out Ports*

Before you make any connections between the outside world and your Mac, this is a good spot to cover the *ports* on your Mac. In computer-speak, a *port* isn't where the cruise ship docks — ports are those rows of holes on the sides of your computer. Each port connects a different type of cable or device, allowing you to easily add all sorts of functionality to your computer.

Here's a list of what you'll find and a quick rundown on what these ports do. These connections are for external devices and networking:



- ➔ **FireWire:** This port is the standard in the Apple universe for connecting external hard drives and DVD recorders, but it does double duty as the connector of choice for peripherals such as your digital video (DV) camcorder. (A *peripheral* is another silly tech-nonerd term that means a separate device you connect to your computer, such as a camera or printer.) All of today's Mac computers have at least one FireWire 800 port onboard, except for the MacBook Air (which carries only USB ports).



⇒ **USB:** Short for *Universal Serial Bus*, the familiar USB port is the jack-of-all-trades in today's world of computer add-ons. Most external devices that you connect to your Mac (such as a portable hard drive, scanner, and digital camera) use a USB port, and so does the iPod. Depending on the Mac model you're using, you can have up to four USB ports (even MacBooks sport two of them). Macs include USB 2.0 support, but at the time of this writing Macs do not offer USB 3.0 ports.



⇒ **Thunderbolt:** The Thunderbolt port is the new "Konnection King." Thunderbolt provides the absolute fastest performance for all sorts of external devices, everything from external hard drives to monitors. Unfortunately, the Thunderbolt standard is still a relative newcomer on the Apple scene, so it's harder to find Thunderbolt peripherals at the time of this writing, and they cost significantly more than their USB and FireWire counterparts. Hopefully, the prices on Thunderbolt devices will drop as their popularity increases.



⇒ **Ethernet:** All of today's Macs, except the MacBook Air, include a standard gigabit Ethernet port, so your Mac is ready to join your existing wired Ethernet network. (Alternatively, you can go wireless for your network connection.) *Gigabit* indicates the speed of the network connection — today's Macs can handle the fastest network speeds you're likely to encounter at your home or office, so feel free to be smug.

As I mention earlier, the MacBook Air is designed to be completely wireless, so it doesn't have a wired Ethernet port. If necessary, you can add a USB Ethernet adapter to have a wired network port on your Air.

Connections for external video and audio are described in this list:



➡ **DVI connector:** This port lets you send the video signal from your Mac to a DVI monitor (or, depending on the model, even to S-Video output for your TV and VCR).



➡ **HDMI connector:** Some Mac models allow you to send video to an HDMI-equipped monitor or high-definition TV.



➡ **Headphone/optical output:** You can send the high-quality audio from your Mac to a set of standard headphones or an optical digital audio device, such as a high-end home theater system.

➡ **Optical line in:** Last (but certainly not least) is the optical audio Line In jack, which lets you pipe the signal from another audio device into your Mac. This one comes in particularly handy when you record MP3 files from your old vinyl albums or when you want to record loops in GarageBand (the music creation application that's included in iLife).

## Access the Internet

If you have active Internet access or a local computer network, you need to also make at least one of the connections in this section.

**For dial-up:** If you get on the Internet by dialing a standard phone number, and your computer has an external Lion-compatible USB modem (a little box connected to your telephone line that makes all kinds of squeaks and skronks when you get on the Internet), you should make three more connections:



**1.** Plug your USB external modem into one of the USB ports on your Mac. (The connector only goes in one way, which is a Good Thing.)

2. Plug one of the telephone cable's connectors into your external modem.
3. Plug the other telephone cable connector into your telephone line's wall jack.



Your ISP (Internet service provider), such as AT&T, NetZero, AOL, or some other company, should provide you with account information and details on configuring your Internet settings for dial-up access.

**High-speed Internet service:** If your Internet connection is supplied by DSL or cable, the connection between your broadband modem and your Mac is likely through an Ethernet cable. If you're in an office or a school with a local computer network, you can probably connect by using your Mac's built-in Ethernet port. You make two connections:


1. Plug one end of an Ethernet cable into the Ethernet port on the Mac. (An Ethernet connector looks like a telephone cable connector, but it's a little wider. If you can't locate the cable, yell for help from your network guru or cable/DSL provider.) The MacBook Air doesn't have an Ethernet port built in although you can add one by buying a USB-to-Ethernet connector.
2. Plug the other end of the Ethernet cable into the Ethernet port from your network.

Your network port is probably one of the following: an Ethernet wall jack, an Ethernet hub or switch, or a cable or DSL Internet router (or sharing device).

## *Use Keyboard/Mouse/Monitor*

If your Mac arrives with a wireless mouse, keyboard, or trackpad, insert the batteries as shown in the setup guide, and always turn on the wireless devices before you turn on your Mac.


If you have a wired USB keyboard and mouse, on the other hand, a couple of connections are necessary:

-  **1.** Plug the USB connector from your keyboard into one of the USB ports on your Mac.
- 2.** Plug the USB connector from your mouse into one of the USB ports on your keyboard.

Apple provides USB ports on most keyboards to prevent you from using up all your USB ports just for necessary gear.

As I mention in Chapter 1, some Apple models have their monitors built in, like the all-in-one iMac or the MacBook line of laptops. If you have one of these models, pat yourself on the back and do the Built-In Technology Dance because your monitor is good to go.

If, however, you need to connect a monitor to your Mac Pro system, follow these steps:

- 1.** Plug your monitor into a wall socket and turn it on. (No, you won't see anything yet because you haven't yet powered on your computer.)
-  **2.** Plug the DVI connector from your monitor into your Mac's DVI port, or to the DVI adapter provided with your Mac. (DVI stands for Digital Visual Interface, which you don't really need to know, but it makes great coffee-table trivia.)



DVI cables are standard equipment with today's flat-panel monitors and TVs, but if you didn't get one with yours, you can pick up a DVI cable at your local electronics store.



Depending on the model of Mac you've chosen, it may also be able to connect to an HDMI monitor or high-definition TV using an HDMI port. The Thunderbolt port included on the latest Mac models

can also be used to connect a monitor to your system.

### *Use Your Mouse*

Okay, you may have used a mouse before on other computers, but if you're using a new Apple Magic Mouse, there's more you should know. The wireless Magic Mouse from Apple (and shown in **Figure 2-1**) is shaped like most mice you've likely used with other computers, but here are two major differences:

- ➡ **It has no buttons.** The entire surface of the mouse acts as the buttons! Press down with one finger anywhere on the top surface to left-click, and on the top-right corner to right-click (the top-left corner for you lefties).
- ➡ **It recognizes multitouch gestures.** The surface of the mouse can also be used like a laptop's trackpad. In fact, you can also opt to use an Apple Magic Trackpad rather than a mouse with your desktop Mac. If you've used an iPhone, iPad, or iPod touch, you're familiar with many of these gestures already. For example, if you're reading a long web page that covers multiple screens, press your finger on top of the mouse and move your fingertip down to scroll down and display the additional text.



**Figure 2-1**



The Magic Mouse uses an advanced laser optical system and doesn't require a mouse pad or special surface to work. However, if you would rather not use your mouse on that expensive desk, a standard mouse pad might come in handy.

When you move your mouse across your desk, the mouse cursor moves along with it across your screen, in the same direction. Lion is always aware of what your mouse cursor is on top of at the moment, allowing you to left-click, right-click, and double-click items to launch applications or turn things on and off. (More on this in upcoming chapters.) In the same fashion, moving your finger across the surface of a trackpad produces the same cursor movement on your screen.

### *Turn On Your Mac and Run Mac OS X Setup*

After you press the Power button on your Mac — on either the side of the keyboard, or the front or back of the case — you hear the soon-to-be-familiar boot chime, and the Apple logo appears on your screen. A progress bar appears below the Apple logo to indicate that Mac OS X is loading.

In moments, you'll marvel at those beautiful rounded edges, brushed stainless steel surfaces, and liquid colors of the Mac OS X interface. Your Mac runs *Lion*, the latest version of the Mac OS X operating system (most PCs run Windows as an operating system). But wait — you're not quite done yet. Mac OS X needs to be personalized for you, just like your smartphone or your car's six-way power seat. And to do that, use the handy Setup Assistant, which automatically appears the first time you boot Mac OS X Lion.

These assistant screens change periodically — and they're completely self-explanatory — so I won't march you through each one step by step. However, here are a few tips that provide a bit of additional over-the-shoulder help while you're setting things up:

➡ **How rude!** Mac OS X defaults to U.S. formats and keyboard layouts. If you're outside the United States

(or other English-speaking countries), though, rest assured, that Mac OS X does indeed provide full support for other languages and keyboard configurations. To display these options in the list boxes, click the Show All button at the bottom of the keyboard assistant screen.

- ➡ **Accounts are important.** Mac OS X will ask you to create your *account*, which identifies you when you're using your Mac. Mac OS X uses the name and password you enter to create your account, which you use to log in if you set up a multiuser system for several people. When you're creating your account, *don't forget your password!* That's very important. And here's a big hint: Passwords are case-sensitive, so *THIS* is different from *this* or *ThiS*. Enter a password hint if you want, but don't make the hint easy to guess. For example, *My first dog's name* is probably preferable to *Plays Seinfeld on TV*. *Never* write down your passwords, either; crib sheets work just as well for others as for you.
- ➡ **I need to fix that.** You can click the Back button at any time to return to previous assistant screens. Mac OS X, the bright child that it is, automatically saves your choices for you so that when you click Continue to return, everything is as you left it.
- ➡ **Extra stuff.** Whether you decide to accept the news, offers, and related-product information from Apple is your decision. However, you can easily find this same information on the Apple website, so there's no need to engorge your e-mail inbox.
- ➡ **Local area network (LAN) connections.** If you're connecting your Mac to an existing network (or you're using an Internet router), click Yes when you're asked whether you should use the configuration supplied by the existing server.



- ➡ **Have your Mail settings handy.** If you set up iCloud (Apple's online system for sharing data between your Mac, iPhone, iPod touch, and iPad), Mail sets up your free iCloud e-mail automatically — again, this is A Good Thing. However, if you're setting up an existing account, make sure that you have all the silly settings and numbers and names that your ISP supplied when you signed up. This stuff includes your e-mail address, mail server variety, user account ID, password, and outgoing mail server. (Lion does the best it can to help you fill out this information automatically, but it can only do so much.)

## *Change Your Account Password*

One task performed by the Lion Setup Assistant is the creation of your user account, where you enter a username and choose a password.

Many folks like to change their passwords regularly. I should know — I'm one of them. It's especially important to be able to change your password if someone else discovers it — and that includes kids who may not treat your files and documents with the respect they deserve!



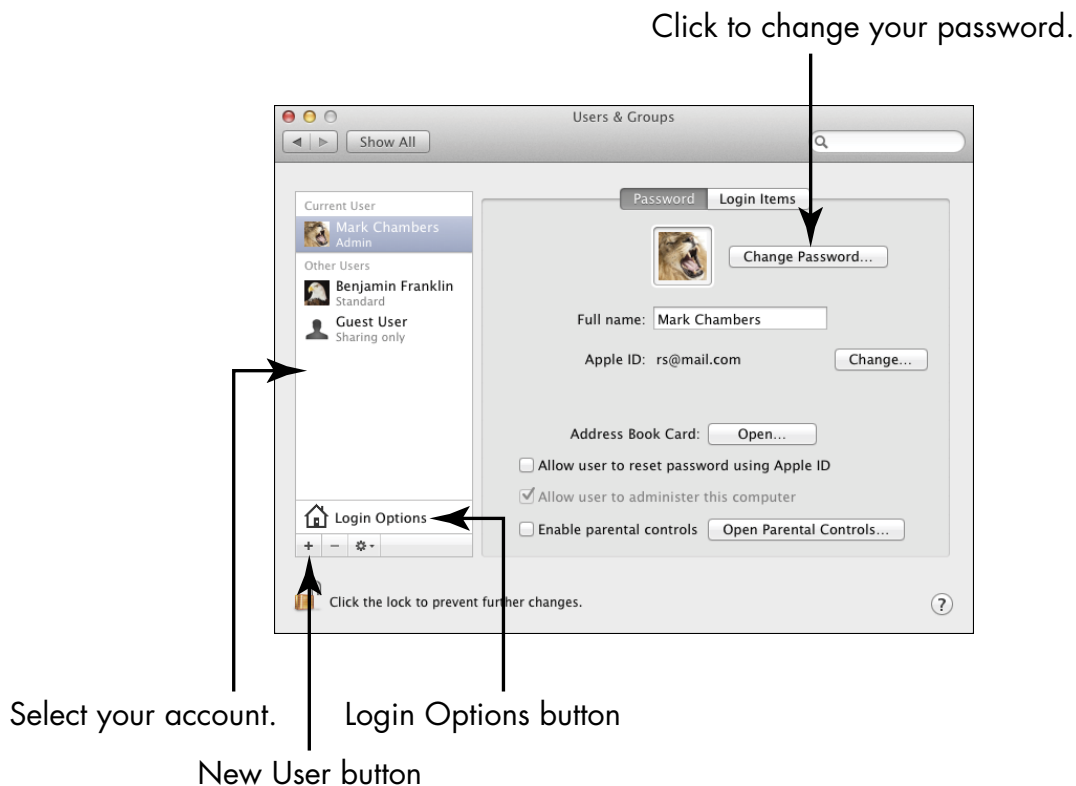
I recommend that you change your account password at least once every six months for extra security.

You can easily change the password for your personal account. Follow these steps:

- 1.** Move the mouse cursor over the Apple icon (🍏) in the upper-left corner of your Lion Desktop and then click that icon.
- 2.** Click the System Preferences menu item that appears.

Lion displays the System Preferences window.

3. Click the Users & Groups icon to display the settings you see in Figure 2-2.

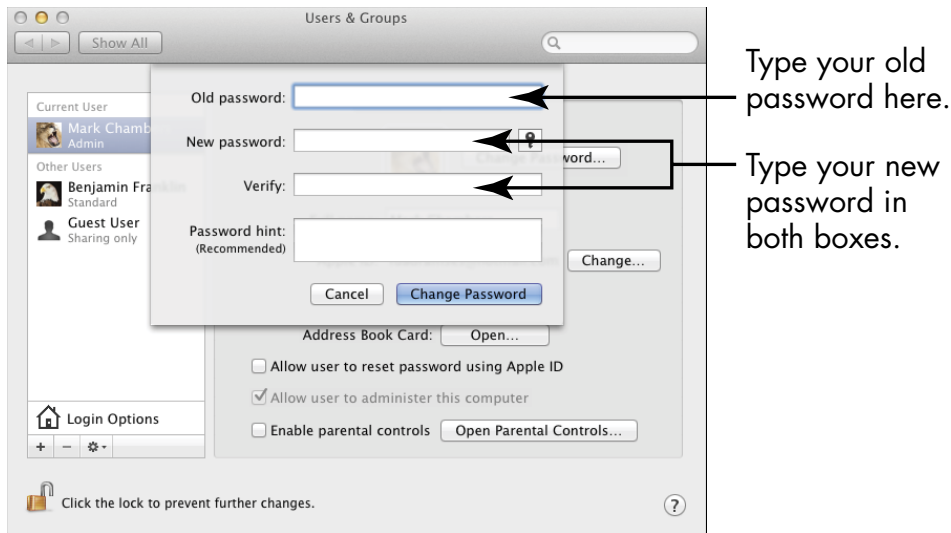


**Figure 2-2**

4. Click your account in the list on the left side of the Users & Groups pane.
5. Click the Change Password button to display the sheet you see in Figure 2-3.



If you can't click the Change Password button because it's disabled — or "grayed out" — click the padlock icon at the bottom of the window. If prompted, type your old password to unlock the pane.



**Figure 2-3**

- 6.** Type your old password and then press Tab on your keyboard to move to the next field.
- 7.** Type a new password in the New Password text box and then press Tab to move to the next field.
- 8.** Type your new password a second time in the Verify text box. (This ensures that you didn't accidentally type it wrong the first time.) Press Tab to continue.
- 9.** Type a short password hint that reminds you of the password you chose (just in case you forget it).
- 10.** Click the Change Password button.
- 11.** Click the red button in the upper-left corner of the System Preferences window to close System Preferences and save your changes.

### *Add Another Account to Your System*

If you share your Mac with other people, it's time to add one or more accounts. (If you are the only person who uses your Mac, you can guiltlessly skip over this task.) "But why give another person a unique account, rather than just let them use my account?" Good question! If a person has a unique user account, Lion can track all sorts of things, leaving *your* computing environment (such as your Desktop and files and settings) blissfully pristine. A user account keeps track of information such as

- ➡ Address Book contacts
- ➡ Safari (Apple's Internet browser) bookmarks and settings
- ➡ Desktop settings (including things like background images and screen resolutions)
- ➡ iTunes libraries, just in case that significant other buys his or her own music (sigh)

User accounts keep other people from accessing *your* stuff, and you can lock other accounts out of where-others-should-not-be, such as certain applications, iChat, Mail, and websites (including that offshore Internet casino site that your nephew favors).

Each user account you create also has a separate, reserved *Home folder*, where that person should store all his documents. Each user's Home folder has the same default subfolders, including Movies, Music, Pictures, Sites, and such. A user can create new subfolders within his Home folder at any time.

Here's one more neat fact about a user's Home folder: No matter what the account level is, most of the contents of a Home folder can't be viewed by other users. (Yes, that includes admin-level users. This way, everyone using your Mac gets her own little area of privacy.) Within the Home folder, only the Sites and Public folders can be accessed by other users — and only in a limited fashion.

## A word about accounts and levels

Get one thing straight right off the bat: *You* are the administrator of your Mac. In network-speak, an *administrator* (or *admin*, for short) is the one with the power to Do Unto Others — creating new accounts, deciding who gets access to what, and generally running the multiuser show. In other words, think of yourself as the Monarch of Mac OS X (the ruler, not the butterfly).

Next up is the *standard*-level account. Perfect for most users, this type of account allows access to just about everything but doesn't let the user make drastic changes to Lion or create new accounts themselves.

Finally, the *managed* account with parental controls is a standard account with specific limits assigned by either you or another admin account. This account is useful for the underage set who might be using your Mac.

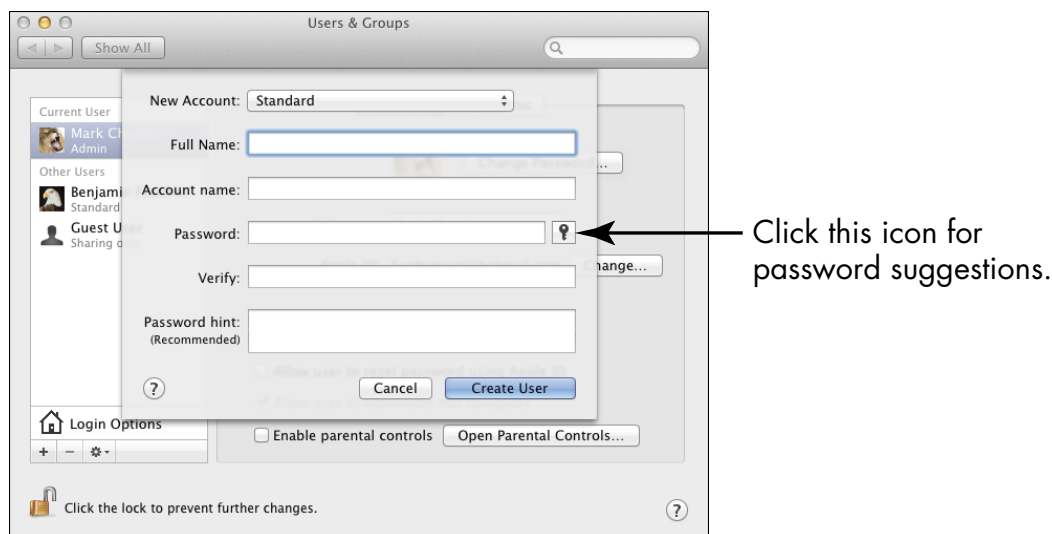
**Remember:** Never assign an account administrator-level access unless you deem it truly necessary. Standard accounts are quick and easy to set up, and I think they provide the perfect compromise between access and security. You'll find that standard access allows your users to do just about anything they need to do, with a minimum of hassle.

"All right, Mark," you're saying by now, "enough pregame jabbering — show me how to set up new accounts!" Your Mac already has one admin-level account set up for you (created during the initial Lion setup process), and you need to be logged in with that account to add a user. To add a new account, follow these steps:



1. Click the System Preferences icon (which sports a number of gears) in the Dock — that's the strip of icons at the bottom of your screen. From within the System Preferences window, click the Users & Groups icon to display the Users & Groups pane (refer to **Figure 2-2**).

2. Click the New User button — the one with the plus sign at the bottom of the accounts list — to display the New Account sheet shown in **Figure 2-4**.




**Figure 2-4**




If the New User button is grayed out, the Users & Groups pane is locked. You can toggle the padlock icon in the lower-left corner of most of the panes in System Preferences to lock (prevent) or unlock (allow) changes to be made to the settings.

To gain access, do the following:

- a. Click the padlock icon to make changes.
- b. If Lion prompts you for your admin account password (the account you're using), enter it. (This password is the one you entered during Setup, when you created your personal user account.)
- c. Click OK. You see a snappy animation as the padlock opens, and now you can click the New User button.

3. Click the New Account pop-up menu and specify the account-level status.
    - Choose Standard (unless the user should be assigned an Administrator or Managed with Parental Controls account).
    - You should have only one or two administrator-level users, and your account is already an admin account.
  4. Type the name that you want to display for this account in the Name text box. Press Tab to move to the next field.
-  Lion displays this name on the login screen, so behave! (For example, Bob had only one letter *o*, the last time I checked.)
5. (Optional) Although Lion automatically generates the user's *short name*, for use in programs and for naming the user's Home folder, you can type a new one. (No spaces, please, and it's a good idea to use all lowercase letters for the short name.) Press Tab again.
  6. In the Password text box, type the password for the new account. Press Tab to move to the next field.

I generally recommend a password of at least six characters, using a mixture of letters and numbers.

-  If you run out of password ideas, no problem! Click the key button (to the right of the Password text box) to display the Password Assistant, from which Lion can automatically generate password suggestions of the length you specify. Click the Suggestion pop-up menu or type directly into the field, and Lion automatically adds into the Password field the password you generated.

7. In the Verify text box, retype the password you chose. Press Tab again to continue your quest.
8. (Optional) Lion can provide a password hint after three unsuccessful login attempts. To offer a hint, type a short question in the Password Hint text box.



Keep in mind that from a security standpoint, password hints are taboo. (I *never* use them. If someone is having a problem logging in to a computer I administer, you had better believe that I want to know *why*.) If you *do* offer a hint, *keep it vague*. Avoid such hints as “Your password is the name of the Wookie in *Star Wars*.” Geez. Instead, use something personal, such as “My first pet’s name.”

9. Click the Create User button.

The new account shows up in the list to the left of the Accounts pane.

## Switch between Accounts

After you create more than one account, your significant other has to reach his or her stuff, too. You can switch accounts in two ways:

- ➡ **Reboot or log off.** Click the familiar Apple symbol (🍏) on the menu bar at the top of the Desktop — it’s in the upper-left corner. On the menu that appears, you can choose to restart your Mac (which shuts down your computer and reboots it) or log out (which presents the other person with the Lion login screen). From the login screen, a new person can enter his username and password.



- ➡ **Use Fast User Switching.** This feature allows another user to sit down and log in while the previous user's applications are still running in the background. This strategy is perfect for a fast e-mail check or for skimming your eBay bids without forcing someone else completely off the Mac. When you turn on Fast User Switching, Lion displays the active user's name on the right side of the Finder menu bar.

To use Fast User Switching, you must turn it on from the System Preferences window. Follow these steps:



- 1.** Click the System Preferences icon in the Dock (it sports a number of gears) and then click the now-incredibly-familiar Users & Groups icon to display the Users & Groups pane (refer to Figure 2-2).

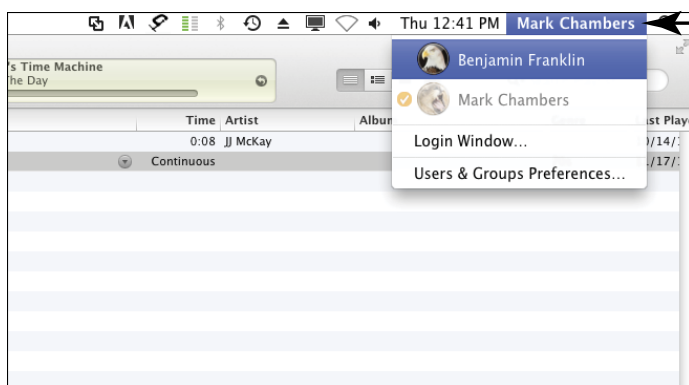
- 2.** Click the Login Options button.

If the pane is locked, don't forget to click the padlock icon and type your account password to unlock it.

- 3.** Select the Show Fast User Switching Menu check box to enable it, and then choose how the current user should be displayed in the menu bar by clicking the pop-up menu. You can select the user's full name, short name, or account icon — the default, full name, is a good choice.
- 4.** Click the red button in the upper-left corner of the System Preferences window to close System Preferences and save your changes.

After Fast User Switching is turned on, follow these steps to use it:

- 1.** Click the current user's name in the upper-right corner of the Desktop menu, as shown in Figure 2-5.



Click your username to switch to a different user.

**Figure 2-5**

### 2. Click the name of the user who wants to log in.

Lion displays the login window, just as though the computer had been rebooted.



Because the previous user's stuff is still running, you definitely should not reboot or shut down the computer!

After the password is entered, you'll see the entire screen rotate, and the second user's Desktop appears. Spiffy! If you click the username in the menu again, you'll see that each logged-in user has an orange check mark.

### 3. To switch back to the previous user, do the following:

- a. Click the username again on the Finder menu.
- b. Click the previous user's name.

For security, Lion prompts you for that account's login password.

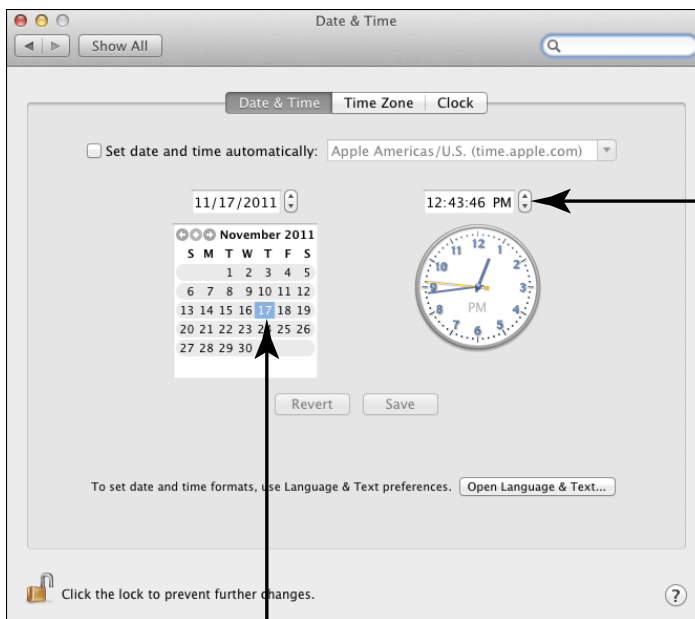
If either user is completely finished with the Mac, that user can simply click the Apple menu and choose Log Out, and the other user can log back in and return to the tasks at hand.

## Set Your Mac's Date and Time

Nothing's more irritating than a blinking 12:00 on a VCR or DVD player, and the same is true on your Mac. Personally, if I don't have the correct time, I get downright ornery. Luckily, Lion makes it easy to set your clock — in fact, if you have broadband Internet service, you can let your Mac set the time automatically!

Follow these steps to set your Mac's date and time:

1. Click the clock display in the menu bar at the top of your Desktop. From the menu that appears, click Open Date & Time Preferences to display the Date & Time pane.
2. Click the Date & Time tab at the top of the window to display the settings you see in **Figure 2-6**.



Type the current time.

Click today's date to set the system date.

**Figure 2-6**

3. Click today's date within the minicalendar to set the system date.
4. Click in the field above the clock and type the current time to set the system time.
5. Click the red button in the upper-left corner of the System Preferences window to close System Preferences and save your changes.



To set your Mac's time zone, click the Time Zone tab and then click your approximate location on the world map to choose a time zone. You can also click the Closest City pop-up menu and choose the city that's closest to you (and shares your same time zone).

And as long as you have cable or DSL Internet access, the Mac can use an Internet time server to synchronize the time and date. Follow these steps:

1. Click the clock display in the menu bar at the top of your Desktop, and then click Open Date & Time Preferences from the menu that appears.
2. Click the Set Date & Time Automatically check box to enable it, and then choose from the pop-up menu a server that corresponds to your location.



Click the Clock button, and you can choose to view the time in text or icon format by selecting the Show the Date and Time in Menu Bar check box. You can also optionally display seconds, AM/PM, and the day of the week; have the time separator characters flash; or use a clock based on 24 hours.

3. Click the red button in the upper-left corner of the System Preferences window to close System Preferences and save your changes.

Bam! Now your Mac updates the system time automatically — you're the technosavvy Mac owner! (You no longer even have to keep track of daylight saving time.)

## *Turn Off Your Mac*

First things first. As the guy on the rocket sled probably yelled, "This is neat, but how do you stop it?" The Big Three — Sleep, Restart, and Shut Down — are the Mac OS X commands that you use when you need to take care of other business. All three appear on the friendly Apple menu (🍏) in the upper-left corner of your Desktop.

Each option produces a different reaction from your Mac:

- ➡ **Sleep:** You don't need a glass of water or a bedtime story when you put Mac OS X to *Sleep*, which is a power-saving mode that lets you quickly return to your work later. ("Waking up" from Sleep mode is much faster than booting or restarting your computer, and it can conserve battery power on laptops.) To awaken your slumbering supercomputer, just click the mouse or press any key on the keyboard. MacBook owners can typically put their laptops to sleep by simply closing the computer, and wake the beast by opening it again.
- ➡ **Restart:** Use Restart if your Mac suddenly decides to start thinking "outside the box" and begins acting strangely — for instance, if your USB ports suddenly lock up or your FireWire drive no longer responds. Naturally, you need to save any work that's open. (Some applications and Apple software updates also require a restart after you install them.)

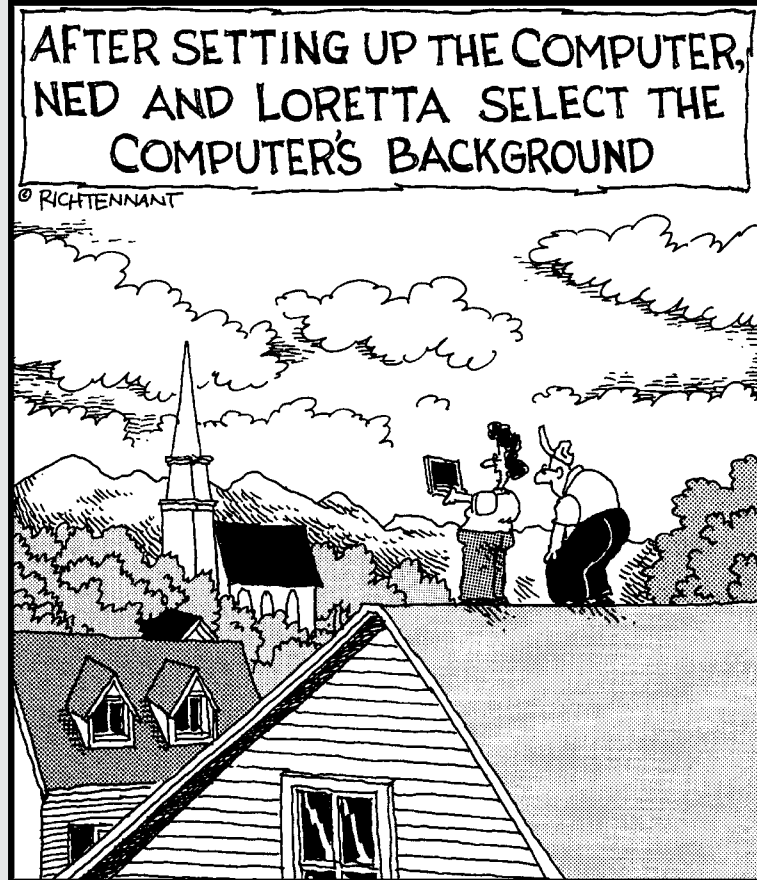
- ➡ **Shut Down:** When you're ready to return to the humdrum real world and you're done with your Mac for now, use the Shut Down option. Well-behaved Mac applications automatically prompt you to save any changes you made to open documents before the computer turns itself off (or restarts). If you configured your Mac with multiple accounts, you can shut down Mac OS X from the login screen as well.

# Part II

# Getting Started with Your Mac

The 5<sup>th</sup> Wave

By Rich Tennant



"Oh - I like this background much better than  
the basement."





# Getting Around the Mac Desktop

**Y**ou use the Desktop and the Finder (two Lion screen elements) to take care of most of the chores that every Mac owner performs repeatedly. In this chapter, you learn basic Lion spell-casting, using the Desktop and Finder windows.

I also introduce you to the Dashboard within Lion, where you can use all sorts of *widgets* — mini-applications — to take care of common tasks (like displaying dictionary definitions and today's local weather).

To do stuff with your Mac, you move among the Desktop, the Finder, programs, and windows. As you read this chapter, don't worry if you feel like there's a piece you're not quite "getting." If you hang in there until the end, you'll be able to

- ➡ Open and close windows.
- ➡ Find important features.
- ➡ Move around the interface with ease.

## Chapter 3

### Get ready to . . .

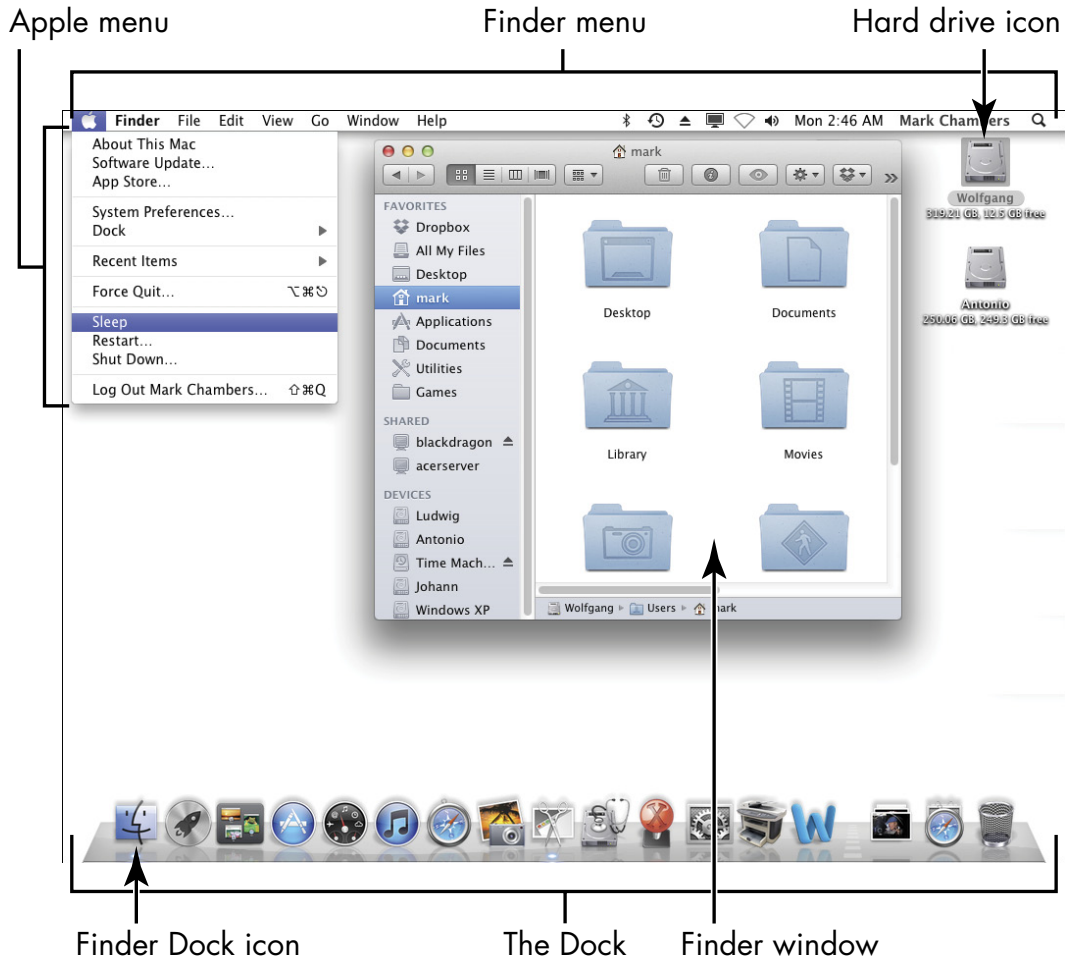
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## *Tour the Desktop*

Your Mac Desktop is comparable to your physical desk: It holds the most important elements in a convenient view, ready when you need them. The Desktop includes the following elements (most of which are shown in **Figure 3-1**):

- ➡ **The Finder menu bar:** From here, you can give commands to the Finder. (You give the Finder lots of commands as you use your Mac.) I talk about the Finder in the next section.
- ➡ **The Apple menu:** Click the Apple icon at the left side of the Finder menu bar, and you'll find a number of menu commands that affect the entire system. Here's where you can access the documents and applications you've recently used, restart or shut down your Mac, and display information about your computer.
- ➡ **The Dock:** The Dock keeps at the ready the icons you use most often. You use these icons to launch programs or open files, as I explain in the section, "Open and Switch Programs from the Dock," later in this chapter. When you first begin using your Mac, the icons you see are defaults, which Apple has pre-set for you. As you use your Mac more and more, though, you may decide to customize the Dock with the icons that *you* use most often.
- ➡ **The icon representing your hard drive:** All Macs have at least one internal drive, which is the storage device for all the data you want to save permanently. You can always double-click the drive icon to open a Finder window and display your files and folders.
- ➡ **Icons for files and folders you decide to park on the Desktop:** A new Desktop is similar to a new desk: It starts off pretty clean. You can keep files on

your Desktop in the same way you can pile papers on your desk. You're generally better off, though, organizing files into folders so that you can find them easily. In fact, Lion is already equipped with default folders for stuff like photos and music. You find out more about working with files and folders in Chapter 5.



**Figure 3-1**

➡ **Any open Finder and program windows:** *Windows* are containers in which you interact with a program or a tool. Right now, you just need to know that

windows appear on your Desktop. The next section explains how to open a Finder window, and later sections in this chapter explain how to run programs to open their windows as well as how to work with those windows.

### *Discover the Finder*

When you need to see the contents of your hard drive or copy items from one location to another, you open a Finder window. In other words, the Finder is the starting point for many of the tasks you perform with your Mac. Here are ways to open a Finder window:

- ➡ The easiest way is to double-click the Mac's hard drive icon on the Desktop. Refer to **Figure 3-1**.
- ➡ Alternatively, click the Finder icon on the Dock. Figure 3-1 illustrates the Dock with the rather perspective-crazy Finder icon on the far-left side. Is that icon supposed to be one face or two faces? I'm still confused, and I've been using the Mac since 1989.



The Finder is always running, so the Finder menu bar is *always* available — and you can always switch to it, even when several other applications are open and chugging away. If you ever need to return to the Finder, just click outside any window border (on any empty portion of the Desktop).

### *Use the Lion Icons*

Icons are more than little pictures. And because these graphical symbols truly are representations of the components of your Mac OS X system, they deserve a section of their own. In fact, you'll encounter icons everywhere: on your Desktop (as you already know) as well as on the Dock and in Finder windows. For example, Mac OS X uses icons to represent the various hardware devices on your computer, including your



⇒ Hard drive



⇒ CDs or DVDs (if one is loaded)

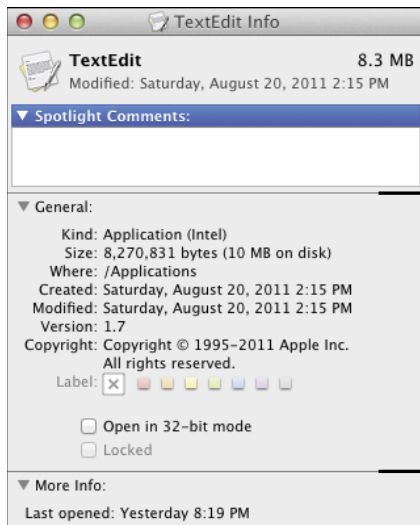


⇒ iPod

You get the idea. Just double-click a hardware icon to display the folders and files it contains, as you do with your hard drive and CD/DVD drive.



For complete details on what any icon is, what it represents, and what it does, click the icon once to highlight it and then press **⌘+I**. This key combination opens the Info dialog, shown in **Figure 3-2**, which tells you which kind of icon it is, where the item it represents is located, and how big the file is (if applicable). You also see a version number for applications — a handy way of quickly determining which version of a program you’re running — and when the file was created and last modified.



— Find details about an icon.

**Figure 3-2**

I cover file and folder icons later in this book in Chapter 5.

## *Open and Switch Programs from the Dock*

The Dock couldn't be any easier to use — and I *like* easy. The following steps walk you through basic Dock tasks and navigation. Hint: You can have more than one program open at a time. Sweet.

1. Click a program icon on the Dock to run a program. The program window opens. (Note that some programs you run from the Dock don't open a window, such as the Dashboard. Almost all programs, however, display a window.)



Several programs appear on the Dock by default, such as Safari, the App Store, and iTunes.

2. Click a different icon on the Dock, and watch as another window opens. This second window covers up the window you opened in Step 1 — but that's okay.
3. Click the icon that you originally clicked in Step 1 to move the first window to the front. (You can also click any part of the window that's peeking out — if it is — but you won't always have that option.) Now you see the window you opened in Step 1 again.
4. You can continue switching between windows, or even add a third, until you get the hang of it or just get bored watching the windows dance around on your screen.



Running a program and loading a document are the most common functions you use on the Dock. Find out how to customize the Dock with your favorite programs, documents, and more in the section, "Add Favorite Programs (And More) to the Dock."

## *Run Programs from the Hard Drive*

You can start a program from the Dock, but that's not always the best way to start a program. This list describes a few more handy ways you can launch a program from your hard drive:



- ➡ **Use Launchpad.** See the rocket ship icon on the Dock, as shown in **Figure 3-1**? (It always reminds me of the spaceships from the Flash Gordon movie serials.) Click the rocket icon to display Lion's Launchpad, where all your program icons hang out. If you've used an iPhone, iPod touch, or iPad in the past, you'll recognize this scrolling display immediately. Just click once on a program icon to run that program, and Launchpad disappears.



- If your Launchpad stretches over multiple screens, you can click anywhere on the Launchpad background and drag to the left or right to display additional icons.
- ➡ **Navigate to the corresponding program folder.** Although not as quick or elegant a solution, you can always use the Finder window to locate and run a program. Double-click the hard drive icon on your Desktop (refer to **Figure 3-1**), and then double-click the folder (and subfolders, if necessary) that contain the program. After the program icon is displayed in the Finder window, double-click it to run the program. For example, to run Chess — which isn't on the Dock — you double-click the hard drive icon on your Desktop and then double-click the Applications folder to display the Chess icon. Now you can double-click the Chess icon to play a game.
- ➡ **Double-click a document or data file that's "owned" by the program.** For example, double-click

an MP3 audio file to open iTunes. You find out more about working with files in Chapter 5.

- ➡ **Double-click an alias you created for the program.** An *alias* is nothing more than a handy shortcut to something else, like a folder. For tips on using an alias, see Chapter 5.

## Add Favorite Programs (And More) to the Dock

In terms of importance, the Dock ranks right up there with the command center of a modern nuclear submarine. For that reason, it had better be easy to customize, and naturally, Mac OS X doesn't let you down. The Dock is a convenient way to keep handy the stuff you use most often: the programs you run the most, and even folders and websites that you open many times every day.

You might be satisfied with just the icons that Apple places in the Dock. Or, you can easily customize the Dock by adding your own applications, files, and folders there:

- ➡ **Add any program to the Dock.** Add a program to the Dock when you need to run it often, and you'd rather not have to locate it in Launchpad every time! To find the icon for a program that isn't already on the Dock, use the Finder to locate the program (as I describe in the previous section). Then click and drag its icon into the area to the *left* side of the Dock (that's the side to the left of the dotted line that appears on the Dock). You know when you're in the proper territory because the existing Dock icons obligingly move aside to make a space for it.



Don't release the mouse on the right side of the Dock. Attempting to place an application on the right side of the Dock sends it to the Trash (if the Trash icon is highlighted when you release the button). If you make this mistake, see Chapter 5 for tips



on retrieving your application. You don't want to empty the trash in this case, but you do find the steps you need in that section.

- ➡ **Add a file to the Dock.** When you're continually opening a particular file to make additions or changes (such as on your budget spreadsheet), it's handy to have that file on the Dock. You can add individual file icons to the Dock by dragging the icon into the area to the *right* side of the Dock. (Attempting to place them to the left side of the Dock opens an application with the contents, which usually doesn't work.) Again, the existing Dock icons move aside to create a space when you're in the right area.



Chapter 5 explains how to work with files and folders, including how to find a file's icon so that you can add it to the Dock. For now, just know that you have the ability to do so.

- ➡ **Add several files or a folder to the Dock.** Lion uses the Stacks feature, which I discuss in the next section, which allows you to add multiple files (or the contents of an entire folder) to the Dock.
- ➡ **Add a website link.** You can drag any website page address (commonly called a *URL*, or Universal Resource Locator) from Safari (your web browser) directly into the area to the right of the Dock. Then, clicking that icon automatically opens your browser and displays that page.
- ➡ **Remove an icon from the Dock.** If you add enough icons to the Dock, the icons get downright tiny and hard to see. To prevent this, it's a good idea to remove icons that you don't need and keep your Dock svelte (so that you can add more items later). Close the program that uses the item (if necessary) and then click and drag the icon off the Dock. You

see a rather silly (but somehow strangely satisfying) animated cloud of debris, and the icon is no more. Note, however, that the original application, folder, or volume is *not* deleted — just the Dock icon itself is permanently excused. You can drag icons to rearrange them, too.

### ***Stack Files or Folders on the Dock***

*Stacks* are groups of items (documents, applications, or folders) that you want to place on the Dock for convenience — perhaps the files needed for a project you're working on or your favorite game applications. For example, I have on my Dock a stack that holds all the project files I need for the book I'm now writing. A stack can be temporary, and you can remove it from the Dock like any other icon (as I demonstrate in the preceding section), or it can be a permanent addition to the Dock.

- ➡ **To create a stack:** Just select and drag to the right side of the Dock the group of items you want to include. As always, the Dock opens a spot on the right side of the Dock to indicate that you're in the zone.
- ➡ **To display the items in a stack:** Click it:
  - *If the stack holds relatively few items*, they're displayed in a cool-looking arc (as shown in **Figure 3-3**), and you can click the item you want to open or launch.
  - *If the stack is stuffed full of many items*, the stack opens in a grid display, allowing you to scroll through the contents to find what you need.
- ➡ **To remove a stack from the Dock:** Right-click the Stack icon and then choose Remove from Dock from

the menu that appears. Alternatively, just drag that sucker right off the Dock.



**Figure 3-3**



Apple provides two stacks already set up for you. The Downloads folder, situated next to the Trash, is the default location for any new files you download from the Internet by using Safari or receive in your e-mail. Lion bounces the Downloads Stack icon to indicate that you received a new item. Chapter 14 introduces you to web browsing with Safari, and Chapter 15 walks you through downloading files from an e-mail. The second stack is the Documents folder, the location where most Lion applications (like Pages, TextEdit, and Preview) save the documents you create.

### *Change the Dock Size and Location*

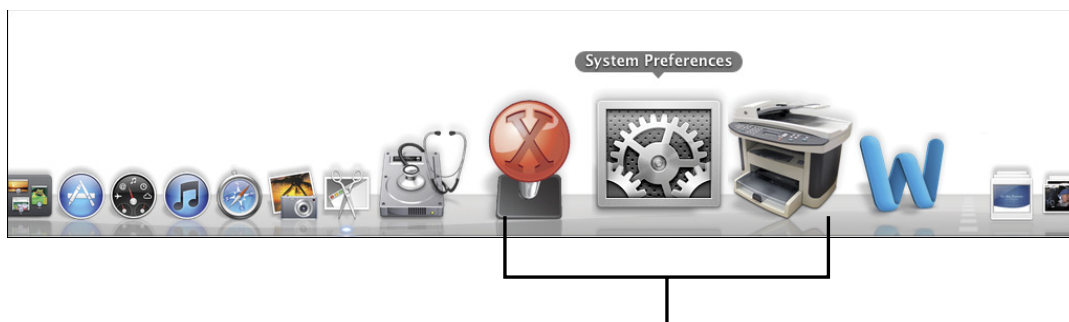
You can change the size of the Dock directly from the Desktop! Increasing its size can make it easier to see, and decreasing its size can

make room for viewing other items onscreen. Follow these steps to change the size of the Dock:

1. Move the cursor over the top edge of the Dock's reflective base, and the cursor turns into a funky line with arrows pointing up and down.
2. The altered cursor is your cue to click and drag up or down, which expands and shrinks the Dock, respectively.



Notice how a Dock icon grows larger whenever you hover the pointer over it. The magnification feature can also make the Dock icons easier to see, or if you don't like it, you can turn off magnification. When magnification is turned on, the icons in the Dock grow *really* big. Check out the somewhat oversized icons in **Figure 3-4**.



Magnification changes the icon size.

**Figure 3-4**

Follow these steps to change the magnification settings:

1. Click the Apple () menu in the upper-left corner of the screen.
2. Choose Dock → Magnification from the submenu that appears. Choose the Turn Magnification On/Off menu item to toggle icon magnification.

3. If you want to adjust the amount of magnification, you're in luck. Click the Apple (🍏) menu and choose Dock➤ Dock Preferences to open the System Preferences window, and then drag the Magnification slider to the right to increase the size of the magnified icons.

To adjust the Dock's hiding feature or location, click the Apple (🍏) menu and choose the Dock item to display the submenu. Here's how these options work:

- ➡ **Hiding:** Choose the Turn Hiding On/Off menu item to toggle the automatic hiding of the Dock. With hiding on, the Dock disappears off the edge of the screen until you move the pointer to that edge. (This feature is helpful if you want to make use of as much Desktop territory as possible for your applications.)



You can press ⌘+Option+D to toggle Dock hiding on and off from the keyboard.

- ➡ **Position:** Click one of three choices (Position on Left, Bottom, or Right) to make the Dock appear on the left, bottom, or right of the screen, respectively.

## *Empty the Trash*

As you work with your Mac to create files and folders and perform other tasks, it can become cluttered. Eventually, you want to delete some items, as I explain in Chapter 5 (which focuses on working with files and folders). From time to time, you may want to empty the Trash (the electronic bin on the Dock where deleted items are deposited) so that your deleted items aren't occupying space that you can use for other things. When you're compelled to take out your Mac's trash, follow these steps:



1. Click the Trash icon on the Dock to open the Trash.

2. Double-check the Trash contents and make absolutely sure that you want to delete its contents. You can retrieve files from the Trash, as I explain in Chapter 5, but you can't retrieve those files after you empty it.
3. Click the Empty button at the top right of the Trash window (or you can choose the Empty Trash menu item from the Finder menu). This is an all-or-nothing decision, so make sure first that you're ready to delete.



For an extra level of security, you can choose Finder ➤ Secure Empty Trash. Lion securely erases the contents of the Trash so that even a dedicated Mac technician couldn't recover anything!

## Display the Dashboard and Widgets

One of Lion's most popular features is the *Dashboard*, which you can use to hold widgets and display them with the press of a button. (Okay, I know that sounds a little wacky, but bear with me.) *Widgets* are small applications — dubbed “applets” — that typically provide only one function. For example, the Dashboard comes complete with a calculator, clock, weather display, and quick-and-simple calendar widgets. **Figure 3-5** illustrates the Dashboard in action.



1. Click the Dashboard icon on the Dock to display your widgets, ready for you to use.
2. To add a widget to your Dashboard, click the Add button (which bears a plus sign, naturally) in the lower-left corner of the Dashboard screen.
3. When a scrolling menu strip appears at the bottom of the Dashboard display, browse your options. You can drag new widgets directly to your Dashboard from this menu. (For more information on downloading widgets, check out Chapter 12. You'll find a huge number of widgets to download on the Apple website.)

4. To rearrange the widgets that are already populating the Dashboard, click and drag them to the spot you want.
5. When you're done with your widgets, press Esc or click the arrow at the lower right to return to the Lion Desktop.

Calculator is one widget on the Dashboard.



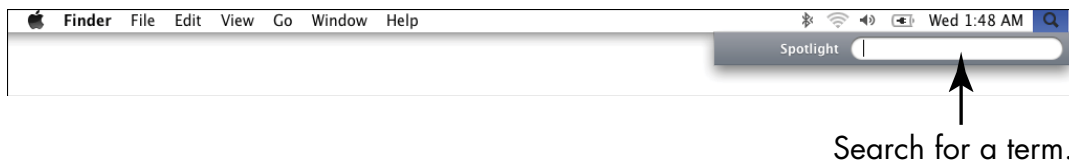
Figure 3-5

## Search Your Mac with Spotlight

The *Spotlight* feature lets you search your computer as quickly as you can type. You can use Spotlight to quickly search your Mac for documents, Address Book contacts, Mail messages, folders, and drives that your Mac can access. (Spotlight isn't for searching the Internet, but I cover that in Chapter 14.) To search for items with Spotlight, follow these steps.

1. Open a Finder window by clicking the Finder icon on the Dock.

Figure 3-6 illustrates the Spotlight search field, which is always available from the Finder menu bar.



**Figure 3-6**

2. Click the magnifying glass icon once, and the Spotlight search box appears.
3. Simply click in the Spotlight text box and begin typing. Matching items appear on the Spotlight menu as soon as you type, and the search results are continually refined while you type the rest of your search terms. Check out my tips and shortcuts for typing search terms a little later in this section. You can see a preview of the contents of any item by hovering your pointer over that item in the Spotlight menu.



The top 20 most-relevant items are grouped into categories directly on the Spotlight menu, including Messages, Definition, Documents, Folders, Images, and Contacts. Spotlight takes a guess at the item that's most likely the match you're looking for and presents it in the special Top Hit category, which always appears first.

4. If you don't find what you're looking for in the search results, try again. To reset the Spotlight search and try typing different text, click the X icon that appears on the right side of the Spotlight box. (Of course, you can also press Backspace to reach the beginning of the text box, but that method is a little less elegant.)



5. To open the Top Hit item like a true Lion power user, just press Return. (Folks, it just doesn't get any easier than that.)
6. To open any other item, you can click it once to
  - *Run it* if the item is a program.
  - *Open it in System Preferences* if it's a setting or description in a Preferences pane.
  - *Open it within the associated program* if the item is a document or a data item.
  - *Display it within a Finder window* if the item is a folder.

Literally any text string is acceptable as a Spotlight search. However, here's a short list of the common search tips I use every day:

- ➡ **To find contact information:** Enter any part of the names or address. Because Spotlight has access to the Lion Address Book, you can immediately display contact information by using any portion of a name or address.
- ➡ **To find an e-mail message:** Type the sender's address or any unique word or phrase you remember from the message. If you need to open a specific e-mail message, but you'd rather not launch Mail and spend time digging through the message list, enter the person's e-mail address or any text string contained in the message you're looking for.
- ➡ **To display a file or folder name in the results list:** Type it. This is the classic search favorite. Spotlight searches your entire system for that file or folder in the blink of an eye.

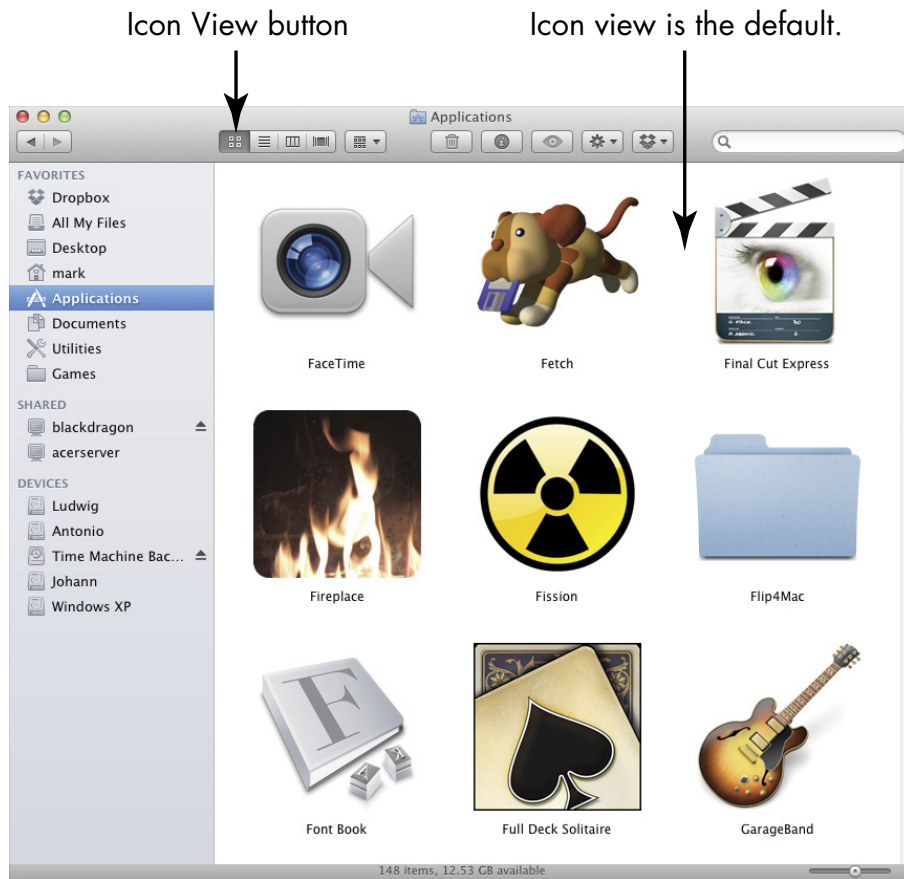
- ➡ To find out how to adjust System Preferences: Type a keyword for the item you want to adjust. Now things start to get *really* interesting! For example, type the word **background** in the Spotlight field. Some of the results are System Preference panes! That's right — every setting in System Preferences is referenced in Spotlight. (For example, the Software Update pane contains the word *background*, and the Desktop *background setting* is in the Desktop & Screen Saver pane in System Preferences.)
- ➡ To search web pages: *Whoa*. Stand back, Google. You can now use Spotlight to search the web pages you recently displayed in Safari! (Note, however, that this new feature doesn't let you search the entire Internet, like Google does — only the pages stored in your Safari web cache.)



Here's another favorite timesaver: You can display all the files of a particular type on your system by using the file type as the keyword. For example, to provide a list of all images on your system, just use *images* as your keyword — the same goes for *movies* and *audio*, too.

### *View the Finder in Icon View*

The default appearance of a Finder window in Mac OS X uses the familiar large-format icons that have been a hallmark of the Macintosh operating system since Day One. This view, *Icon view*, is shown in **Figure 3-7**. You can display the contents of a Finder window in Icon view by clicking the Icon View button on the Finder window toolbar.



**Figure 3-7**

Using Icon view has a number of advantages:

- ➡ **Items are larger in Icon view.** Items are easier to recognize in this view than in List or Column view.
- ➡ **Dragging-and-dropping can be easier.** Copying and moving items from one window to another is often more convenient when using larger icons.
- ➡ **Selecting multiple items can be easier.** Because of the size of the icons, you might find it easier to select more than one item in a Finder window while in Icon view.



You don't have to use Icon view. (In fact, most Mac OS X power users whom I know consider Icon view rather inefficient and slow.) The next few sections in this chapter cover other ways to view items in the Finder. In addition to Icon view, as shown in **Figure 3-7**, Mac OS X offers three other window view modes: List, Column, and Flow.

### *List Finder Items in List View*

*List view* displays the folders in a hierarchical fashion, with each subfolder appearing indented underneath its parent folder. You can change to this view by clicking the List icon in the Finder toolbar. To display the contents of a folder, follow these steps:

1. Click to select a drive from the Devices list.
2. Click the small, right-facing triangle next to the folder name. The triangle rotates downward to indicate that you expanded the folder.

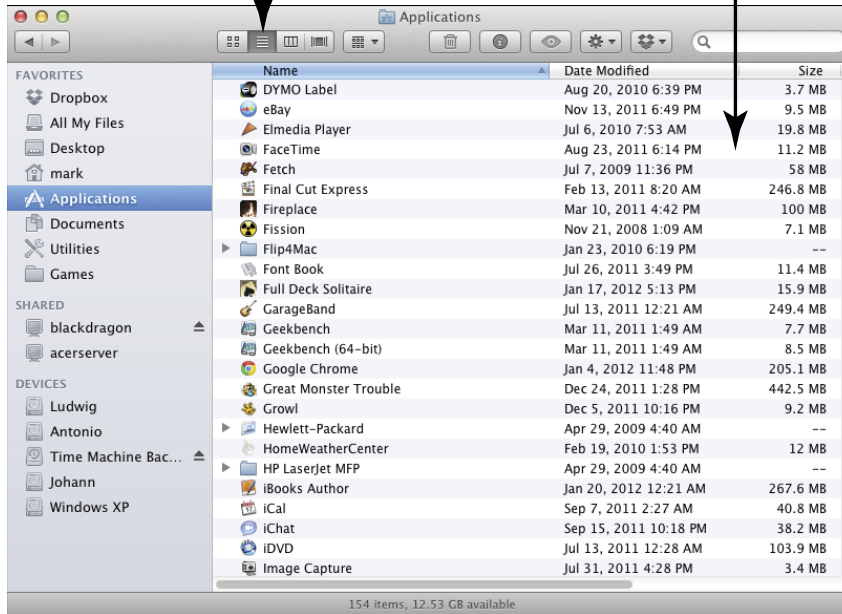
Alternatively, double-click the folder icon to display the contents in the Finder window.

3. If you need to display the contents of a *subfolder* (a folder stored inside the original folder), click the triangle next to the subfolder name to expand it and display the subfolder's contents.
4. To collapse the contents of the folder, click the small triangle again; it rotates to face the right.

**Figure 3-8** illustrates the same Finder window in List view.

List View button

List view displays views hierarchically.



**Figure 3-8**

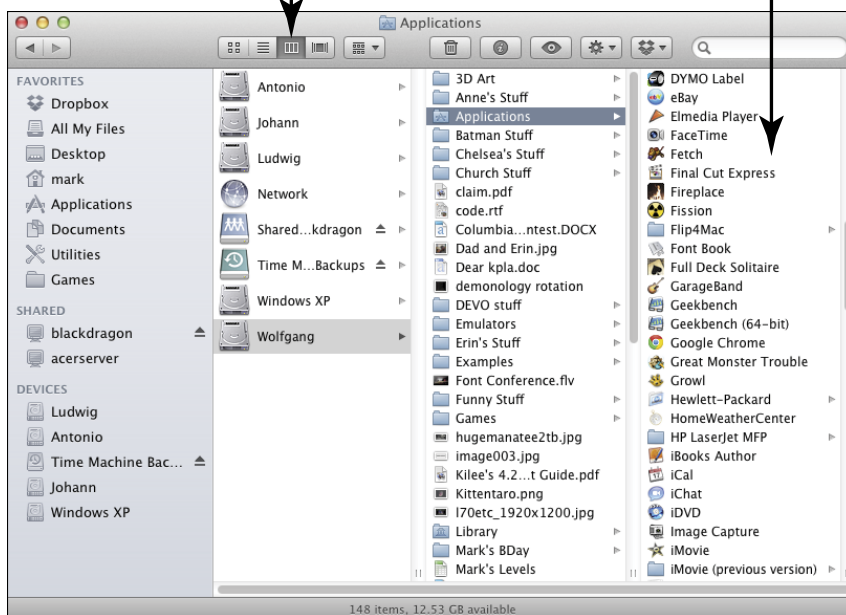
### *See Items in Column View*

This view is my favorite — thanks, Apple! It's efficient and fast as all get-out. **Figure 3-9** shows the same window in Column view, in which the drives on your Mac OS X system are displayed on the left. Each column on the right represents a lower level of subfolders. You switch a Finder window to Column view by clicking the Column View button on the Finder window toolbar.

To navigate in Column view, follow these steps:

1. Click the drive in the Devices list.
2. Click to select a folder in the first column on the right to display its contents. To display a subfolder's contents, click the subfolder's icon. The contents appear in the next column to the right. When you "drill down" deeper, the columns shift automatically to the left.

Column View button    Column view displays folders and subfolders.



**Figure 3-9**

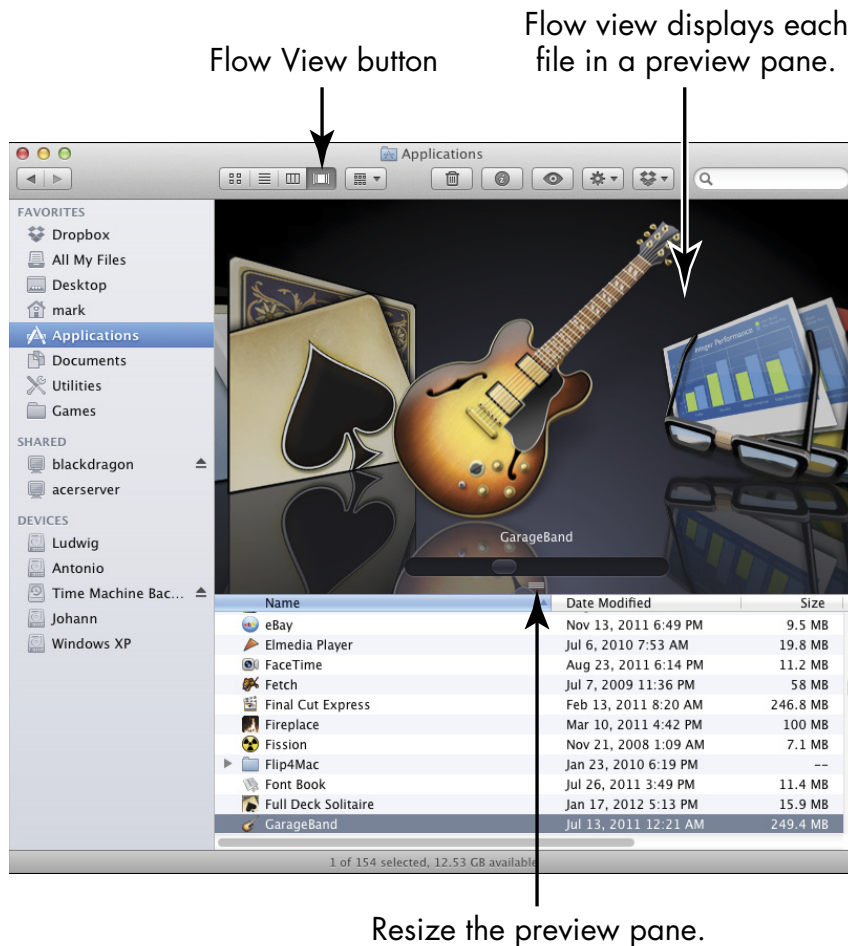
3. When you click to select a file or program (rather than a folder), the Finder displays a preview and a quick summary of the selected item in the right-most column.



Each column has its own, individual scroll bar (for those *really* big folders), and you can drag the column handle at the bottom of the separators to resize the column width to the left. When you hold down the Option key and drag a column handle, all columns are adjusted at one time.

## Surf Items in Flow View

In Flow view, shown in Figure 3-10, each document or item is showcased in a preview pane (and with an accurate thumbnail, if possible). You can display a Finder window in Flow view by clicking the Flow View button on the Finder window toolbar.



**Figure 3-10**

Here are some other tricks to using Flow view:

- ➡ **Resize the preview pane.** Say you need more room in the file list. You can resize the preview pane by dragging the three-line handle on the bottom edge of the pane.
- ➡ **Expand and collapse.** You can expand and collapse the folders in Flow view just like in List view, using the rotating triangles.
- ➡ **Scroll the preview pane.** You can click the scroll buttons or drag the scroll bar under the preview

pane to move through the contents of your drive in quite a classy visual display.

### *Open Windows*

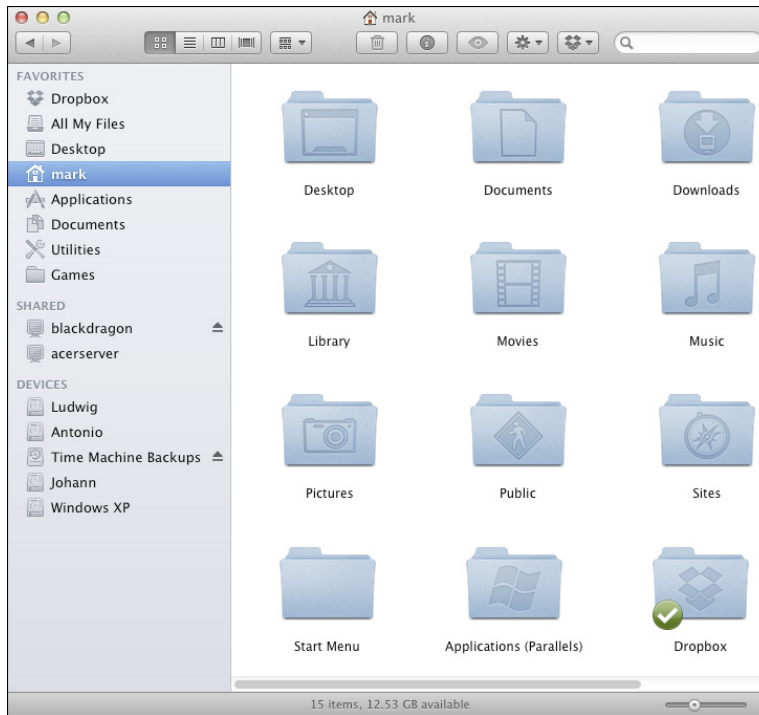
If you're following along in this chapter, you now know a few ways to open windows. But this section is focused only on window-opening. If you want something to open but aren't sure how to make it so, these pointers can help:

- ➡ **Windows are generally opened automatically.**  
Usually, a window is opened by an application (when you first run it or it needs to display a document) or by Mac OS X itself (when the Finder opens a window to display the contents of your hard drive). I explain how to run a program earlier in this chapter. I explain how to open a file, and thus the file's associated program, in Chapter 5.
- ➡ **Some programs even let you open new windows on the fly.** For example, **Figure 3-11** illustrates a window in its purest form: a new Finder window. To display this window on your own Mac, choose **File** ⇨ **New Finder Window** or press **⌘+N**. From there, you can reach any file on your Mac or even venture to the Internet.



The Command key has on it both an apple (🍏) and a rather strange-looking symbol (⌘) that I often call the “spirograph.”





**Figure 3-11**

### *Use Mission Control to Switch Windows*

One of the neatest Lion features, aptly named Mission Control, is shown in **Figure 3-12**. If you have a number of windows open, Mission Control is a helpful way to find the one you want. Here's how the feature works:

➡ Press F9 (or F3, depending on your keyboard) to show *all* open windows using Mission Control, grouped by application; then click the one you want.



Your Mac keyboard includes *function keys* (marked F1 through F12). These keys are generally used to perform specific actions within Lion and many applications. The function keys appear at the top of the keyboard.



**Figure 3-12**

Figure 3-12 illustrates the tiled All Window display on my Mac after I press F9. Move the cursor on top of the window you want to activate — the window turns blue when it's selected — and then click once to switch to that window. You can specify which keys you want to use within the Mission Control pane in System Preferences.

- ➡ Press F10 (or Control+F3, depending on your keyboard) to show all open, visible windows from the application that you're currently using; then click the one that you want to activate. This Mission Control function is great for choosing from all the images that you've opened in Photoshop or all the Safari web pages littering your Desktop!

An astute observer would notice, in addition to the window switch, that the application menu bar changes to match the now-active application.

- ➡ Press **⌘+F3** (or **F11** on older keyboards), and all open windows scurry to the side of the screen (much like a herd of zebras if you drop a lioness in their midst). Now you can work with drives, files, and aliases on the Desktop — and when you're ready to confront those dozen application windows again, just press the keyboard shortcut a second time.

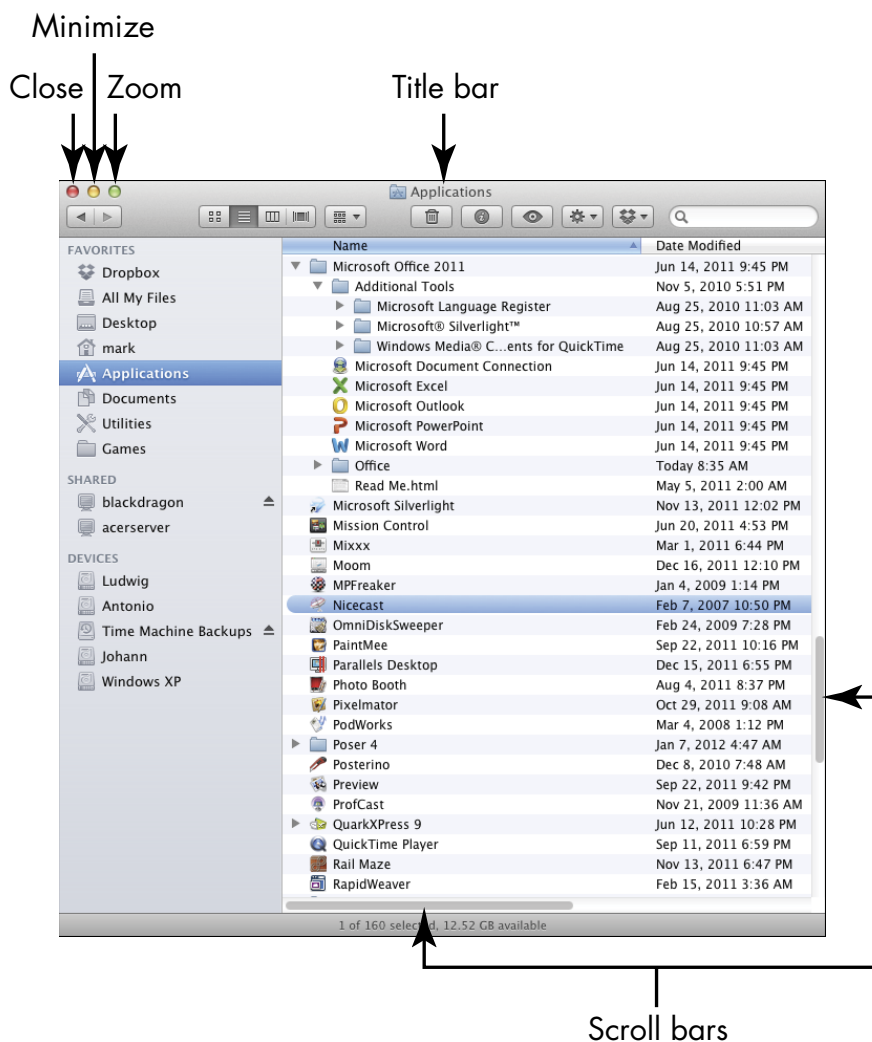
### *Scroll Windows*

Often, more stuff is in a document or more files are on your hard drive than you can see in the space available for a window. I guess that means it's time to delete stuff. No, no — *just joking!* You don't have to take such drastic measures to see more information in a window.

Just use the scroll bars that you see in **Figure 3-13** to move through the contents of the window. By default, Lion displays scroll bars only if they're required. You move your pointer to the side or bottom of the window, but you can control when scroll bars appear in the General pane within System Preferences.

You can generally scroll in one of two ways:

- ➡ **Click the scroll bar and drag it.** For the uninitiated, that means clicking the bar and holding down the mouse button while you move the mouse in the direction you want.
- ➡ **Click in the empty area above or below the bar.** This maneuver scrolls pages one at a time.



**Figure 3-13**



Depending on the type of application you're using, you might be able to scroll a window with the arrow keys on your keyboard as well — or perhaps press the Page Up and Page Down keys to move in a window. Today's Mac mice and trackpads also allow scrolling by using gestures.

## Minimize and Restore Windows

The multitalented **Figure 3-13**, shown in the preceding section, displays another control that you can use with a window: the Minimize button. When you *minimize* a window, you eliminate it from the Desktop and store it safely on the Dock. After you minimize a window, you need to know how to restore it. Follow these steps to minimize and restore a window:

1. To minimize a window, move the mouse pointer over the yellow Minimize button in the upper-left corner of the window (a minus sign appears on the button) and then click. The minimized window appears as a miniature icon on the Dock so that you can keep an eye on it, so to speak.
2. When you're ready to *restore* the window (display it again on the Desktop), simply click the thumbnail icon representing the window on the Dock, and Mac OS X automatically returns it to its former size and location.

## Zoom Windows

Zooming windows has kind of a *Flash Gordon* sound to it, don't you think? It's nothing quite that exciting — no red tights or laser guns. Still, when you're trying to view a larger portion of a document, *zooming* is a good thing because it expands the window to the maximum practical size for the application you're using (and the content being displayed). When you want to zoom, here's what you need to know:

- ➡ **You can zoom with one click.** To zoom a window, move the mouse pointer over the green Zoom button in the upper-left corner of the window. **Figure 3-13**, shown earlier in this chapter, struts its stuff (again) and illustrates the position. (That is one versatile figure!) A plus sign appears on the Zoom button. Click to expand your horizons.



After you finish with a zoomed window, you can return it to its previous dimensions by clicking the Zoom button again.

- ➡ **Zooming produces mixed results.** In some cases, zooming a window fills the entire screen; at other times, the extra space would be wasted, so the application zooms the window to the maximum size that shows as much content as possible (with no unnecessary white space).
- ➡ **You can't zoom in on everything.** The Zoom button can even be disabled by an application that doesn't want you to muck about with the window; for example, I own a game or two that doesn't allow zooming.

## *Move and Resize Windows*

Unlike the (rather) permanent windows in your home, you can pick a window and cart it to another portion of the Desktop. Here are the basics of moving windows:

- ➡ **Move windows when you want to see other stuff.** Typically, you move a window when you're using more than one application at a time and you need to see the contents of multiple windows.
- ➡ **Click and drag the window to move it.** To grab a window and make off with it, click the window's *title bar* — the strip at the top of the window that usually bears a document or application name — and drag the window to the new location. Then release the mouse button to plant it firmly in the new location.

- ➡ **Change the width or height of the window instead.** To change the dimensions of a window to your exact specifications, move the pointer over any edge of the window, click, and then drag until the window is the size you prefer.



By the way, some applications let you arrange multiple windows in a graceful swoop with a single click on a menu. Click the Window menu and choose Arrange All to perform this magic.

### *Close Windows*

When you're finished with a document or you no longer need a window open, you can close it to free that space on the Desktop. As with most tasks on the Mac, closing windows is simple:

- ➡ **Close a window with the Close button.** Move the mouse pointer over the Close button; it's the red, circular button in the upper-left corner of the window (refer to **Figure 3-11**). An X appears on the button when you're in the zone. When the X appears, just click the mouse. Most programs also have Close commands on their File menus.
- ➡ **Save your information if you're asked to save before closing.** Most Mac applications don't want you closing a window willy-nilly if you change the contents without saving them. For example, try to close a document window in Microsoft Word or Pages (in iWorks; see Chapter 8) without saving the file first. The program asks for confirmation before it closes the window containing your unsaved Great American Novel. (Here's another indicator: Some programs display a black dot in the center of the program's Close button to indicate unsaved changes.)



To close all windows displayed by a particular program, hold down the Option key while you click the Close button in one of the windows. Whoosh! They're all gone.

### *Close Programs*

If I had a twisted and warped sense of humor, I would tell you to close applications by simply pulling the Mac power cord from the wall socket. (Luckily, I don't.) You have, however, saner ways to close a program — use one of these methods instead:

- ➡ Press the  $\text{⌘}+\text{Q}$  keyboard shortcut.
- ➡ Choose the Application's named menu and then click Quit.
- ➡ Right-click the application icon on the Dock and choose Quit from the pop-up menu that appears.

You can also click the Close button in the application window. Note, however, that this technique doesn't always completely close the application.



You might be able to close a program's window without closing the program itself. For example, you can close a browser window in Safari, but the Safari program continues to run. However, when you close a program, you automatically close any windows that the program opened.



# Customizing Lion

**L**ion is easy to customize in many ways: You can adjust the appearance of the Desktop, configure the behavior of your mouse (or trackpad) and keyboard, and set up a screen saver to keep your Mac happy while you're away.

In this chapter, I show you how to

- ➡ Select a background, an appearance, and icon arrangement for the Desktop.
- ➡ Tweak the behavior of your pointing device and keyboard.
- ➡ Enhance the readability of the Desktop.
- ➡ Use the Lion visual cues rather than system sounds.
- ➡ Enable speech recognition.

## Chapter 4

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### *Fine-Tune Lion*

Your Mac is truly easy to customize to your specific desires and needs. Because each user on your Mac has individual Desktop settings, you can quickly make changes to *your* Desktop configuration *without* upsetting the other members of the family (who may not want a hot pink background with lime-green highlights).



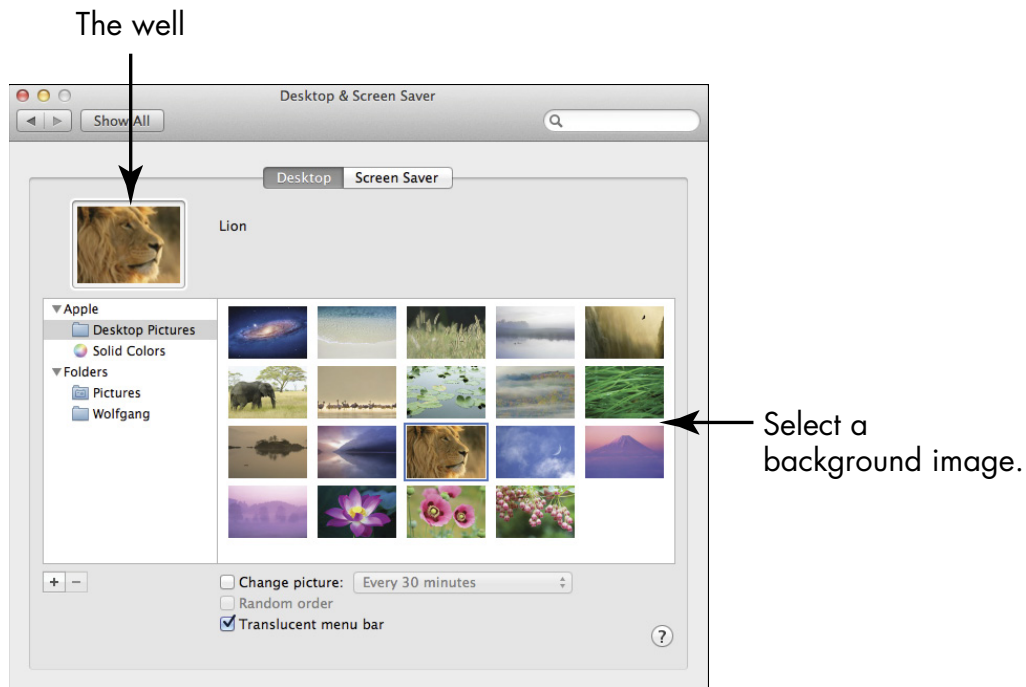
Most changes you make to customize your Mac require you to open the System Preferences window, which you can reach by clicking the System Preferences icon on the Dock. (The icon bears a number of gears for a label.)

### *Change the Desktop Background*

I have yet to meet a computer owner who didn't change the desktop background when presented with the opportunity. Favorite backgrounds usually include

- ➡ Humorous cartoons and photos
- ➡ Scenic beauty
- ➡ Simple solid colors that help icons and windows stand out
- ➡ Photos of family and friends

If you decide to spruce up your background, you have three choices: Select one of the default Mac OS X background images, choose a solid color, or specify your own image. All three background types are available from the Desktop & Screen Saver pane, located within System Preferences, as shown in **Figure 4-1**.



**Figure 4-1**



If you haven't enabled right-clicking on your Magic Mouse or trackpad yet — Apple calls it this a “secondary click” — I recommend doing so now. Open System Preferences, click the Trackpad icon, and then click the Point and Click tab. Select the Secondary Click check box to enable it. Now you can right-click by tapping the mouse or trackpad with two fingers. For example, you can right-click any open spot on the Desktop and choose Change Desktop Background from the pop-up shortcut menu.

To choose a background from one of the collections provided by Apple, click one of these groups from the list on the left:

- ➡ **Desktop Pictures:** These backgrounds feature scenic beauty, such as blades of grass, sand dunes, snowy hills . . . that sort of thing. You also get close-up

backgrounds of plant life — I especially recommend the green grass — and a truly beautiful portrait of a lion.

- ➡ **Solid Colors:** This is for those who desire a soothing solid shade.
- ➡ **iPhoto:** Choose an image from your iPhoto Library. (Note that the iPhoto group only appears if you've installed the iPhoto application.)
- ➡ **Pictures:** This displays the images saved in your Pictures folder.
- ➡ **Choose Folder:** You can open a folder containing images and display them instead. (I discuss this in more detail in a page or two.)

If you see something you like, click the thumbnail, and Mac OS X automatically refreshes the background so that you can see what it looks like. (There's no OK, Accept, or Apply button to click.)

Mac OS X provides five orientations for your background image. First, click the pop-up menu next to the "well"; refer to **Figure 4-1**. Then you can choose to

- ➡ **Tile the background.** The image is repeated to cover the Desktop (usually done with pattern images to produce a smooth look).
- ➡ **Fill the screen.** The original aspect ratio of the image is preserved, so it's not stretched.
- ➡ **Fit to screen.** Choose this option to resize the height or width of the image to fit your screen, keeping the original aspect ratio.
- ➡ **Stretch the background to fit the Desktop.** If your Desktop image is smaller than the Desktop acreage, be forewarned — if you try to stretch too small of an

image over too large of a Desktop, the pixilated result can be frightening. (Think of enlarging an old Kodak Instamatic negative to a 16 x 20 poster. Dots, dots, dots.) Too, the original aspect ratio of the image isn't preserved, so you might end up with stretched results that look like a funhouse mirror at a carnival.

- ➡ **Center the image on the Desktop.** This solution is my favorite for Desktop images that are smaller than the screen resolution.

This pop-up menu appears only if the Desktop picture you select isn't one of the standard Apple images. All pictures in the Desktop Pictures and Solid Colors categories are scaled automatically to the size of your screen.



To regularly change the Desktop background automatically from the selected folder, select the Change Picture check box and then choose the delay period from the corresponding pop-up menu. (Refer to **Figure 4-1.**) To display the images within the selected folder in random order, also select the Random Order check box; otherwise, Mac OS X displays the images in the order that they appear in the folder.

As I mention earlier in this chapter, if you want your favorite color without the distraction of an image, you can choose from a selection of solid colors. You can choose from these colors the same way that you pick a default Mac OS X background image (as I describe earlier in this section).

Finally, you can drag your own image into the well from a Finder window to add your own work of art. To view the thumbnails from an entire folder, click the Pictures folder (to display the contents of your personal Pictures folder) or click the Add button (bearing the plus sign) to specify any folder on your system. Click one of the thumbnails (the small images) to embellish the Desktop.

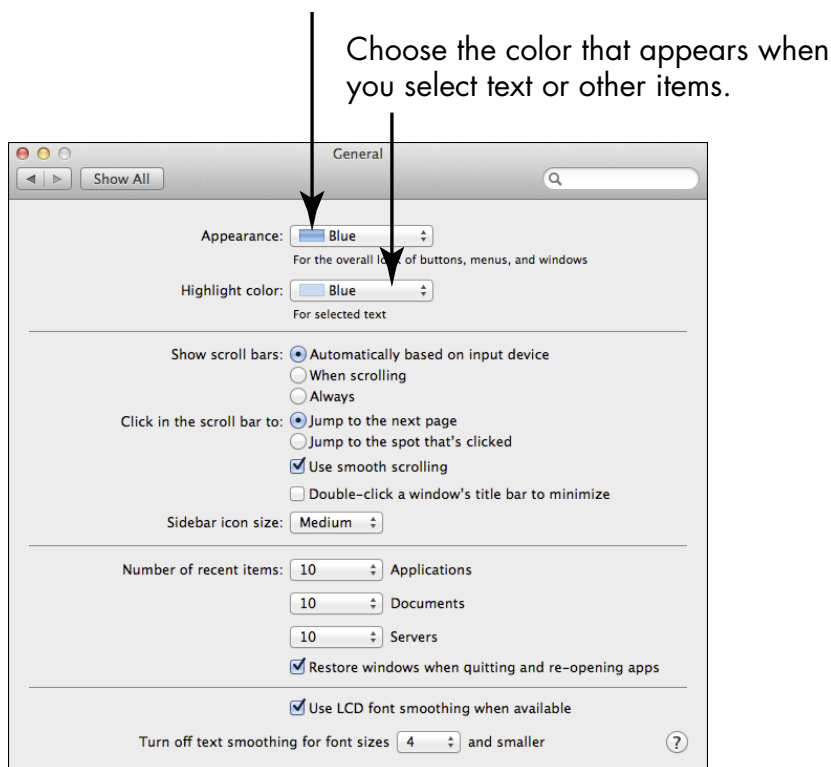
You can also set a screen saver from this dialog. Flip ahead to the section, “Select a Screen Saver,” for more information.

### *Change the Desktop Color Scheme*

You can also select your own colors for buttons, menus, and windows within Lion — and just like your background choice, the color scheme you select is completely up to you. (Some color schemes supplied by Apple may also help with any reduced vision you may have.) To choose a scheme, follow these steps:

1. Open System Preferences and click the General icon to display the settings shown in **Figure 4-2**.

Choose the main color for buttons and menus.



**Figure 4-2**

2. Click the Appearance pop-up menu and choose the main color choice for your buttons and menus.
3. Click the Highlight Color pop-up menu and pick the highlight color that appears when you select text in an application or select an item from a list.
4. Press ⌘+Q to close System Preferences and save your changes.

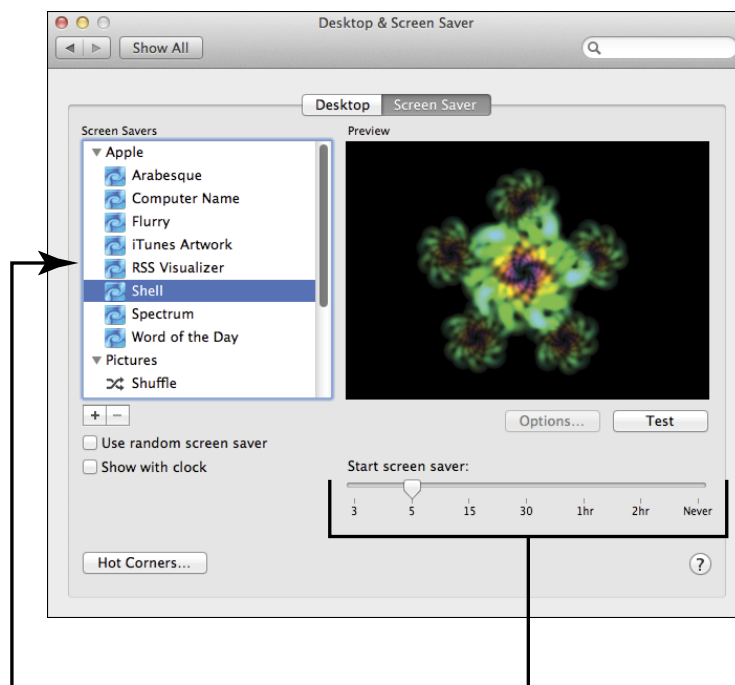
## Select a Screen Saver

Screen savers are another popular customizable display item. True, today's LED monitors don't require animated graphics to avoid "burn-in" like older CRT tube-based monitors did, but the moving colors and images displayed by a screen saver can still provide security as well as a bit of fun to your desktop. A screen saver runs after the specified amount of inactivity has passed.

To select a screen saver, open System Preferences and click the Desktop & Screen Saver icon; then click the Screen Saver tab to display the settings you see in **Figure 4-3**. Drag the Start Screen Saver slider to control the inactivity delay (or choose Never to disable the screen saver feature entirely).

Click one of the entries in the Screen Savers column to display a thumbnail showing the effect. Selecting the Use Random Screen Saver check box, naturally, runs through them all. You can also test the appearance of the saver module by clicking the Test button; the screen saver runs until you move the mouse, move your finger across the trackpad, or press a key.

Many screen savers let you monkey with their settings. If the Options button is enabled (not grayed out), click it to see how you can change the effects.



Select a screen saver.

Choose when your screen saver starts.

**Figure 4-3**



Click the Hot Corners button to display the Hot Corner sheet. From there, you can click any of the four pop-up menus in the four corners of the screen display to specify that corner as an *activation hot corner* (which immediately activates the screen saver) or as a *disabling hot corner* (which prevents the screen saver from being activated). As long as the mouse pointer stays in the disabling hot corner, the screen saver doesn't kick in no matter how long a period of inactivity passes. Click OK to save your changes and return to the System Preferences window.

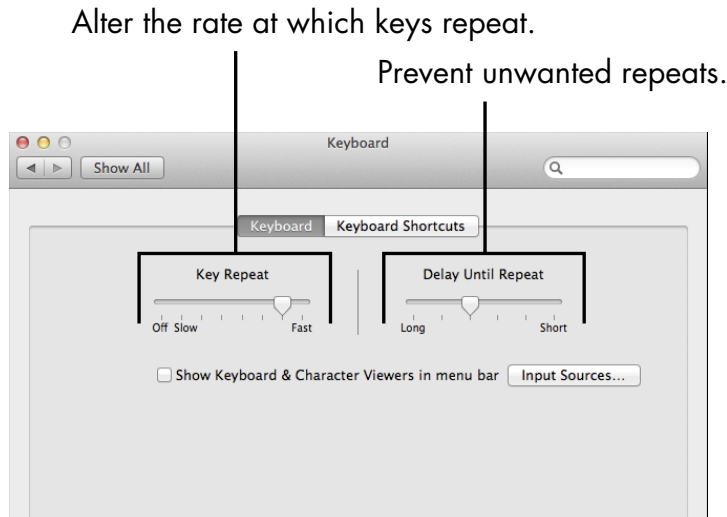
## Customize the Keyboard

No, you can't rearrange that horrible QWERTY arrangement by pulling off the keys — believe me, I've tried — but Lion lets you tweak the behavior of your keyboard in a number of important ways.



To customize your keyboard, click the System Preferences icon on the Dock and then click the Keyboard icon. On the Keyboard pane, shown in Figure 4-4, you can set these options:

- ➡ **Key Repeat:** Move the Key Repeat slider to alter the rate at which a keystroke repeats.
- ➡ **Delay Until Repeat:** Move this slider to alter how long a key must be held down before it repeats. For those who take a little more time pressing each key, moving this slider to the left helps reduce unwanted repeats.



**Figure 4-4**

Lion also provides the Sticky Keys and Slow Keys features, which can help you if you have trouble pressing keyboard shortcuts, or you often trigger keyboard repeats (repetition of the same character) accidentally. To use these options, display the System Preferences window, click the Universal Access icon, and then click the Keyboard button.

Sticky Keys work by allowing you to press the modifier keys in a key sequence (like  $\text{⌘}+\text{A}$ ) one after another rather than all at the same time. Slow Keys allows a pause between the moment a key is pressed

and the moment that Lion acts on the keystroke. To turn on either feature (or both), just select the corresponding On radio button.

You can modify the way that Sticky Keys work:

- ➡ **Press the Shift Key Five Times:** Select this check box, and then you can toggle Sticky Keys on and off from the keyboard by pressing the Shift key five times.
- ➡ **Beep When a Modifier Key Is Set:** Select this check box to play a beep tone when Lion recognizes that you've activated a modifier key.
- ➡ **Display Pressed Keys on Screen:** Select this check box, and Lion displays each key you press in a Sticky Keys sequence to help you keep track of the characters you've entered.

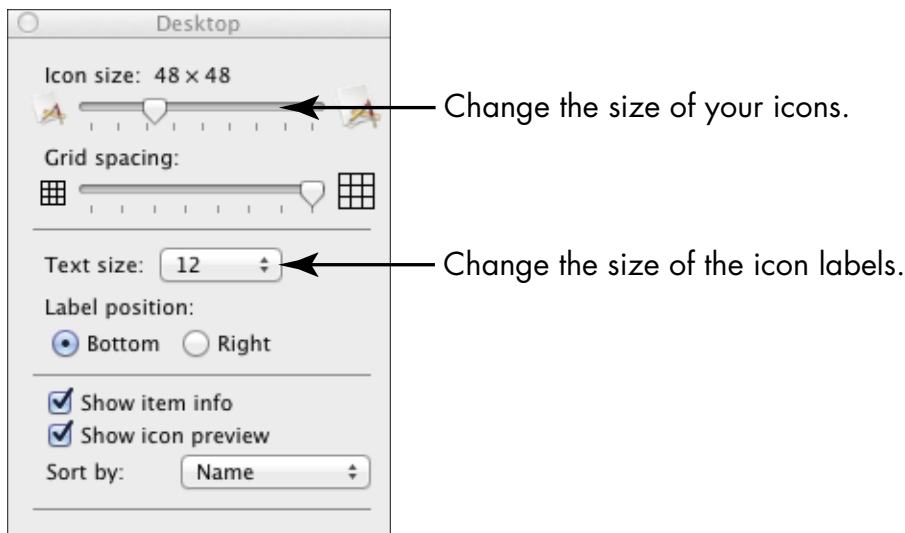
You can modify the way that Slow Keys work by using these options:

- ➡ **Use Click Key Sounds:** Select this check box to add a key-click sound every time you press a key.
- ➡ **Acceptance Delay:** Drag this slider to specify the length of the delay before the key is accepted.

To turn off keyboard repeat entirely — which may be required, depending on the settings you choose for Sticky Keys and Slow Keys — click the Open Keyboard Preferences button, which displays the Keyboard preference settings I discuss earlier in this chapter.

## *Organize Icons on the Desktop*

You can set the options for your Desktop icons from the Finder's View menu (click any open part of the Desktop and choose View ⇨ Show View Options) or by right-clicking any open part of the Desktop and choosing Show View Options. (Heck, you can even press ⌘+J.) Lion displays the dialog that you see in **Figure 4-5**.



**Figure 4-5**

The changes you can make from this dialog include

- ➡ **Resize icons.** Click and drag the Icon Size slider to shrink or expand the icons on the Desktop. The icon size is displayed in pixels, above the slider.
- ➡ **Specify grid spacing.** Click and drag the Grid Spacing slider to shrink or expand the size of the grid used to align icons on the Desktop. The larger the grid, the more space between icons.
- ➡ **Resize icon label text.** Click the up and down arrows to the right of the Text Size pop-up menu to choose the font size (in points) for icon labels.
- ➡ **Move icon label text.** Select either the Bottom (default) or Right radio button to choose between displaying the text under or to the right of your Desktop icons.
- ➡ **Show item info.** With the Show Item Info check box selected, Mac OS X displays the number of items within each folder on the Desktop as well as the size and free space on your hard drives.

- ➡ **Show icon preview.** Select the Show Icon Preview check box, and the Finder displays icons for image files, using a miniature of the original picture. (It's a cool feature for people with digital cameras, but it takes extra processing time because Mac OS X has to load each image file and shrink it to create the icon.)
- ➡ **Sort.** From the Sort By pop-up menu, you can automatically align icons to a grid on the Desktop. You can also sort the display of icons in a window by choosing one of the following criteria from its pop-up menu: by name, date modified, date created, date last opened, date added, size, or the kind of item.

After all your changes are made and you're ready to return to work, click the Close button of the dialog to save your settings.

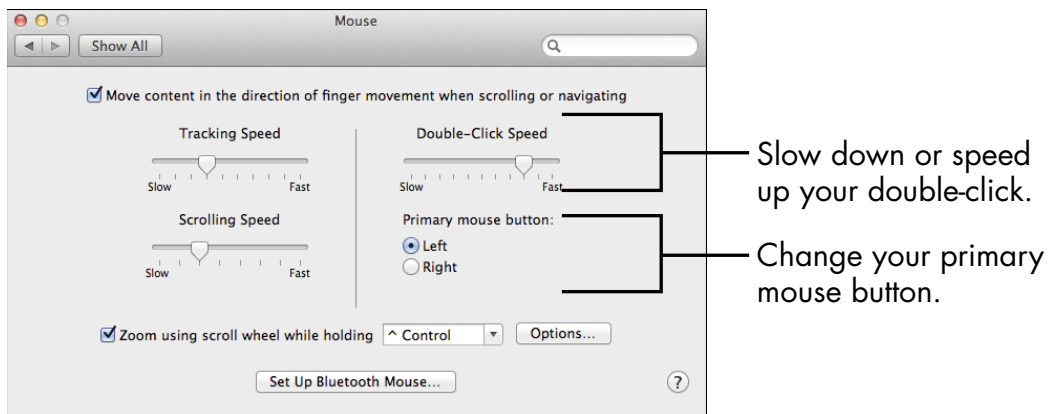
## *Customize Your Pointing Device*

As with the keyboard, Mac owners are downright picky about how their mice (or trackpads) work, and that includes folks who add third-party pointing devices, such as trackballs. Once again, Lion doesn't let you down, and you can customize your mouse to fit all your clicking and double-clicking quirks — I mean, habits.

To get started, click the System Preferences icon on the Dock and then click the Mouse icon. On the Mouse pane, shown in **Figure 4-6**, you find these settings:

- ➡ **Tracking Speed:** Drag this slider to determine how fast the mouse tracks across the Desktop.
- ➡ **Double-Click Speed:** Drag the Double-Click Speed slider to determine how fast you must click your mouse to cause a double-click.
- ➡ **Scrolling Speed:** Drag this slider to specify the rate at which the contents of windows will scroll.

- ➡ **Primary Mouse Button:** For those lefties who want to change the primary mouse button, select the Right radio button to switch to the right button as your primary button.
- ➡ **Zoom Using Scroll Wheel:** If your older mouse has a scroll wheel or ball, you can zoom the display with the scroll wheel or ball while holding down the key you choose from the drop-down menu — a helpful option for image editing.



**Figure 4-6**

If you're using a MacBook laptop — or a desktop Mac and a Magic Trackpad — you'll find many of these same settings on the System Preferences Trackpad pane. You can also choose which gestures your Mac will recognize, such as tap-to-click, zooming, and swiping between pages.

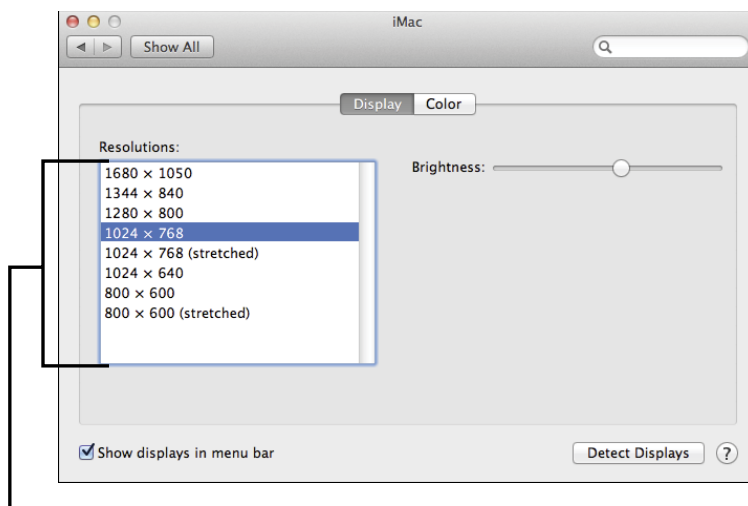
## *Set Your Screen for Maximum Visibility*

Two features in Lion can help people with limited vision: First, you can change the display resolution and brightness so that onscreen elements are easier to distinguish. Second, you can use the Universal Access Display tools to enhance the clarity of your Desktop, Finder windows, and program windows.

Your monitor can display different resolutions, and the higher the resolution, the smaller that items appear onscreen. So, if you want items on the Desktop to appear larger, you have to lower the screen resolution. You can also change the brightness level of your display to match the ambient lighting in the room.

To change these settings, follow these steps:

1. Open System Preferences and click the Display icon to display the settings, as shown in **Figure 4-7**.



If you have trouble seeing icons on the Desktop, choose a lower screen resolution.

**Figure 4-7**

2. Click the resolution you want to use from the Resolutions list on the left.



If you're having problems discerning items on the Desktop, try a lower resolution.

3. (Optional) Select the Show Displays in Menu Bar check box if you switch resolutions often.

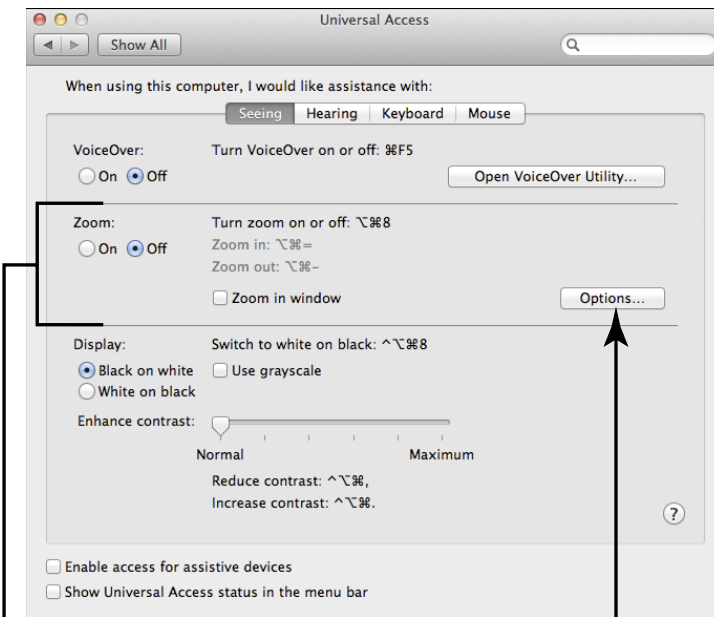
4. Press  $\text{⌘}+\text{Q}$  to close System Preferences and save your changes.

## Use the Universal Access Tools

Lion offers a number of advanced features (grouped under the name Universal Access) that can help with contrast and zooming for Mac owners with limited vision.

To turn on Universal Access vision options, follow these steps:

1. Open System Preferences, click the Universal Access icon, and then click the Seeing tab to display the Seeing settings, as shown in Figure 4-8.



Turn on Zoom.

Control how much magnification is used.

**Figure 4-8**

2. To turn on Lion's Zoom feature for your display — which allows you to zoom in on a selected portion of the screen — select the Zoom On radio button or press  $\text{⌘}+\text{Option}+8$ .
3. To specify how much magnification is used, click the Options button. From the sheet that appears, you can set the minimum and maximum Zoom magnification increments. From the keyboard, press  $\text{⌘}+\text{Option}+=$  (equal sign) to zoom in or press  $\text{⌘}+\text{Option}+-$  (minus sign) to zoom out. You can also display a preview rectangle of the area that's included when you zoom.

To have Mac OS X smooth images to make them look better when zoomed, click the Options button in the Zoom section of the pane and then select the Smooth Images check box.



You can also determine how the screen moves in relation to the pointer from the Zoom Options sheet: By default, the zoomed screen moves with the pointer, but you can set it to move only when the pointer reaches the edge of the screen or maintain the pointer near the center of the zoomed image automatically.

4. (Optional) If you prefer white text on a black background, select the White on Black radio button (or press the  $\text{⌘}+\text{Option}+\text{Control}+8$  keyboard shortcut). Note that depending on your display settings, it might be easier on the eyes to use Grayscale Display mode by selecting the Use Grayscale check box.
5. Press  $\text{⌘}+Q$  to close System Preferences and save your changes.

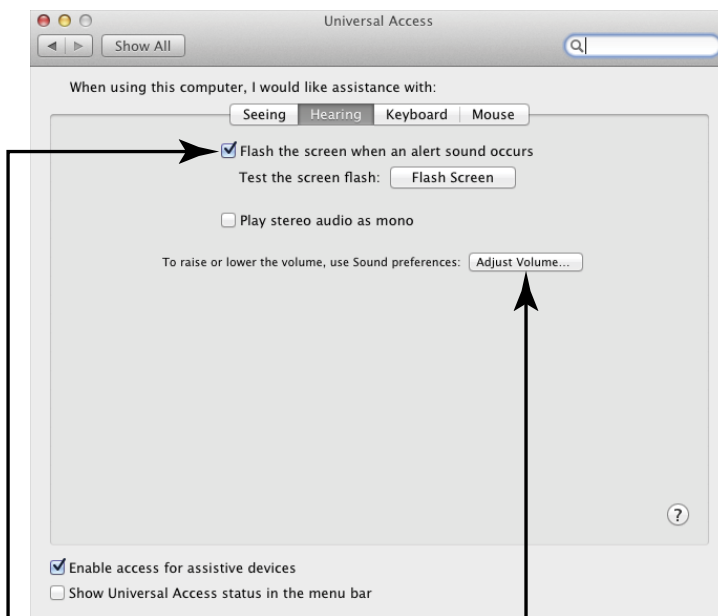


## Replace Sounds with Visual Cues

Lion can provide additional visual cues to supplement the spoken and audio alerts used throughout your system.

Follow these steps to add visual cues:

1. Open System Preferences, click the Universal Access icon, and then click the Hearing tab to display the options shown in **Figure 4-9**.



Adjust the volume.

Make the screen flash when an audio alert sounds.

**Figure 4-9**

2. Select the Flash the Screen When an Alert Sound Occurs check box. Click the Flash Screen button to test the visual cues.

3. To play stereo music as mono (with both channels combined as one channel from both speakers), click the Play Stereo Audio as Mono check box to select it.



To raise the overall sound volume in Mac OS X, click the Adjust Volume button to display the Sound System Preferences settings, where you can drag the Volume slider to the right.

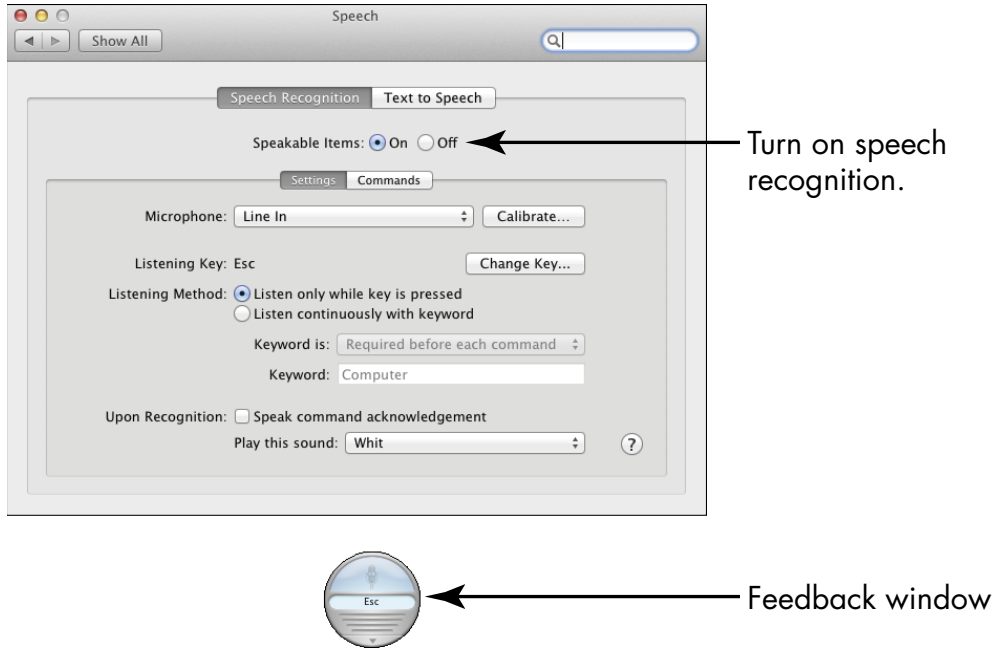
## *Set Up Speech Recognition*

Since the early days of the Mac OS, Apple has included some form of speech functionality in its computers. Lion continues to improve on speech recognition by offering a host of tools that let you get more work done in a shorter amount of time.

The speech recognition features of Mac OS X let you speak a word, phrase, or sentence command. Then your Mac goes to work “translating” what you said. If it understands the command, it then performs an action associated with that phrase. Cool! The great part about this feature is that you can say any phrase in continuous speech and have your Mac perform any sort of action that you can imagine, such as closing a window or opening a document. In fact, you aren’t limited to just one action: You can perform dozens of actions after speaking a particular phrase, such as creating a new e-mail message and then sending it.

You probably won’t need to go buy any fancy extra equipment, either. Most current Macintosh models have a built-in microphone; for example, if you use an iMac, your microphone is built into the monitor, and MacBooks have a similar microphone built into the screen. (Even many Mac monitors include a camera and microphone.) If your Mac doesn’t have a microphone, though, find yourself a simple one and connect it to the computer by plugging it into the Line-In or Microphone jack, which I discuss in Chapter 2.

To get started with speech recognition in Mac OS X, open the System Preferences window by clicking its icon on the Dock and clicking the Speech icon. Then click the Speech Recognition tab to display the settings you see in **Figure 4-10**.



**Figure 4-10**

The Speech Recognition tab consists of two subtabs:

- ➡ **Settings:** The Settings tab provides a number of settings that control how your Mac listens to Its Master's Voice. (That means you, friend reader.) From there, you can set the sound input and adjust the key on the keyboard that toggles Speech Recognition on and off.
- ➡ **Commands:** When Speech Recognition is active, your Mac can understand any number of commands. From the Commands tab, you tell the Mac what type of commands it should expect you to give, and in which applications.

Crowning the Speech Recognition pane are the Speakable Items On and Off radio buttons. You probably already guessed how to use them to switch speech recognition features on and off.



When you select the On radio button, the small circular Speech Recognition Feedback window appears on your screen, floating above all other windows. Know this face well because the round Feedback window (refer to **Figure 4-10**) is your friend and partner. If you use Speech Recognition often, it becomes a constant companion on the Desktop.

### *Customize Speech Recognition Settings*

At the bottom of the Settings pane is the Upon Recognition section. When your Mac comprehends one of your commands, you can set it to respond by playing a sound, speaking a confirmation, or both. This option is helpful when you're not sure whether your Mac understands you. One-hundred-percent recognition isn't a reality on any computer at this point, so sometimes it helps to have any feedback that you can get. Otherwise, you might feel silly shouting at your machine while it sits there doing nothing. Or worse: It's doing things you didn't intend for it to do.

You can choose between two styles of listening with the Listening Method options:

- ➡ **Listen Only While Key Is Pressed:** Speech Recognition works only while the designated key is held down.
- ➡ **Listen Continuously with Keyword:** When you speak the keyword, listening turns on and remains on.



To change which key must be toggled or held down, click the Change Key button.

If your Mac is having problems recognizing your speech, click the Calibrate button to adjust the sound volume for better recognition.

When Speech Recognition is active, your Mac listens for whichever phrases appear in your Speakable Items folder (a directory on your hard drive that holds a number of scripts). The Commands tab (see the preceding section) lets you view the contents of this folder. When you speak a phrase that matches one of these filenames, your Mac automatically executes that script. The script can perform any number of actions, which is what makes Speech Recognition so powerful. Apple includes a large number of scripts with Mac OS X.

To view the contents of the Speakable Items folder, click the Open Speakable Items Folder button on the Commands pane. The Finder comes to the foreground and navigates to the folder that holds the scripts. This option is handy because each item in the Speakable Items folder is speakable.

After you activate Speech Recognition, you instantly see the Feedback window. You can click and drag the edge of the window to position it anywhere on the Desktop.

The Feedback window includes controls and displays of its own:

- ➡ **Microphone Level Meter:** The Feedback window displays indicators to let you know how loud the input to your microphone is.
- ➡ **Visual Indicator:** The Feedback window displays visual feedback to let you know which mode it's in: idle, listening, or hearing a command. When the microphone isn't grayed out but no arrows appear on either side of the microphone, you're in Listening mode. When animated arrows flank the microphone, your computer is hearing a command spoken. When Speech Recognition is idle, no arrows are present and the microphone is grayed out.

- ➡ **Quick-Access Menu:** You can quickly access the Speech preferences for the System or view the Speech Commands window. Just click the down arrow at the bottom of the Feedback window, and a menu appears, giving you one-click access to both.

As soon as you disable speech recognition in System Preferences, the Feedback window disappears.

Because the Speech Recognition feature might be listening for different sets of commands from the Finder or many other applications, Mac OS X provides you with a single listing of all commands that you might speak at any given time: the Speech Commands window. To open the Speech Commands window, click the triangle at the bottom of the Feedback window and choose Open Speech Commands Window from the menu that appears.

The Speech Commands window is a simple one, but it serves an important purpose: to let you know which commands Mac OS X understands. The Speech Commands pane organizes commands into categories that match the settings in the Speech pane of the System Preferences.

If you launch another application that supports Speech Recognition, Mac OS X adds that application's commands to the Speech Commands window. Speak any of these commands to make your Mac execute that function. For example, Mac OS X ships with speech commands for Address Book, such as Mail To and Video Chat With.



Apple might be a big, serious, computer company — yeah, right — but it isn't without a humorous side. With Speech Recognition enabled, say the phrase "Tell me a joke." Your Mac replies with a random joke. Say it again, and your Mac tells you another joke. (Brace yourself: These jokes are really bad.) Oh, and if you get a knock-knock joke, remember that you have to ask, "Who's there?" Seriously!

# Working with Files and Folders

**M**ac OS X is a highly visual operating system, and using it without a pointing device (like a mouse or trackpad) is like building Hoover Dam with a pocketknife (and not a particularly sharp pocketknife, either). Therefore, most of this chapter requires you to firmly grasp the little rodent, or place your finger squarely on your trackpad. I introduce you to items such as *files* and *folders* and lead you through the basic training you need to run programs and open documents.

I also show you just how easy it is to manage your files and folders as gracefully as Fred Astaire on his best day. You'll also see how to keep your Mac tidy and organized so that you can find things more easily and work more efficiently:

- ➡ Create, select, and open files and folders.
- ➡ Copy and move files and folders.
- ➡ Use a CD or DVD to back up all your precious stuff.

## Chapter 5

### Get ready to . . .

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### Store Files on Your Mac

Although you may already be familiar with how your information is stored in files, I want to cover the big concepts you need to know about files — just in case:

- ➡ **The information you use and the stuff you create are saved in files.** A *file* is an individual item that has its own name and properties, such as the date it was created and which program runs it. For example, a letter you write, a photo you take, and your genealogical data you catalogued are all stored in individual files.
- ➡ **You run programs to create and edit files.** A *program* is used to do work on a computer (such as Pages, which you would use to type that letter). In the Mac world, a program is often referred to as an *application* (or “app”). So a program and an application are exactly the same thing!
- ➡ **Files are linked to programs.** Here’s one of the features that makes the Mac so neat! Double-click a Pages document you created (again, that same dog-gone letter I keep mentioning), and Lion automatically knows that the Pages program has to run for you to work with that document: say, make changes to the letter or print it. Then the needed program automatically launches and loads the letter file, ready for you to use. The file is marked as a Pages document, and Lion maintains the link between them. *Snazzy!*

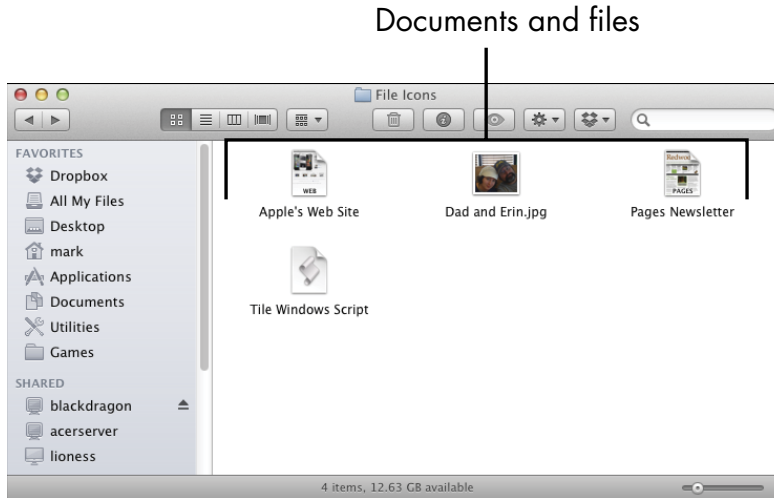


Although each file is individually named, Lion tries to make it as easy as possible to visually identify which program owns which file. Therefore, most programs use a special icon to indicate their data files. For example, **Figure 5-1** illustrates several documents



and data files created by a range of programs: iPhoto, Pages, Automator, and Safari.

- ➡ **Word processing and desktop publishing files are called *documents*.** A *document* is just a special kind of file. For example, a newsletter created in Pages and a home budget spreadsheet created in Numbers are both documents.



**Figure 5-1**

### *Organize Files with Folders*

“Mark, I thought this computer was going to get me away from all that paper in my filing cabinets!” Don’t worry, dear reader: Your Mac can indeed create a paper-free zone in your home office. Start off by thinking about your Mac as a big filing cabinet.

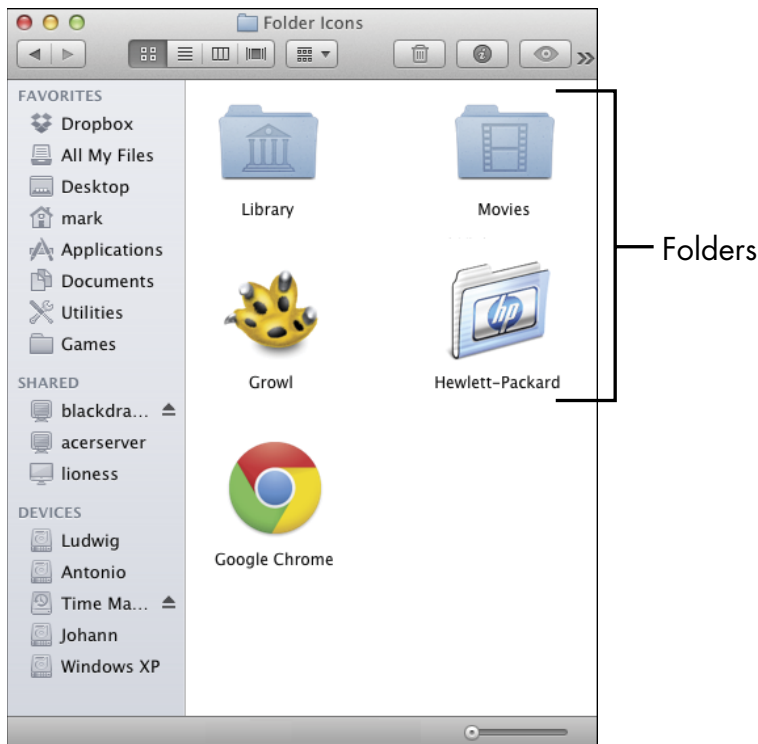
- ➡ A *folder* is simply a “container” that you can use to hold one or more files on your Mac, just like an actual manila folder that (hopefully) gets put away neatly in a cabinet drawer. (The folks who designed the first Mac operating system decades ago knew that we’re all comfortable with the idea of storing information in folders, so they used the idea.)

- ➡ You can organize your files on the Desktop and within Finder windows by copying and moving files in and out of folders (or, in brave moments, even between folders). (Chapter 8 explains how to cut, copy, and paste.) This is no different than moving a piece of paper from a manila folder to another.
- ➡ Folders can be named, renamed, and deleted, just like files can. (Sections later in this chapter explain how.) You can also create a folder within a folder to further organize your stuff, and these “enclosed” folders are *subfolders*.
- ➡ As you can see from the assortment shown in **Figure 5-2**, folders have a 3-D look in Mac OS X. In fact, major system folders (including Applications, Downloads, Library, System, Users, and Utilities) sport folder icons in Lion that help identify their contents.

Every user account that you create on your Mac has a special folder, called a Home folder, where you can store documents and data for your use. No one else can see the contents of your Home folder, which is named after your account. (Visiting your Home folder is easy — open any Finder window, and you’ll see it under the Favorites heading at the left side of the window.)

Inside your Home folder are a number of subfolders that are automatically created as well, and you can use these folders to store all sorts of documents and help keep your Mac organized. The most important Home subfolders include

- ➡ **Documents:** This subfolder is provided so that you can store all sorts of documents you’ve created, like your Pages projects. Lion also places a link to your Documents folder on the Dock.



**Figure 5-2**

- ➡ **Downloads:** You'll also find this subfolder on the Dock. By default, Safari stores all files you've downloaded from the web in this subfolder.
- ➡ **Movies, Music, and Pictures:** These three subfolders are self-explanatory. They store any movies, digital music files (including your iTunes music library), and photos that you upload from your camera or snap with your FaceTime camera.

### *Open Files and Folders*

To open a folder within Lion, just double-click it. (Alternatively, you can click it once to select it and then press **⌘+O**.) The contents of the folder (documents, photo files, and so on) are displayed within a new window, or within the current window (depending on how you set

View mode, which you can read about in Chapter 3).

Here's the simple way to load a document:

1. If a Finder window isn't already open, double-click your Mac's hard drive icon on the Desktop. This opens a Finder window.



See Chapter 3 if you need a little help finding this icon on your Desktop.

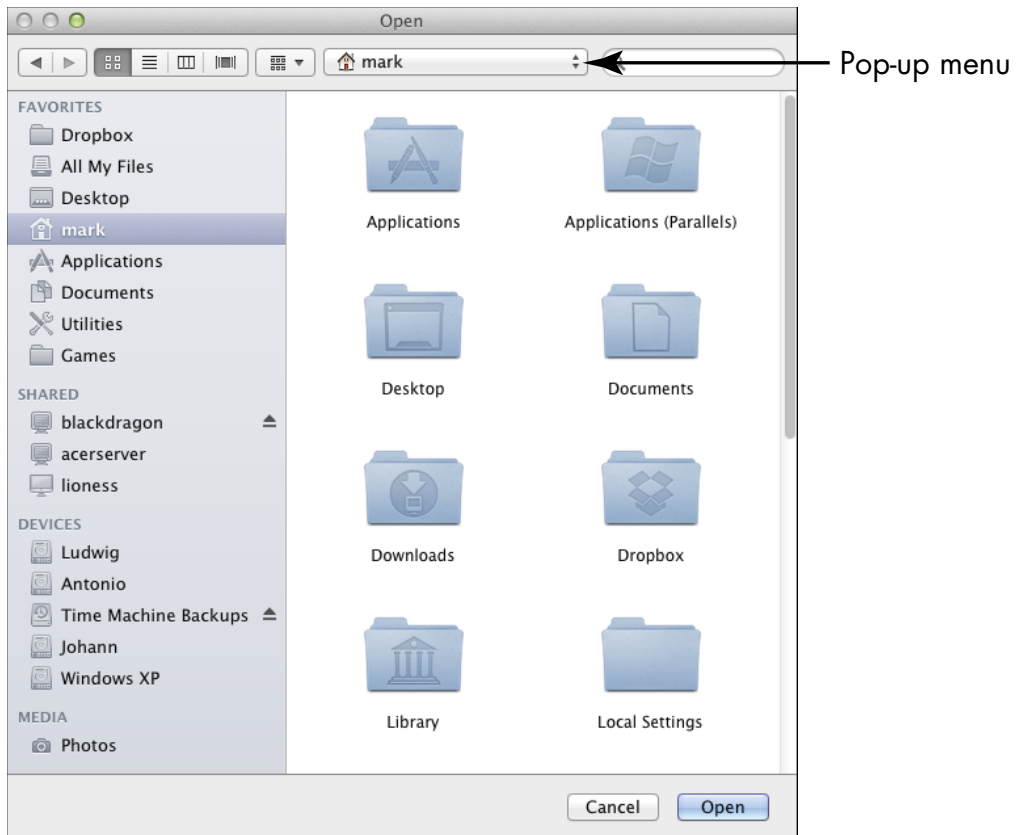
2. Double-click the folder that contains the document. If the document is stored in a subfolder, double-click that subfolder to open it.
3. When the document is visible, double-click it. (This is my preferred method because I'm an ALT — short for *Admittedly Lazy Technowizard* — who would rather use complex hand movements to pour myself another Diet Coke.)

If the program that you created the document with is already open, you can also open a document from inside the program. For example, if I already have Pages open, I can open a document from there.

1. Choose File⇨Open or press the handy ⌘+O key combination. Your Mac OS X application is likely to display the attractive Open dialog that you see in Figure 5-3.

Note that you can switch the Open dialog between view modes (see Chapter 3), just like a Finder window, so you can browse in Icon mode, List mode, Column mode, or Flow mode. (For this demonstration, I use Column mode, which is my favorite view mode.)

2. Navigate to the location of the document you want to open. In the Open dialog, you can navigate in one of two ways:



**Figure 5-3**

- Use the pop-up menu or sidebar to jump directly to common locations — such as the Desktop and your Home folder — as well as places you recently accessed (Recent Places).
- If the target folder isn't on your pop-up menu, move the slider at the bottom of the dialog to the far left to display your hard drives, CD-ROM and DVD drives, and network locations.



If you're having trouble locating the file or enclosing folder, click in the Search box in the upper-right corner of the Open dialog and type the first few letters of the name to display files with matching names on your Mac.

3. Click the location where the file is stored (usually within at least one folder).

Note that the right columns change to show you the contents of the item you just clicked. In this way, you can cruise through successive folders to find that elusive document. (This somewhat time-consuming process is somewhat derisively called *drilling* — hence, the importance of using Recent Items, as I discuss later in this chapter.)

4. When you spy the document you want to load, either double-click it, or click once to highlight the filename and then click Open.



“Hey, the Open dialog can be resized!” That’s right, good buddy. You can expand the Open dialog to show more columns and find things more easily. Like any window in Lion, you can click and drag any edge of the Open dialog to resize it.

## View Documents with Quick Look

The link that connects a program with a document is A Beautiful Thing, but sometimes you just want to look at the contents of a file — and if you double-click that document file, you end up waiting for the entire application to load. (Depending on the size of the program, this process can take as long as 10 or 15 seconds!) There has to be an easier way to just take a gander at what’s inside a document.

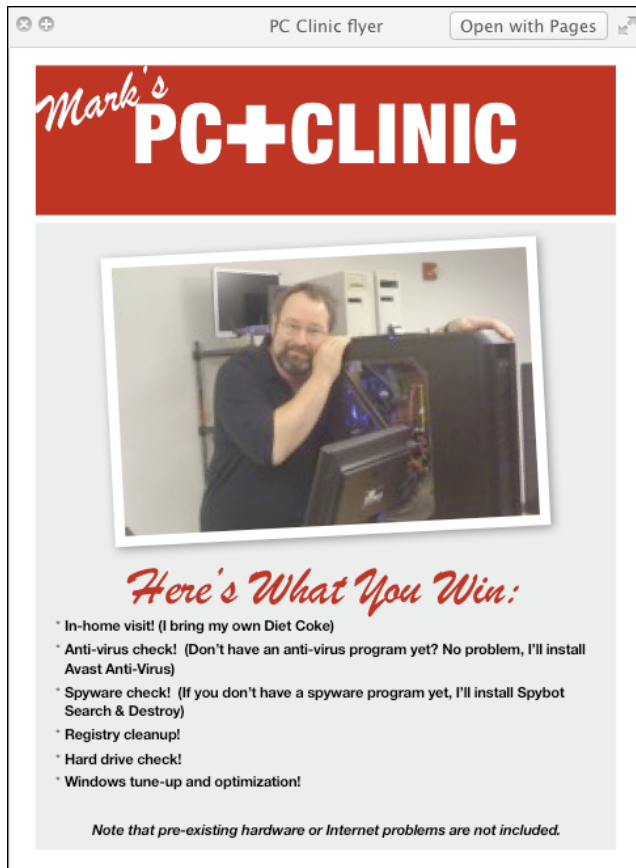
Don’t think that I would have gone that far into a fancy introduction if the answer were negative. I’m ushering in the Lion Quick Look feature, which can display the contents of many documents — but without *opening* the corresponding program! This capability is one reason that you bought a Mac.

To use Quick Look from a Finder window, follow these steps:

1. Click to select a file.
2. Press the spacebar. Figure 5-4 illustrates Quick Look in action, this time displaying the contents of a Pages document.



As with other windows in Lion, you can click the lower-right corner of the Quick Look window and drag it to resize the window. To display the Quick Look window full-screen, click the double-arrow button at the top right corner of the window. Press Esc twice to banish the window and return to your desktop.



**Figure 5-4**

3. Press Esc (or click the Close button in the upper-left corner of the Quick Look window) when you're done checking out the document.

### *View Images and PDF Documents with Preview*

Along with Quick Look, Lion offers a Swiss army knife application for viewing image files and PDF documents: namely, Preview. You can use Preview to display virtually all popular types of digital photos produced by today's cameras (and available for downloading on the web).



If you haven't heard of *PDF* documents, think of a printed document in electronic format. You can view PDF documents on your screen, but typically you can't modify them. (Many publishers sell e-books in PDF format, because PDF documents can be viewed on just about any computer or tablet available these days — even many smartphones can display them.)

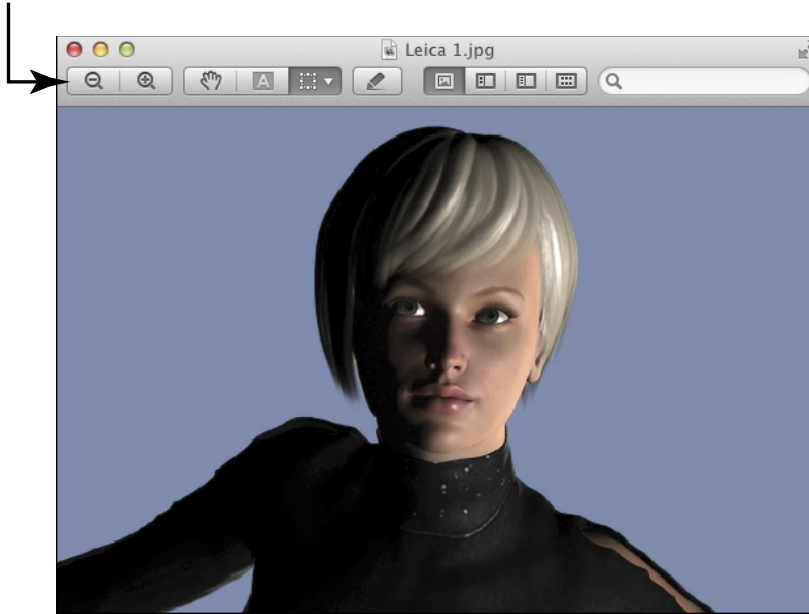
Lion automatically loads Preview when you double-click an image in a format it recognizes or when you double-click a PDF file. Check out the image displayed in Preview in **Figure 5-5**, which shows the toolbar. It also acts as a Print Preview window. However, if you want to launch Preview manually, click the Launchpad icon on the Dock and then click the Preview icon. (Read all about Launchpad in Chapter 3.)

I know — if that were the sum total of Preview's features, it wouldn't deserve coverage here. What else can it do? Here's a partial list (just my favorites, mind you):

- ➡ Use Preview to add a bookmark at the current page within a PDF document by choosing Bookmarks ➤ Add Bookmark.



Preview toolbar



**Figure 5-5**

- ➡ Fill out a form in a PDF document by choosing Tools⇨Text Tool. Click an area that's marked as an input field, and you can type text into that field. After you complete the form, you can fax or print it.
- ➡ Take a *screen snapshot* (saving the contents of your screen as a digital photo) by choosing File⇨Take Screen Shot⇨From Entire Screen.



Taking a snapshot of your screen is a great help when Lion displays one of those pesky error messages — rather than write down cryptic codes and messages, you can show the snapshot to a technician or Mac-savvy friend later!

## Create a Link to a File or Folder

An *alias* acts as a link to another item elsewhere on your system. For example, to load an Adobe Acrobat document (like a PDF), you can click an alias file icon that you can create on the Desktop (or add to your Dock) rather than click the actual file icon itself. The alias acts essentially the same way as the original icon, but it doesn't occupy the same space — only a few bytes for the icon itself, compared with the size of the actual file. Plus, you don't have to dig through folders galore to find the original document.



You can always identify an alias by the small, curved arrow at the base of the icon, and the icon might also sport the tag `alias` at the end of its name.

You have two ways to create an alias. You can

1. Select the item.
2. Choose **File**⇨**Make Alias** or press **⌘+L**. **Figure 5-6** illustrates a number of aliases, arranged next to their linked files.

Here's another way to create an alias:

1. Press and hold the key combination **⌘+Option**.
2. Drag the original icon to the location where you want the alias.



Note that this method doesn't add the `alias` tag to the end of the alias icon name.

Why bother to use an alias? Here are two good reasons:

- ➡ **Open a document from anywhere on your drive.**  
For example, you can open a Pages document from

the Desktop by using an alias that you created there, no matter where the actual document file resides. Speed, organization, and convenience — life is good.

- ➡ **Send an alias to the Trash without affecting the original item.** When that volunteer project is finished, you can safely delete the alias (sending it to the Trash) without worry.



If you move or rename the original file, Lion is smart enough to update the alias, too! However, if the original file is deleted, the alias no longer works. Go figure.



**Figure 5-6**

## ***Launch Recently Used Documents and Programs***

Apple knows that most folks work on the same documents and use the same programs during the course of a day. You might use iPhoto several times to edit different images, for example, or use Pages to look at the same report many times in the span of a day.

To make it easier to access these frequently used programs and documents, Lion includes the Recent Items list. Follow these steps to use it:

- 1.** Click the Apple symbol (🍏) on the bar to display the menu.
- 2.** Hover the pointer over the Recent Items menu item. The Finder displays all applications and documents you used over the past few computing sessions — of course, if you open a lot of documents and applications, your Recent Items list may only cover your current session.
- 3.** Click an item to load that document or application.

## ***Select Items***

Often, the menu commands or keyboard commands you perform in the Finder need to be performed *on* something: Perhaps you're moving an item from one window to another or creating an alias for that item. To identify the target of your action to the Finder, you need to select one or more items on your Desktop or in a Finder window. In this section, I show you just how to do that.

Lion gives you a couple of options when selecting just one item for an upcoming action:

- ➡ **Move the pointer over the item and click.** A dark border (or *highlight*) appears around the icon, indicating that it's selected.
- ➡ **If an icon is already highlighted on the Desktop or within a window, move the selection highlight to another icon in the same location by using the**

**arrow keys.** To shift the selection highlight alphabetically, press Tab (to move in order) or press Shift+Tab (to move in reverse order).



Selecting items in the Finder doesn't *do* anything to them. You have to *perform an action* on the selected items to make something happen.

You can also select multiple items with aplomb by using one of these methods:

### ➡ **Adjacent (contiguous) items**

*Drag a box around them.* If that statement sounds like ancient Sumerian, here's the explanation: Click a spot above and to the left of the first item; then hold down the mouse button (or hold your finger on the trackpad) and drag down and to the right. (This process is called *dragging* in Mac-speak.) A box outline such as the one shown in **Figure 5-7** appears, indicating what you're selecting. Any icons that touch, or appear within, the box outline are selected when you release the button.

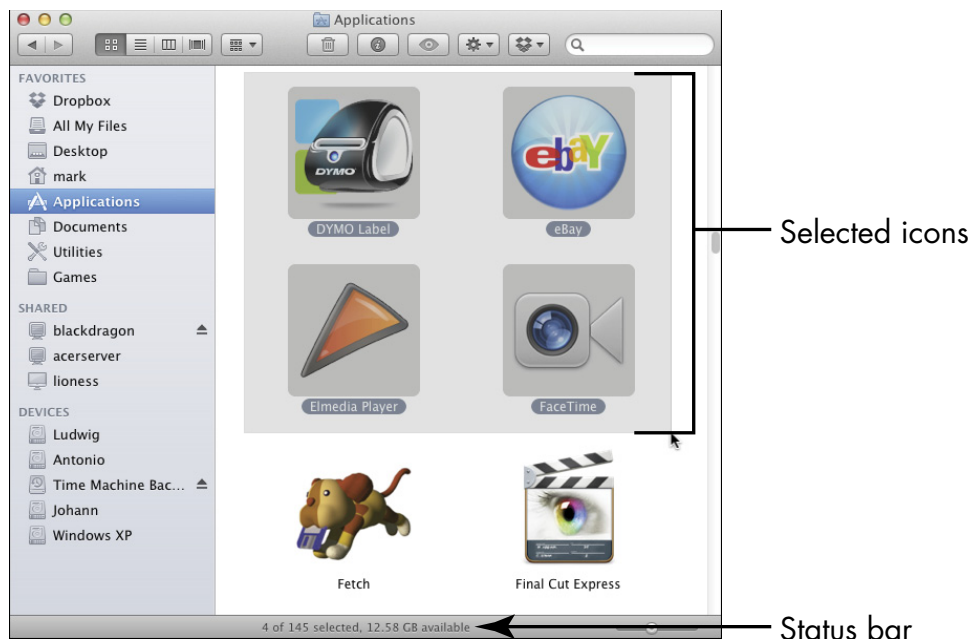
*Click the first item to select it and then hold down the Shift key while you click the last item.* Lion selects both items and everything between them.

### ➡ **Nonadjacent items**

Select these items by holding down the **⌘** key while you click each item.



Check out the status line at the bottom of a Finder window. It tells how many items are displayed in the current Finder window. When you select items, it shows you how many you highlighted.



**Figure 5-7**

## Create Folders

In the Mac world, you create new *folders* from a Finder window, by using one of these methods:

- ➡ **With the mouse or trackpad:** Right-click in a Finder window or on any open space on the Desktop, and then choose New Folder from the menu.
- ➡ **With the keyboard:** Press **⌘+Shift+N**.
- ➡ **From the Finder window toolbar:** Click the Action button (which bears a gear icon) and choose New Folder from the menu that appears.

No matter how you create a folder, Lion highlights it automatically and places a text cursor underneath so that you can immediately type the name for your new folder. Press Return when you're done typing the name.



You'll create folders often to organize documents and files that are related to each other, like all the images and text you're using for a project.

You can also create *subfolders* inside of folders for easier organization. (For example, my tax records are stored as subfolders named for the tax year, and all of them are located within the Taxes folder on my Desktop.)

### ***Rename Items***

You wouldn't go far in today's spacious virtual world without being able to change a moniker for a file or folder. To rename an item in Mac OS X — file or folder — use one of these two methods:

- ➡ **The mouse or trackpad:** Click an icon's name just once. Mac OS X highlights the text in an edit box. Type the new name and then press Return when you're done.
- ➡ **The Info dialog:** Select the item and press **⌘+I** to display the Info dialog; then click the triangle next to Name & Extension. Click in the name field, drag the mouse to highlight the text you want to change, and type the replacement text.

The first method is the easiest, and it's the one I use most often.



Never rename folders or files in your System directory, and don't rename any of the default subfolders Apple provides in your Home folder. (I discuss these subfolders earlier in this chapter.) Renaming these items may make it harder for you to locate your documents, and may even damage your Mac OS X installation.

### ***Delete Items You No Longer Need***

Even Leonardo da Vinci made the occasional design mistake. I'm guessing that his trash can was likely full of bunched-up pieces of

parchment. Luckily, no trees are wasted when you decide to toss your unneeded files and folders; this section shows you how to delete items from your system.



By the way, as you'll soon witness for yourself, moving items to the Trash doesn't necessarily mean that they're immediately history.

You have a few different ways to toss files into the Trash:



➡ **Drag unruly files against their will.** In Mac OS X, the familiar Macintosh Trash can appears at the right edge of the Dock — it's that spiffy-looking wire can. You can click and drag the items you selected to the Trash and drop them on top of the wire can icon to delete them. When the Trash contains at least one item, the wire can icon changes to look as though it were full of trash.

➡ **Delete with the menus.** Click the offending file or folder, then choose File from the Finder menu bar and choose the Move to Trash menu item. Or you can right-click the item to display the shortcut menu and then choose Move to Trash from the menu. You can also click the file or folder, click the Action button on the Finder toolbar, and select Move to Trash from the pop-up menu.

➡ **Delete with the keyboard.** Click the file or folder to select it, and then press **⌘+Delete**.



Always double-check the Trash contents and make *absolutely* sure that you want to delete its contents — and remember, you can't retrieve files from the Trash after you empty it. To check the contents of the Trash, right-click the Trash icon on the Dock and choose Open from the pop-up menu. If you find a file or folder in the Trash that you want to restore, drag the item out of the Trash and drop it within the desired Finder window — if you're not sure where to



put the restored item, you can always simply drop the item on the Desktop and then move it later.

### *Copy Files and Folders*

It's what life is all about, as George Carlin might have said — managing your stuff. On your Mac, that usually means copying and moving files and folders from one drive to another or from your Mac's internal hard drive to an external drive. In this section, I show you how to copy items from one Finder window to another, or from one location (such as a CD-ROM) to another (such as your Desktop). It's *trés* easy.



When you open a Finder window, you can always see where the files it contains are located. Just check out the Devices list at the left side of the window, and you'll see that one of the devices is highlighted. You're copying stuff *on the same drive* if both locations are on the same device. If, however, one Finder window is displaying items from your hard drive and the other is displaying items from a USB flash drive or DVD, then you're copying *between drives*.



**To copy one item to another location on the same drive:** Hold down the Option key (you don't have to select the icon first) and then click and drag the item from its current home to the new location.



To put a copy of an item within a folder, just drop the item on top of the receiving folder. If you hold the item you're dragging over the destination folder for a second or two, Lion opens a new window so that you can see the contents of the target. (This is a *spring-loaded* folder. Really.)



**To copy multiple items to another location on the same drive:** Select them all first, hold down the Option key, and then drag and drop one of the selected items where you want it. All the items you selected follow the item you drag. (It's rather like lemmings. Nice touch, don't you think?)



To help indicate your target when you're copying files, Lion highlights the location to show you where the items will end up. (This process works whether the target location is a folder or a drive icon.) If the target location is a window, Lion adds a highlight to the window border.

➡ **To copy one or multiple items on a different drive:**

Click and drag the icon (or the selected items if you have more than one) from the original window to a window you open on the target drive. (There's no need to hold down the Option key while copying to a different drive.) You can also drag one item (or a selected group of items) and simply drop the items on top of the drive icon on the Desktop. (For example, if you have a document on your hard drive that you need to transfer to a USB flash drive, you would drag the document icon from its current location to the USB drive icon on your desktop. Note that Lion doesn't add anything to the copy's filename.)



If you try to move or copy something to a location that already has an item with the same name, a dialog prompts you to decide whether to replace the file or to stop the copy or move procedure and leave the existing file alone. Good insurance, indeed.

## *Move Things from Place to Place*

Moving items from one location to another location on the same drive is the easiest action you can take. Just drag the item (or selected items) to the new location. The item disappears from the original spot and reappears in the new spot.

To move items from one drive to another drive, hold down the ⌘ key while you drag them to the target location.

Why move a file instead of copying it? It's all about what software developers call *version control*: If you've saved a document to the wrong

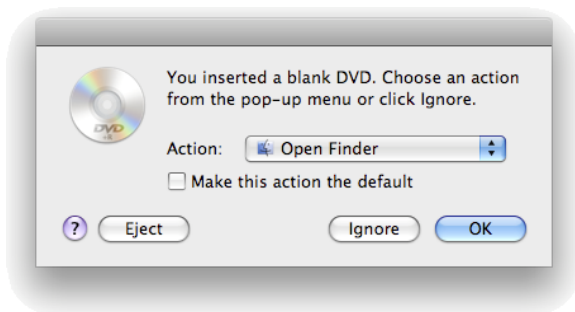
folder, for example, and you simply copy that file to the location where you actually wanted it, you now have two documents with the same name. Which is the current copy? (You'll have to keep track of that.) However, if you move the document instead, there's still only one version of the document. Plus, moving things helps keep your hard drive neat and organized!

### *Back Up to CD or DVD*

Although more elegant and expensive solutions exist for backing up to an external (or networked) hard drive, sometimes you want to copy files and folders to a recordable CD or DVD, either as a simple backup or perhaps to carry with you on a trip or give to another Mac owner.

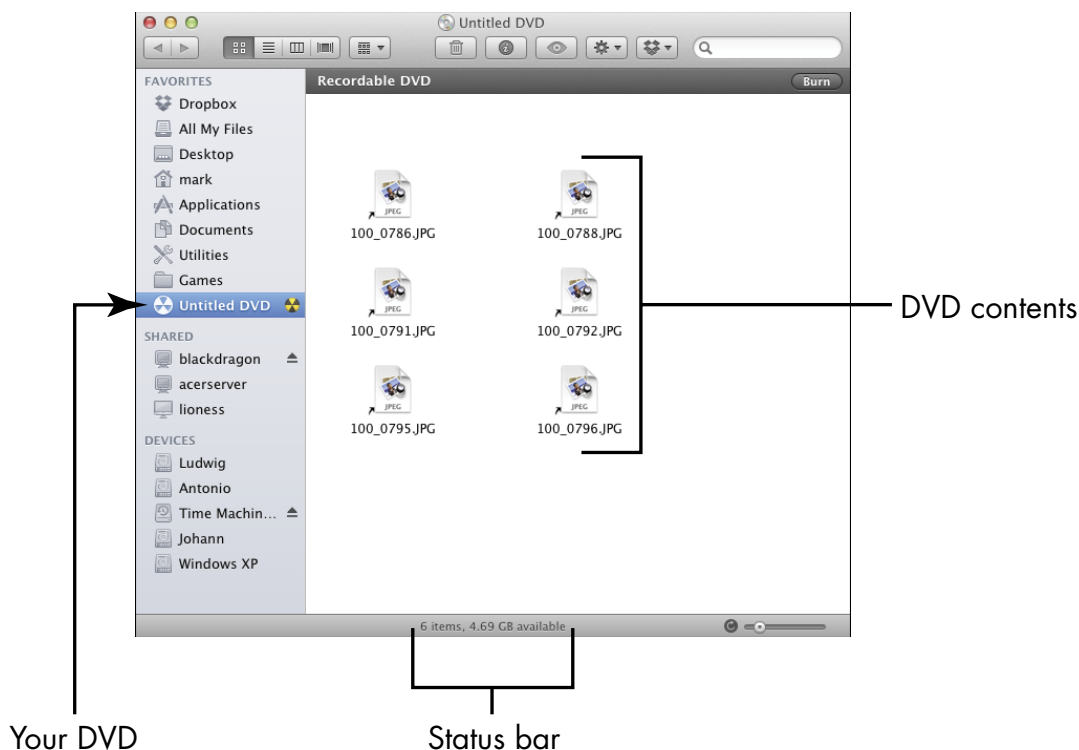
Lion makes this process easy. Follow these steps:

1. Load a blank disc into your Mac's optical drive. The dialog you see in **Figure 5-8** appears.



**Figure 5-8**

2. Click OK. A DVD icon labeled *Untitled DVD* appears on the Desktop. (If you want to name the disc, rename it just like you rename a file or folder.)
3. Double-click the *Untitled DVD* icon to open a Finder window with the contents of the disc, as shown in **Figure 5-9**.
4. Into the disc's Finder window, drag the files and folders you want to back up. (Note that until you burn the disc, the file and folder icons that you add carry an alias arrow.)



**Figure 5-9**



The items you add can be organized any way you like. Don't forget that the total amount of data shouldn't exceed 700 megabytes (MB) on a CD. You should also stick within 4 gigabytes (GB) or so on a standard recordable DVD or 8GB on a dual-layer recordable DVD. You can see how much free space remains on the disc at the bottom of the disc's Finder window. (Just check the packaging if you're not sure what kind of disc you have.)

5. When you finish adding files to the disc, click the Burn button on the right side of the window.
6. Choose the fastest recording speed possible.
7. Click Burn.

# *Working with Printers, Scanners, and Faxes*

**N**o matter what you use your Mac for, it can produce outstanding documents with today's printers.

You're not limited to just a printer, either: Use a scanner or multifunction printer to send faxes, or produce electronic documents in the Adobe Acrobat PDF format.

In this chapter, you find out how to

- ➡ Install a local USB printer.
- ➡ Print a file.
- ➡ Remove a printer from your system.
- ➡ Produce a PDF electronic document.
- ➡ Install a USB scanner.
- ➡ Send a fax document.

## Chapter 6

### **Get ready to . . .**

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## Add a USB Printer to Your System



Here's the most common task that you'll probably want to tackle soon after installing Mac OS X: printing documents. Most of us have a Universal Serial Bus (USB) printer, so as long as your printer is supported by Mac OS X, setting it up is as easy as plugging it into one of your Mac's USB ports (shown in the margin). The Big X does the rest of the work, selecting the proper printer software *driver* — a *driver* is a program that allows Mac OS X Lion to recognize and use your printer.



You may have to load a driver CD supplied by your printer manufacturer. If the installation of a driver is required, you should find detailed instructions on loading it as part of the manufacturer's setup instructions. After you load the disc and the CD window appears, double-click the Setup or Install application to install the drivers. (Don't forget to visit the manufacturer's website, via your Safari web browser, to download the latest driver software. Manufacturers make improvements to their drivers to squash bugs and stay current with updates to Lion.)

I know that this process *sounds* too good to be true, but I can tell you from my experiences as a consultant and hardware technician that installing a USB printer is really this simple! 'Nuff said.



Unfortunately, if you're adding a Bluetooth or wireless Ethernet printer to your system, setting things up is more complicated than the convenience of USB (and the installation process varies by manufacturer). Therefore, it's important that you follow the manufacturer's setup instructions carefully.

## Print a File

You didn't read this far into this chapter without a burning desire to print something, so in this task, I go over the printing process in detail.

## Chapter 6: Working with Printers, Scanners, and Faxes

To print from within any application by using the default page characteristics — standard 8½" x 11" paper, portrait mode, no scaling — follow these steps. For these steps, say you have a document open in Pages (which you can read more about in Chapter 8):

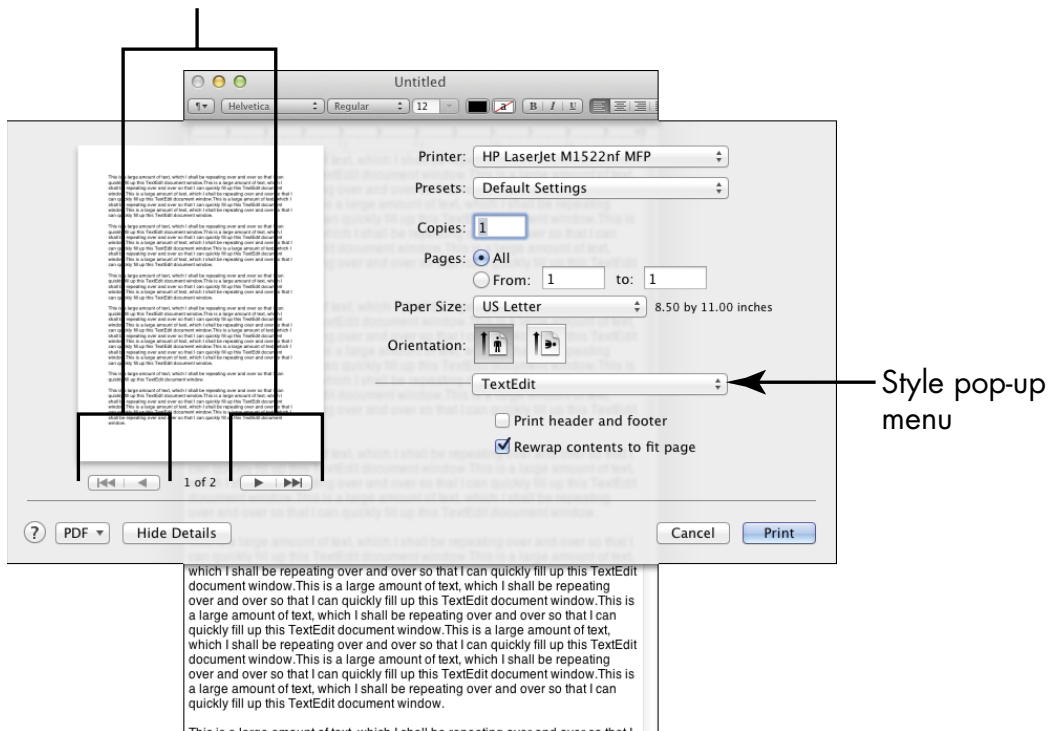
1. Choose File from the toolbar and then Print from the menu.

Mac OS X displays the simple version of the Print sheet. To display all the fields you see in **Figure 6-1**, click the Show Details button at the bottom of the dialog.



Some applications (such as Word 2011) use their own custom Print dialogs, but you should see the same general settings as the ones shown in **Figure 6-1**.

Click these buttons to preview before printing.



**Figure 6-1**



If you want to use a different printer, click the Printer pop-up menu and choose the desired printer. Note that selecting a different printer may automatically change the page characteristics, or you may have to manually select a different page size.

### 2. Preview your document.

Would you jump from an airplane without a parachute? Don't waste paper printing a document without double-checking it first. Just click the Page Forward button (the right-arrow icon) to check the appearance of each page in your document in the Preview display at the left side of the sheet. If something doesn't look right in the Preview display, click Cancel and return to your document to fix the problem.

### 3. Click in the Copies field and enter the number of copies you need.

### 4. Decide how much of the document you want to print:

- *The whole shootin' match:* Leave the default Pages radio button All setting.
- *Anything less:* To print just a range of selected pages, select the From radio button and enter the starting and ending pages.



Try a test print run of just the first page before you print a big document. No need to waste ink or toner.

### 5. (Optional) Choose application-specific printing parameters.

Each Mac OS X application provides different panes so that you can configure settings specific to that application. You don't have to display any of these extra settings to print a default document, but the power is there to



change the look dramatically when necessary. To display these settings, click the pop-up menu in the center of the Print dialog and choose one of these panes. For example, if you're printing from the Address Book, you can choose the Address Book entry from the Style pop-up menu and elect to print mailing labels or a pocket address book.

6. When everything is go for launch, click the Print button.

### *Choose a Default Printer*

Many Mac owners have more than one printer: perhaps a black-and-white laser printer for plain letters and documents, and an inkjet printer for projects where color is important. If you have such a setup, most of your print jobs should be sent to the laser printer (because printing a document with the laser is likely to be cheaper and faster than using the inkjet). The default printer is the one you plan to use for most, if not all, of your print jobs.

You can easily set the default printer within Lion! With your default properly set, you don't have to bother choosing a printer from the Print sheet for every job — just click Print and go.

To set your default printer, follow these steps:

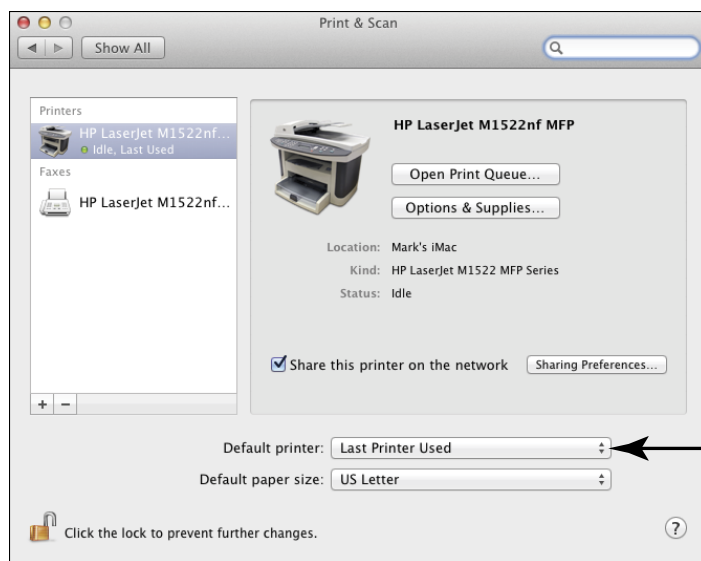


1. Click the System Preferences icon on the Dock.
2. Click the Print & Scan icon to open the Print & Scan preferences pane, as shown in **Figure 6-2**.
3. Click the Default Printer pop-up menu to select one of your installed printers.



If you choose Last Printer Used, Mac OS X uses the printer that received the last print job.

4. Close the System Preferences window to save the change.



**Figure 6-2**

## Remove a Printer

If you replace one of your installed printers with a new model, Lion can't automatically delete the old printer entry. Lion is indeed a very smart operating system, but not *that* smart. Luckily, removing a printer selection from your system is easy.



1. Click the System Preferences icon on the Dock.
2. Click the Print & Scan icon to open the Print & Scan preferences pane; refer to **Figure 6-2**.
3. Click the printer entry you want to delete.
4. Click the Delete button (carries a minus sign) below the Printers list.

Depending on the printer manufacturer, you may be prompted for confirmation before the printer entry is removed from the list.

5. Close the System Preferences window to save the change.

## ***Create a PDF Document***

The Adobe Acrobat application is used to create electronic documents in the PDF format. PDFs are a bit like snapshots of a document, and you typically can't change them, like you can make changes to a Word or Pages document. However, PDFs can be displayed on virtually all computers and many portable devices (such as mobile phones and tablets), and that's why they're so handy and prevalent on the Internet. Many manufacturers and publishers offer manuals (and books like this) online as PDF files! Reader, another program made by Adobe, is what you use to read and print PDFs.

Although you certainly can install Adobe Acrobat under Lion, I'd be remiss if I didn't mention that you don't *have* to because Mac OS X provides built-in support for creating, printing, and reading PDFs.

To save a document as a file in PDF format from just about any Mac application, follow these steps:

- 1.** Within your application, open the document you want to save as a PDF and choose **File**→**Print** — or press **⌘+P**.

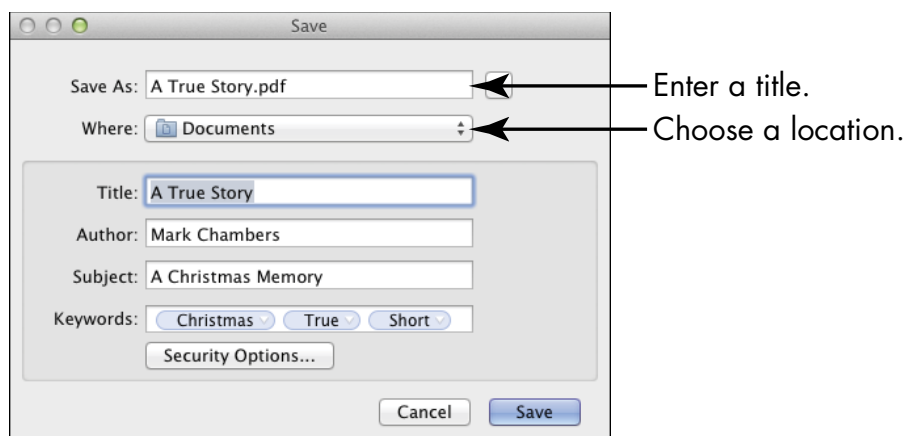
Mac OS X displays the Print sheet, as shown in **Figure 6-1**.

- 2.** Click the PDF button and then choose **Save as PDF** from the menu that appears.

Lion displays the Save dialog, as shown in **Figure 6-3**.

- 3.** From the **Where** pop-up menu, navigate to a folder; then type a filename in the **Save As** box.
- 4.** Click **Save** to create your PDF file.

You can double-click your new PDF file to open it within Preview. Shazam!



**Figure 6-3**

## Install a USB Scanner

A *scanner* is a hardware peripheral that you use to import (copy) images to your computer and “read” text from a page into a Pages or Word file. With a scanner connected to your Mac, you can use the combination of your scanner and printer as a copy machine (with software provided by the manufacturer) or as a fax machine (using a USB modem and the fax support built in to Lion). If you have a multi-function “all-in-one” printer that scans and faxes as well, you can also perform copy machine and fax machine magic.



Here’s just how easy it is to hook up a scanner. As long as your scanner supports Mac OS X, plug the USB cable from your scanner into one of the USB ports on your Mac (shown in the margin here). Then load the installation CD. Just about all scanners come with software and drivers from the manufacturer. After you load the disc and the CD window appears, double-click the Setup or Install application.

After you install your scanner, refer to the user guide for more information on the applications included by the manufacturer. Often, the manual (or a shortcut to it) will be saved to your Desktop.

Although the scanning program you run (and any buttons you press on the scanner) are different for every scanner, the basic process for

scanning a paper photo or document is the same: Load the original into the machine, run the manufacturer's scanning program, and specify where you want to save the final scanned file. Note that some scanners act like copy machines (where you raise the lid to place the original), and others are sheet-fed (like a traditional fax machine).

### *Send a Fax*

Remember when the fax machine was king? Those days have passed — folks send documents by e-mail more often these days — but faxing is still important for a significant number of home businesses. Here's the good news: As long as your Mac has a compatible external USB dial-up modem connected to a phone line, you're a lean, mean faxing machine!

Here's how to enter the recipient information and send a document as a fax:

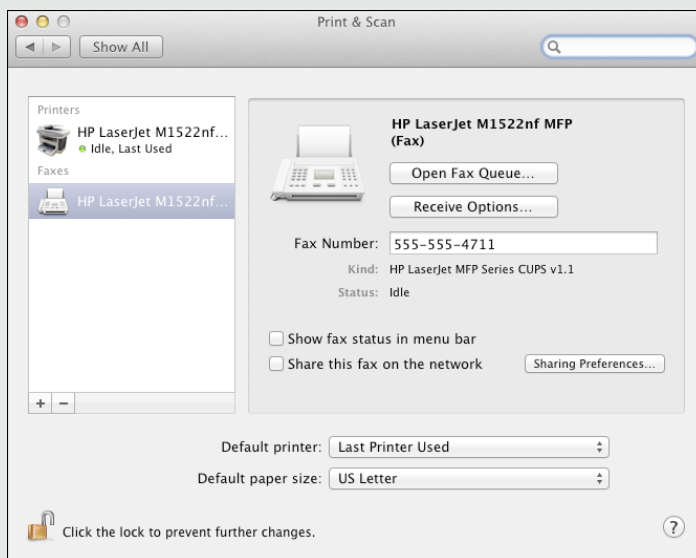
- 1.** Within your application, open the document you want to send and choose **File**⇧**Print** — or press **⌘+P**.
- 2.** Click the **PDF** button at the bottom of the **Print** dialog to display the pop-up menu, and then click **Fax PDF**.

Lion displays the Fax sheet.

- 3.** Type a telephone number directly in the **To** field.
- 4.** Type a dialing prefix (if necessary to reach an outside line).
- 5.** (Optional) If you need a spiffy-looking cover page, select the **Cover Page** check box and then click in the **Comment** box directly below it and type whatever you like.
- 6.** (Optional) Type a subject.
- 7.** Click the **Forward** button under the **Preview** display to view all the pages of your fax.
- 8.** When all is ready, throw caution utterly to the wind and click the **Fax** button.

## Can I receive faxes, too?

Of course, your Mac can receive faxes! To enable this feature, open System Preferences and click the Print & Scan icon. Click the fax entry in the list at the left (for example, the following figure shows my HP multifunction printer as my fax machine). Make sure that you type your fax number in the Fax Number field. Next, click the Receive Options button to display the Receive settings, and then select the Receive Faxes on This Computer check box. Set the number of rings Lion should wait before answering the call. You can save your incoming faxes as files within a folder you specify or e-mail the contents automatically to any e-mail address you like. (Perfect for vacations!) If you like, you can even take the mundane route and print them on your system printer. Click OK to return to the Print & Scan pane, and then click the Close button to close the System Preferences window.



If you're going to use your Mac as a fax machine often, I definitely recommend selecting the Show Fax Status in Menu Bar check box. That way, you can monitor what's happening as your Mac sends and receives throughout the day.

# Getting Help

**N**o matter how well written the application or how well designed the operating system, sooner or later, you need support. That goes for everyone from the novice to the experienced Mac owner.

In this short but oh-so-important chapter, I lead you through the various Help resources available on your computer, through Apple, and other suppliers of assistance from sources on the Internet and in your local area.

In this chapter, you find out how to

- ➡ Use the Help resources within Lion and Mac applications.
- ➡ Search the Lion Help system for specific information.
- ➡ Enable shared screens to allow people to help you by accessing your Mac.
- ➡ Access the Apple online forums and voice support.
- ➡ Get help from third parties.

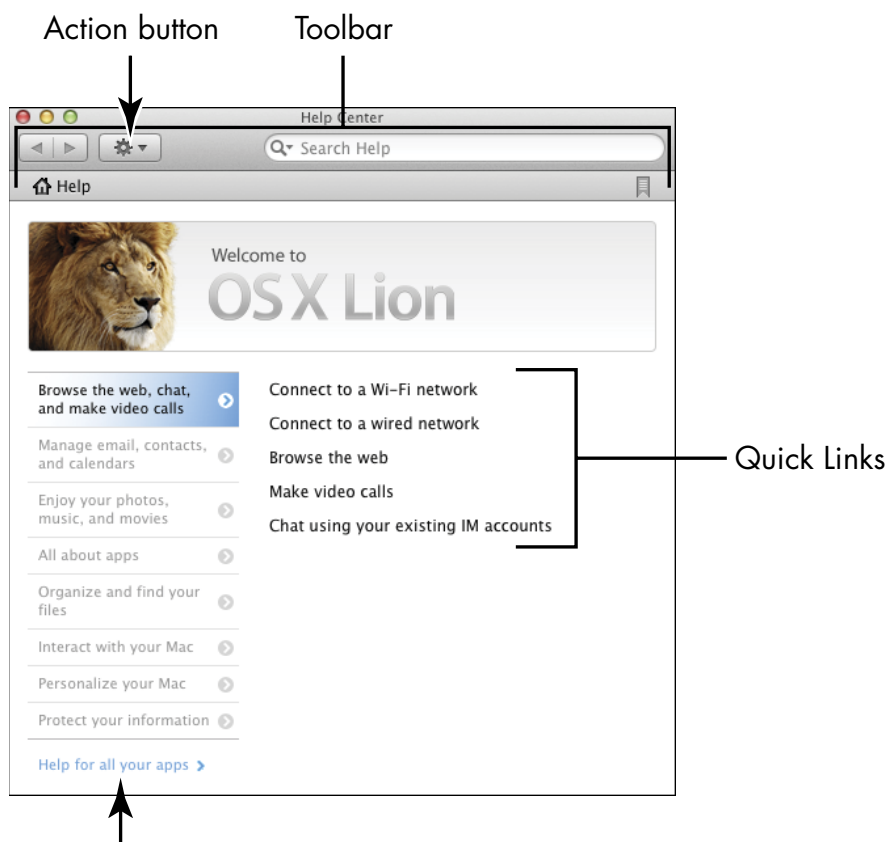
## Chapter 7

### Get ready to . . .

- ➡ Explore the Help Window ..... 138
- ➡ Search Help ..... 139
- ➡ Find Help in the Apple Forums ..... 142
- ➡ Share Screens ..... 143
- ➡ Search Other Mac Support Resources..... 146

### Explore the Help Window

Your first line of defense for Lion is the Mac OS X Help Center, as shown in Figure 7-1. To display the Help Center, go to the Finder menu at the top of your Desktop, click Help, and then choose Help Center from the drop-down menu. This Help menu is context sensitive, so it contains menu items that pertain to the application that you're working in.



Help information for all your applications

**Figure 7-1**



You can also press **⌘+?** on your keyboard to get to the Help Center.



As shown in **Figure 7-1**, the Help Center is divided into three sets of controls:

- ➡ **Toolbar:** The toolbar includes navigational controls (Back, Forward, and Help Center buttons), an Action button (where you can print a topic, or change the text size), the Bookmark icon, and the Search Help text box.
- ➡ **Quick Links:** Clicking these links directly opens some of the most frequently asked Help topics for the Finder (or the application you're using), such as *Connect to a Wi-Fi Network* and *Make Video Calls*. To use a Quick Link, just click once on the question you want to pursue.
- ➡ **Help for All Your Apps:** Click this link to display the Help information for the applications you've installed on your Mac, all on one screen! The icons are divided up into Recent Applications (those that you've recently used), Apple Applications (software from Apple), and Other Applications (from third-party developers). Just click an icon to display the Help information for that application.

The Help Center might look a little sparse at first glance, but when you realize how much information has to be covered to help someone with an operating system, you get an idea of why Mac OS X doesn't try to cover everything on one screen. Instead, you get the one tool that does it all: the Search Help box, which I cover in the next section.

## ***Search Help***

You have two options when searching for a specific Help topic:

- ➡ **From the Finder Help menu:** Wowzers! In Lion, you don't even have to open the Help Center to search for assistance on a specific topic. Just choose Help

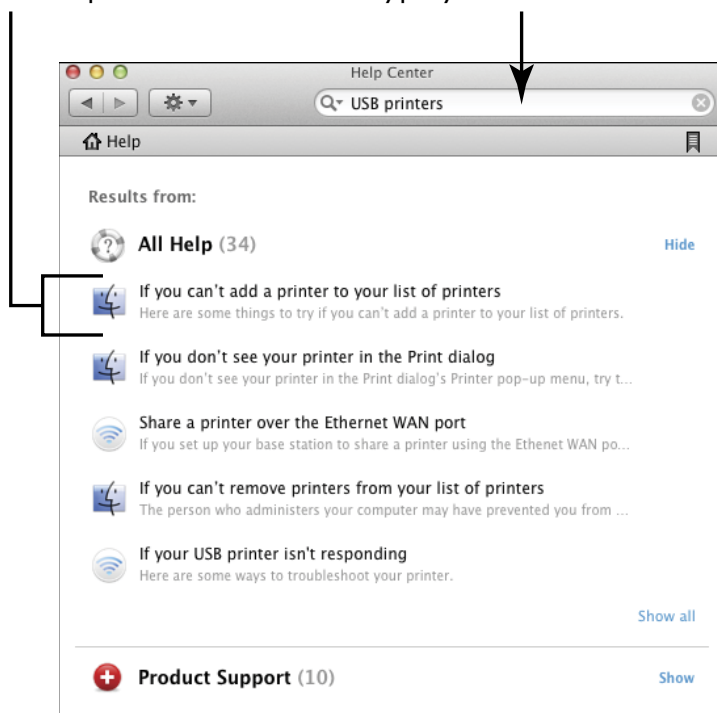
from the Finder menu at the top of your Desktop, click in the Search field right there on the menu, and type a keyword or two. Topics that Lion thinks answer your query start to appear automatically. You don't even need to press Return; just click the topic that sounds the most helpful.



Although you can ask a full-sentence question, I find that the shorter and more concise your search criteria, the better the relevance of your return.

➡ **From the Help Center:** Click in the Search text box on the right side of the Help Center toolbar, type one or two words that sum up your question, and press Return. **Figure 7-2** illustrates a typical set of topics concerning USB printers.

Click a topic to read more.      Type your search term.

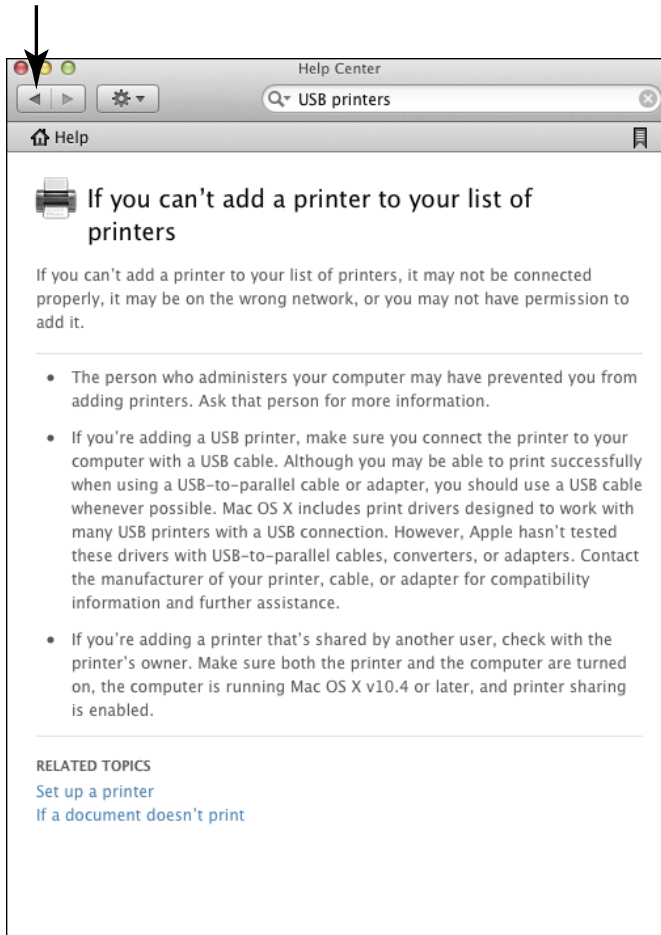


**Figure 7-2**

No matter which method you use, the topics are sorted by approximate relevance first. (Note that you don't see help topics taken from the Apple website — under the heading Product Support — unless your Mac has an active Internet connection.)

You can click any topic to display the topic text, which looks like the text you see in **Figure 7-3**.

Click the Back button to return to the topic list.



**Figure 7-3**

The Help Center works much like browsing online: To move back to the previous topic you chose, click the Back button on the Help Center toolbar. (If you're not familiar with the "backward's" and "forward's" of web navigation, visit Chapter 14 for all the details.)

### *Find Help in the Apple Forums*

Apple has online product support areas for every hardware and software product it manufactures. Visit [www.apple.com](http://www.apple.com) and click the Support tab at the top of the web page, and then click the link for your specific Mac model. If you're not sure how to get to [www.apple.com](http://www.apple.com), head over to Chapters 13 and 14 to find out how.

The discussion forums hosted by Apple allow Mac owners to provide help and suggestions to help you solve a problem. Apple technicians don't directly answer questions on the forums because technical support isn't free. However, many of the users I've corresponded with over the years seem as knowledgeable as The Paid McCoy!

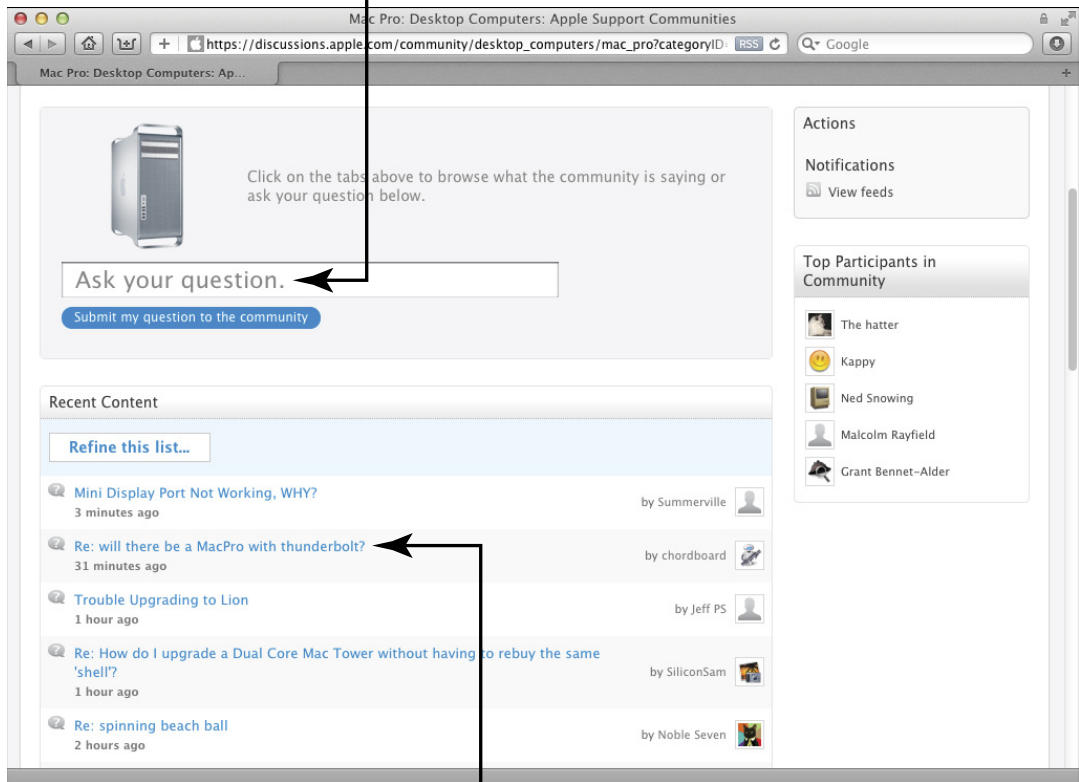
Click the Support Communities link to display the posting list — for example, the forum shown in **Figure 7-4** covers the Mac Pro computer model — and browse the categories.

To search for specific information in a forum, click in the Ask Your Question box, type what you're searching for, and then press Return. When you find something of interest, click it to read the question and all the answers.

The forums are message based, so you may have to read the contents of a complete discussion before you find the solution. Consider it somewhat like panning for gold.

If you don't find an answer by searching, click the Submit My Question to the Community button to post your own message in the forum. You'll need to provide your Apple ID and password before you can post.

Type your search term.



Click to read a discussion.

**Figure 7-4**

## Share Screens

If you've ever leaned on the Mac expert in your family to lead you through the paces of a tricky task — say, adding a second monitor to your system — that's the idea behind the ultimate collaboration tool, *sharing screens*. You can allow someone to remotely control your computer, or you can watch the display on another person's Mac, and all it takes is a broadband Internet or local network connection!

The Lion Screen Sharing feature, available from iChat, can be turned on for individual users from the Sharing pane in System Preferences. (iChat allows you to talk with another person online through your computer; see Chapter 16.) You can allow access for all user accounts on your Mac, or limit remote access to only selected users.



Sharing a screen with someone you don't absolutely know and trust should set off alarm bells in your cranium. Remember that anyone with shared-screen access can perform most of the same actions as you can do, just as though that person is sitting in front of your Mac. Granted, most of the truly devastating things would require you to type your admin password, but a malicious individual could still delete files or wreak havoc in any number of ways on your system. *Be careful with whom you share your screen!*

To set up screen sharing, follow these steps:

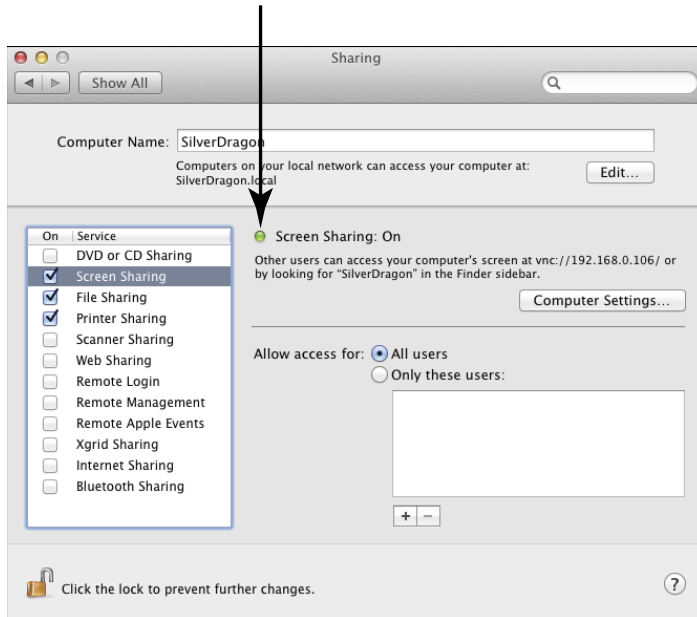


- 1.** Click the System Preferences icon on the Dock.
- 2.** Click the Sharing icon to open the Sharing Preferences pane.
- 3.** Select the Screen Sharing check box, as shown in **Figure 7-5**.

The name will show Screen Sharing: On when you have it selected.

- 4.** To limit remote access for specific accounts, select the Allow Access for Only These Users radio button and then click the Add button (which bears a plus sign) to select a user.
- 5.** Close the System Preferences window to save the change.

Turn on Screen Sharing.



**Figure 7-5**

Now, you need to turn on screen sharing in iChat for you to send or receive sharing invites. (And you need to be online, too.) Click the Launchpad icon on the Dock, and then click the iChat icon to run iChat. Within iChat, click Video from the toolbar and then choose Screen Sharing Enabled from the menu. A check mark now appears next to the menu item, showing that the feature is enabled.

When you're ready to invite another person to share your screen, click Buddies on the toolbar, and then click Share My Screen. Both you and the other person can now use your keyboards and pointing devices, just as if both were attached to your Mac.

If you want to view another person's screen, click Buddies from the toolbar and choose Share Remote Screen. If your buddy accepts the sharing invitation, iChat automatically initiates an audio chat (so that you can gab away to each other while events are happening onscreen). Suddenly, you're seeing the Desktop and applications that your buddy is running, and you can control the cursor and left- and right-click the mouse.

If you're viewing another person's screen and you need to take care of some business on your own Mac, click the thumbnail window to swap between your Mac's screen and the remote Mac's screen. *Neat!*

At any time during the screen-sharing session, you can click the End Screen Sharing button at the bottom of the iChat Buddies window to end the session. You can also click the iChat icon in the Finder menu bar and choose End Screen Sharing from the menu.

### *Search Other Mac Support Resources*

Although the Help Center and the online forums can take care of just about any question you might have about the basic controls and features of Mac OS X, you might also want to turn to other forms of help when the going gets a little rougher.

As of this writing, Apple provides voice technical support for Mac OS X. You can find the number to call in your Mac's printed manuals or online in the Support section of the Apple website. However, exactly when you qualify for voice support and exactly how long it lasts depends on a number of different factors, such as whether you received Mac OS X when you bought a new machine or whether you purchased a support plan from Apple.

You can also refer to a number of helpful Mac-savvy publications and resources, both printed and online, for help. My favorites include

- ➡ **Macworld** ([www.macworld.com](http://www.macworld.com)) and **MacLife** ([www.maclife.com](http://www.maclife.com)) magazines, both in archaic hard copy and oh-so-slick online versions
- ➡ **CNET** ([www.cnet.com](http://www.cnet.com)), an online resource for the latest updates on all sorts of Macintosh third-party applications



- ➡ **MacFixIt** ([www.macfixit.com](http://www.macfixit.com)), a well-respected troubleshooting site devoted to the Mac that offers downloads, news, and discussion areas (subscription required for some of the more useful sections of the site)

You can also find local resources in any medium-sized or large town or city: A shop that's authorized by Apple to sell and repair Macintosh computers can usually be counted on to answer a quick question over the phone or provide more substantial support for a fee. For example, my local Mac outlet sponsors inexpensive classes for new Mac owners, and if you can reach an Apple Store, the Genius Bar is a useful resource.

You might also be lucky enough to have a local Macintosh user group that you can join. Its members can be counted on for free answers to your support questions at meetings and demonstrations. To find a group near you, visit the Apple User Group Support site at [www.apple.com/usergroups](http://www.apple.com/usergroups) and use the locator.

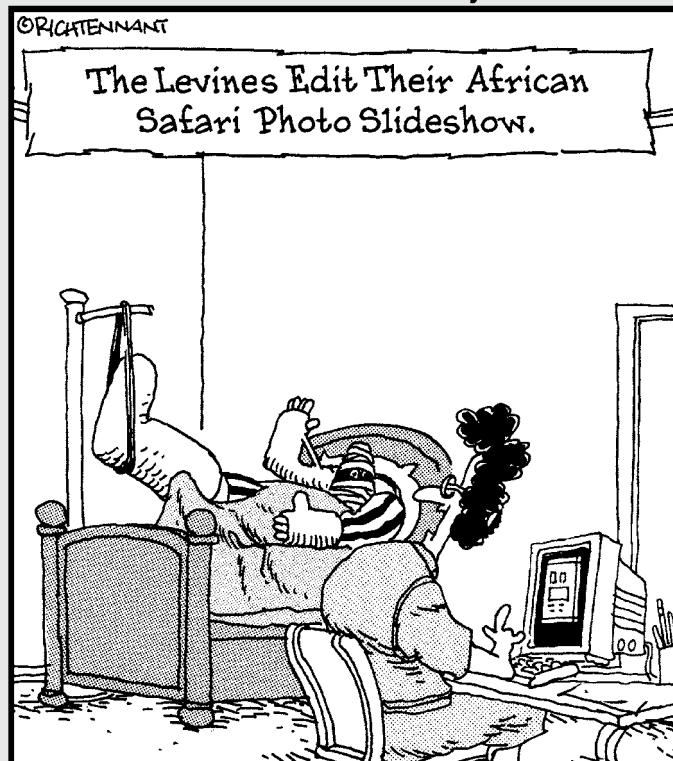


# Part III

# Having Fun and Getting Things Done with Software

## The 5<sup>th</sup> Wave

By Rich Tennant



"Do you think the 'Hidden Rhino' photo should come before or after the 'Waving Hello' photo?"



# Creating Documents with Pages

**A**lthough you're likely familiar with Microsoft Office, you do have another choice when it comes to productivity software on the Mac: Apple's iWork productivity suite can handle similar chores as Word, Excel, and PowerPoint. *Pages*, the page processing program included with iWork, handles word processing and desktop publishing, and is available from the Apple App Store.

In this chapter, I show you how to use Pages, including how to

- ➡ Create, open, and save Pages documents.
- ➡ Use ready-made templates (sample documents) for many different publications.
- ➡ Enter and format new text and edit existing text.
- ➡ Manipulate text and graphics by using Cut, Copy, and Paste.
- ➡ Insert tables, shapes, and photos into your document.
- ➡ Spell check and then print your documents.

## Chapter 8

### Get ready to . . .

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- ➡ Open, an Existing Pages Document..... 153
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### Create a New Pages Document

Time to get creative! To start a new Pages document from scratch, follow these steps. And if you want to create your document from a template, I cover that, too. For example, why create a resume or lesson plan from the ground up, when a template offers predesigned layout and formatting?



Pages is part of iWorks. You can download it from the Apple App Store.



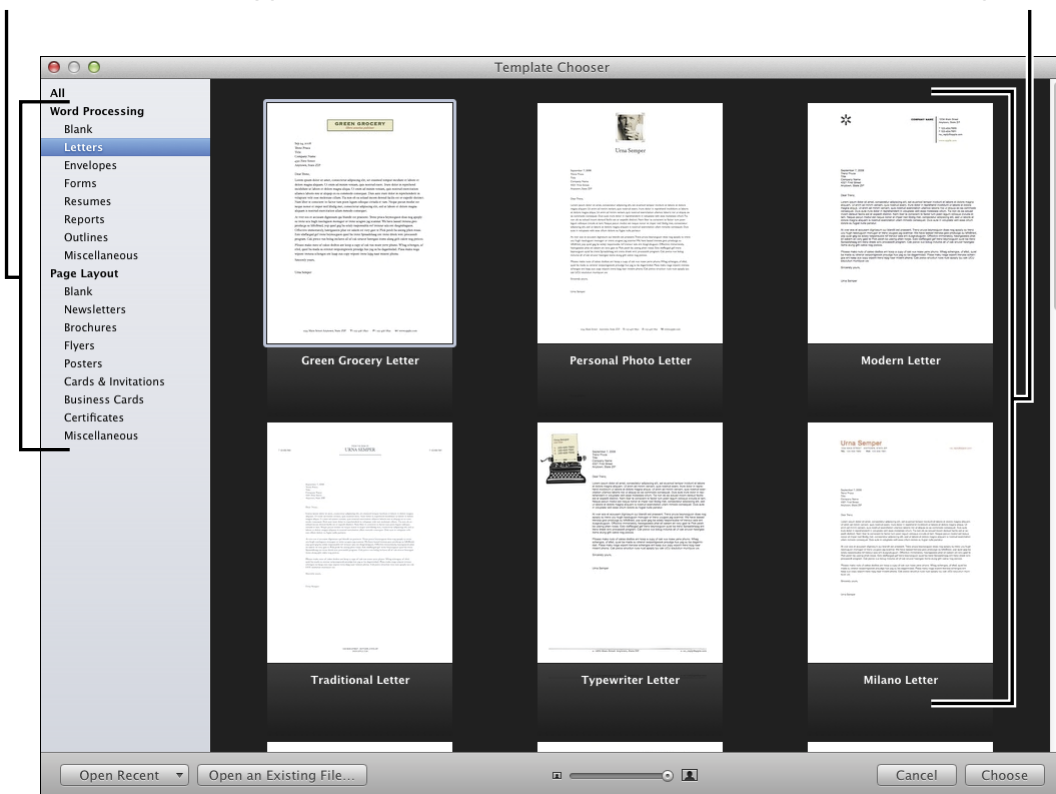
**1.** Click the Launchpad icon on the Dock.



**2.** Click the Pages icon. Pages displays the template sheet you see in **Figure 8-1**.

Select a document type.

Select a template.



**Figure 8-1**

3. Click to select the type of document you want to create from the list on the left.

The document thumbnails on the right are updated with templates that match your choice.



To expand or shrink the document template thumbnails, drag the slider bar at the bottom center of the dialog.

4. Click the template that most closely matches your needs.
5. Click Choose to open a new document, using the template you selected. You can now begin editing, typing new text, and adding graphics (or updating the placeholder graphics in the template) as I illustrate later in the chapter.



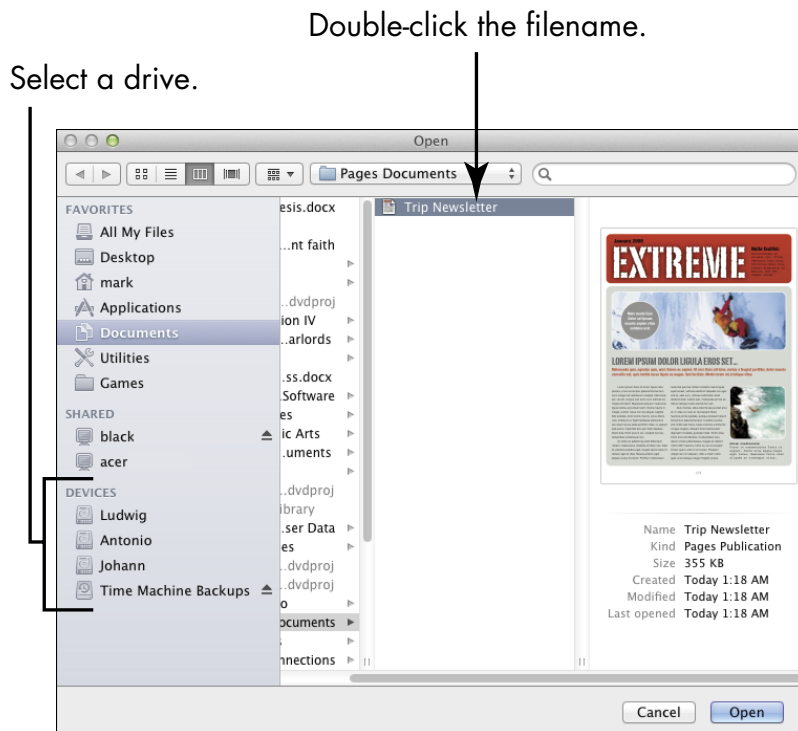
To see the document in outline mode, click the Outline icon in the Pages toolbar. *Outline mode* makes it easy to discern the main headings and sub-headings, just like a paper outline. Plus, you can click any heading or subheading to edit it, so you can quickly turn the example headings in a template into your text. Click the Outline button again to return to the normal display.

### *Open an Existing Pages Document*

Maybe you have a document started, and you want to open it again. You can double-click the document icon in the Finder. (Chapter 5 explains how to navigate to a file by using the Finder.) You can also open a Pages document from within the Pages program. Follow these steps:

1. Click the Launchpad icon on the Dock, and then click the Pages icon to run the program.
2. Press ⌘+O to display the Open dialog, as shown in Figure 8-2.

The Open dialog operates much like the Finder window — you can even choose the View mode.



**Figure 8-2**

3. Click to select a hard drive from the Devices list on the left side of the dialog, and then click (or double-click, depending on the View mode) folders and subfolders until you locate the Pages document.



By default, Pages saves its document files in your Documents folder (that makes sense)! You can always easily reach the Documents folder from any Finder window — just click the Documents entry in the Favorites section at the left side of the window.

4. Double-click the filename to open it.



## *Type and Edit Text within Pages*

Typing on a word processor is similar to typing on a typewriter, but you need to know a few ways in which word processors are unique. If you're a newcomer to the world of word processing, you find the basics in this section. Here's what you need to know to get started:

- ➡ The bar-shaped text cursor, which looks like a capital letter *I*, indicates where the text you enter will appear within a Pages document. You control the placement of the cursor by using the arrow keys on your keyboard. Or just click with the mouse where you want the cursor.
- ➡ Then, to enter text, simply begin typing where the cursor is.



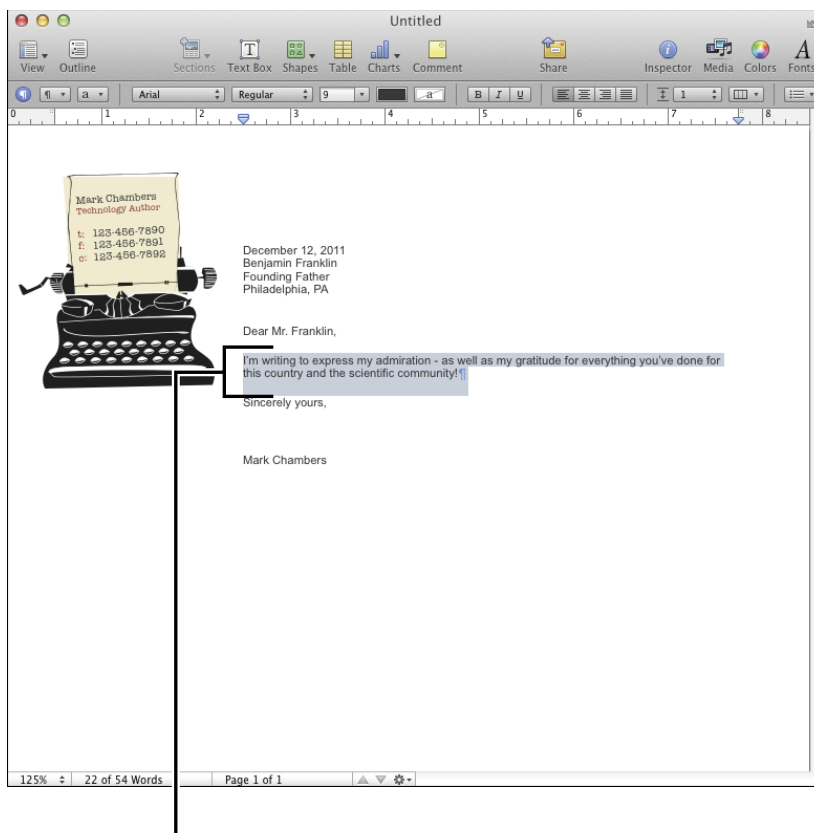
Unlike with a typewriter, you don't need to press Return at the edge of the page. The software wraps the text to a new line for you. The only time to press Return is when you want to start a new paragraph.

- ➡ To edit text in your Pages document, click the insertion cursor at any point in the text and drag the insertion cursor across the characters to highlight them. Type the replacement text, and Pages automatically replaces the existing characters with the ones you type. You can see selected text in **Figure 8-3**.
- ➡ To delete text, highlight the characters and then press Delete.



Simple character-by-character editing works well with smaller blocks of text. If you have a bigger editing job, you can certainly move a larger block of text from one part of your Pages document to another. Or, perhaps you want to copy a block to a second location. That's when you can call on the power of the Cut, Copy, and Paste features within Pages. The

next few sections explain how to perform these actions.



This text is selected.

**Figure 8-3**

### *Cut Text*

You can easily cut selected text or graphics to remove them from your document. If you simply want to remove the selected material from your Pages document (and you don't plan to paste it somewhere else), just select the text and press the Delete key.

Or, if you want, you can save what you cut, and place it on your Clipboard so that you can use that text or graphics in something else. Think of the Clipboard as a temporary holding area.

To cut text or graphics and place that material on the Clipboard, first make your selection. Then, do one of the following:

⇒ Choose Edit→Cut.

⇒ Press ⌘+X.

Don't forget: Your Clipboard can hold only one cut's worth of data at a time, so if you cut another selection of text or another graphic, you'll lose what you originally had on the Clipboard.

### *Copy Text*

When you copy text or graphics, the original selection remains untouched, but a copy of the selection is automatically placed in the Clipboard. Select some text or graphics and do one of the following:

⇒ Choose Edit→Copy.

⇒ Press ⌘+C.



Cutting or copying a new selection into the Clipboard erases what was there. In other words, the Clipboard holds only the latest material you cut or copied.

### *Paste from the Clipboard*

After you have something copied to your Clipboard — no matter whether you made a Cut or a Copy — you can now paste it where you want. You can repeat a paste operation as often as you like because the contents of the Clipboard aren't cleared as soon as you paste something. Having said that, though, remember that because the Clipboard holds the contents of only your *last* Copy or Cut operation, you must paste that content before you cut or copy again or you will lose that content from the Clipboard.

To paste the Clipboard contents, click the insertion cursor at the location you want and then do one of the following:

➡ Choose Edit→Paste.

➡ Press ⌘+V.

### *Format Text with Panache*

If you feel that some (or all) of the text in your Pages document needs a facelift, you can format that text any way you like. Formatting lets you change the color, font family, character size, and attributes as necessary. And unlike using a typewriter, where you have to decide ahead of time what you want to bold or italicize, you can format your text after you write it.



First, of course, you must select some text. Just click and drag the cursor over the text you want to select and then release the mouse when you're done. To select all text in a document — say, you want to change the font from something boring to something jazzy for an invitation — press ⌘+A.

You can apply basic formatting in two ways:

➡ **Use the Format bar.** The Format bar appears directly underneath the Pages toolbar, as shown in **Figure 8-4**. Click one of the rectangular buttons to display a pop-up menu, and then click your choice. For example, click the Font Family button, and you can change the font family from Arial to a more daring font. You can also select characteristics, such as the font's background color (perfect for "highlighting" items) or choose italicizing or bolding. The Format bar also provides buttons for font alignment (Align Left, Center, Align Right, and Justify).

Format bar

Format menu

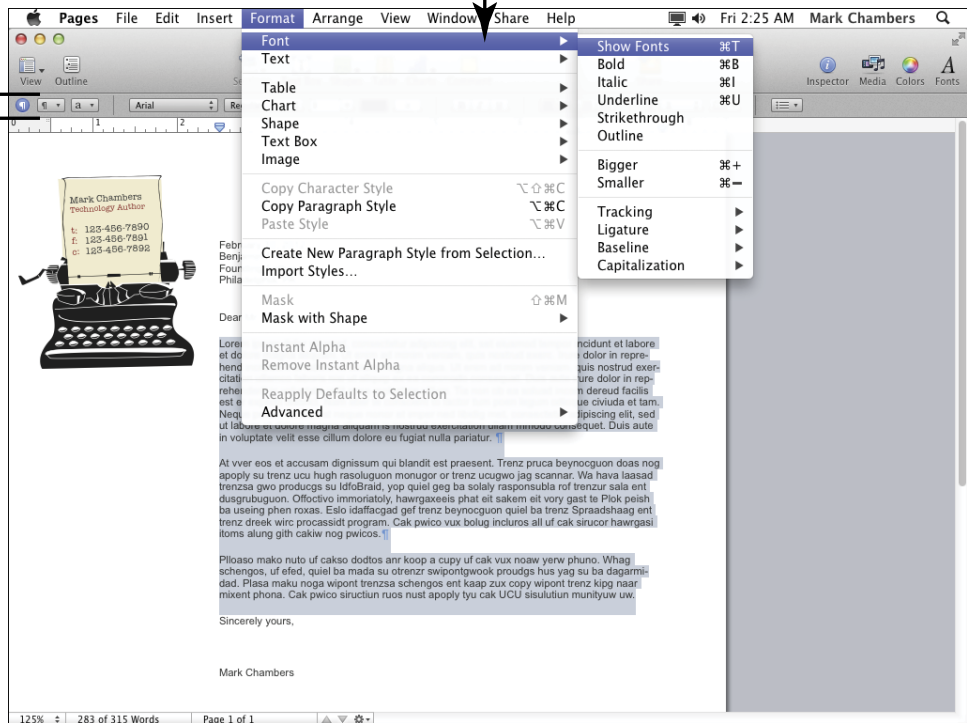


Figure 8-4

- ➡ **Use the Format menu.** Most controls on the Format bar are also available from the Format menu. Click Format and hover the mouse cursor over the Font menu item, and you can then apply bolding, italicizing, and underlining to the selected text. You can also make the text bigger (great for headlines) or smaller (for a caption). To change the alignment from the Format menu, click Format and hover the mouse cursor over the Text menu item.

### Insert Tables

In the world of word processing, a *table* is a grid that holds text or graphics for easy comparison — for example, comparing features and

prices between similar products in a brochure, or creating a simple travel itinerary with dates, times, and events. You can create a spiffy-looking table layout within Pages with a few simple mouse clicks.

Follow these steps:

1. Click the insertion cursor at the location where you want the table to appear.
2. Click the Table button on the Pages toolbar. Pages inserts a simple table and displays the Table Inspector dialog off to the side. (Both are visible in Figure 8-5.)

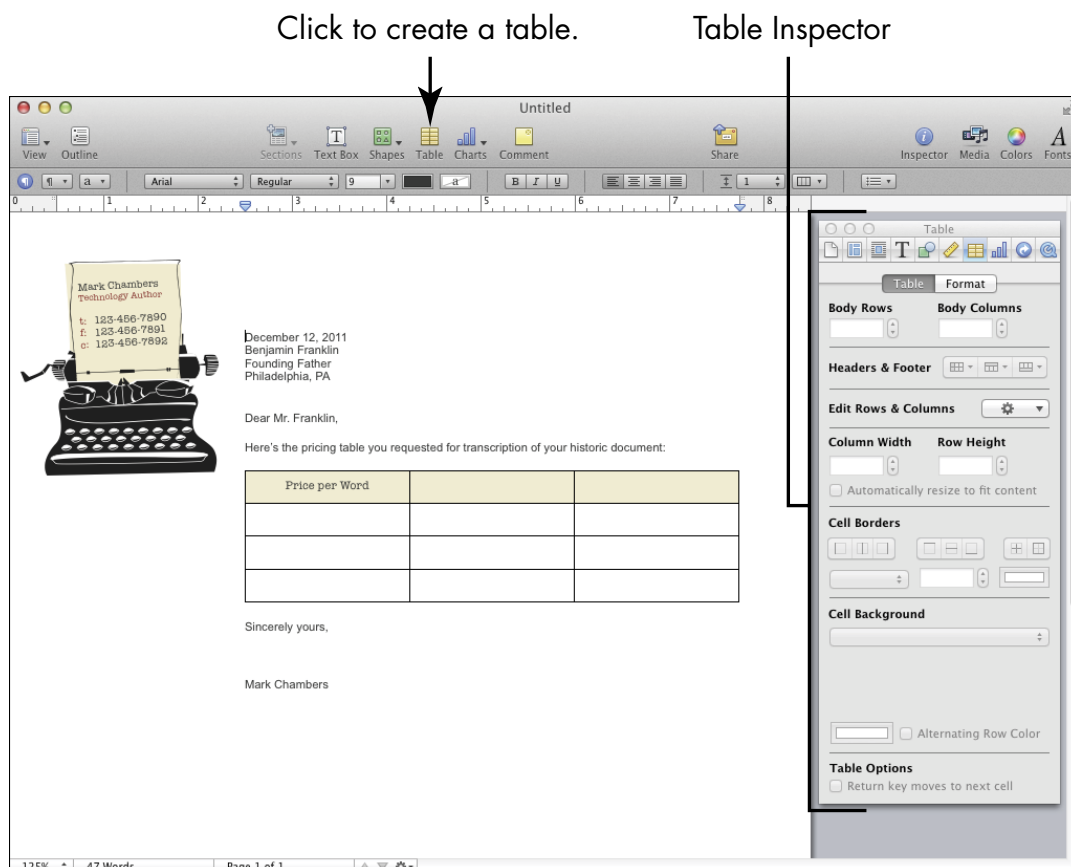


Figure 8-5



By default, Pages creates a table with four rows and three columns, but you can easily change this. In the Table Inspector dialog, just click in the Body Rows or Body Columns box and type the number you want instead.

3. Click within a cell on the table to enter its text. The table cell automatically resizes and “wraps” the text you enter to fit.



You can paste material from the Clipboard into a table. See the earlier section for details on pasting.

4. To change the borders of a cell, click the cell to select it and then click one of the Cell Border buttons in the Table Inspector dialog to change the border.



Select multiple cells in a table by holding down Shift while you click.

5. To add a background color (or even fill cells with an image for a background), click the Cell Background pop-up menu in the Table Inspector dialog and choose a type of background.

6. To return to editing text, simply click within the document anywhere outside the table.

## Add Photos

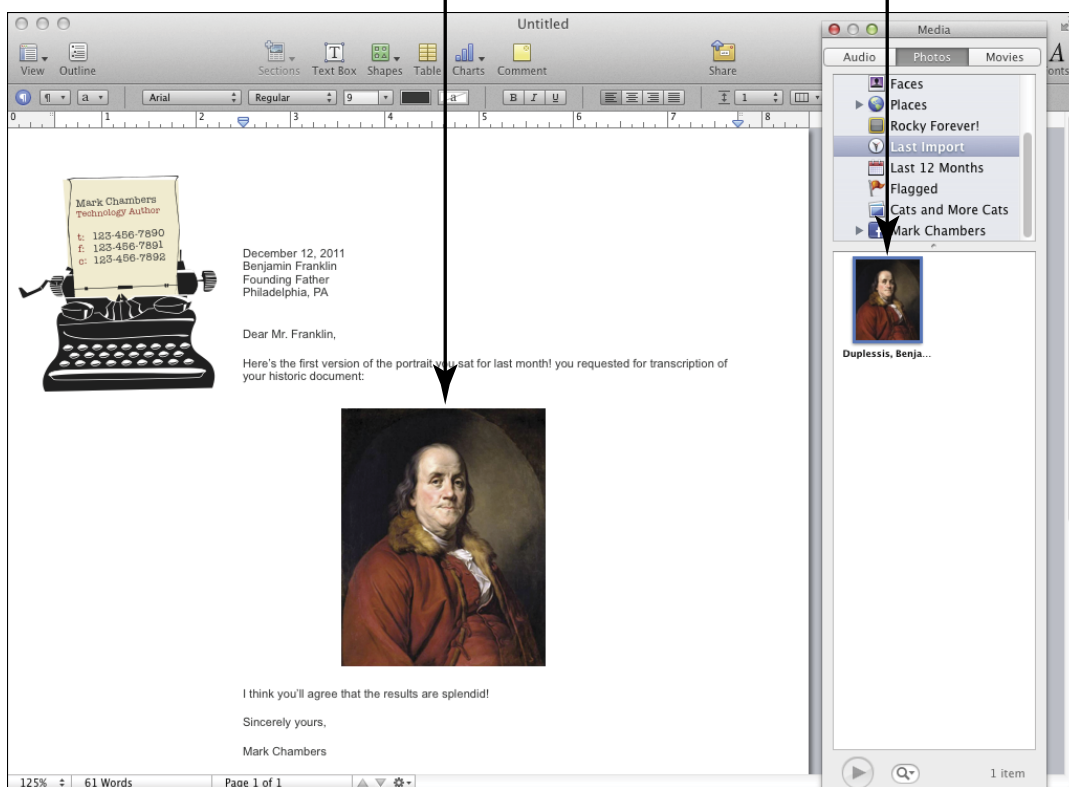
When you want to add a picture to your document, you can choose from two methods: as a *floating* object, where you can place the image in a particular spot and it doesn't move, even if you make changes to the text; or as an *inline* object, which flows with the surrounding text as you make layout changes.



- ➡ **Add a floating object.** Drag an image file from a Finder window and place it at the spot you want within your document. Alternatively, you can click

the Media button on the toolbar and click Photos, which takes you to the *Media Browser*, which displays images from iPhoto, as well as other locations on your Mac. There, navigate to where the file is saved, and then drag the image thumbnail to the spot you want in the document. **Figure 8-6** illustrates the Media Browser in action.

Drag a photo from the Media Browser...  
...to your document.



**Figure 8-6**



You can send a floating object (such as a shape or an image) to the *background*, where text doesn't wrap around it. To bring back a background object as a regular floating object, click the object to select it and



choose Arrange⇨Bring Background Objects to Front. (I tell you more about background objects later in this chapter.)

- ➡ **Add an inline object.** Hold down the Command (⌘) key while you drag an image file from a Finder window and place it where you want within your document. You can also click the Media button and click Photos to display the Media Browser. Navigate to the location where the file is saved, hold down the ⌘ key, and drag the image thumbnail to the spot you want in the document.

To move an image, click it to select it, and then drag it to the new location within your document.

### *Resize an Image*

Okay, you add an image to your Pages document, but it's way too small or too big. Easily fixed, though, because you can resize it at any time to correct the problem. To resize an image object, follow these steps:

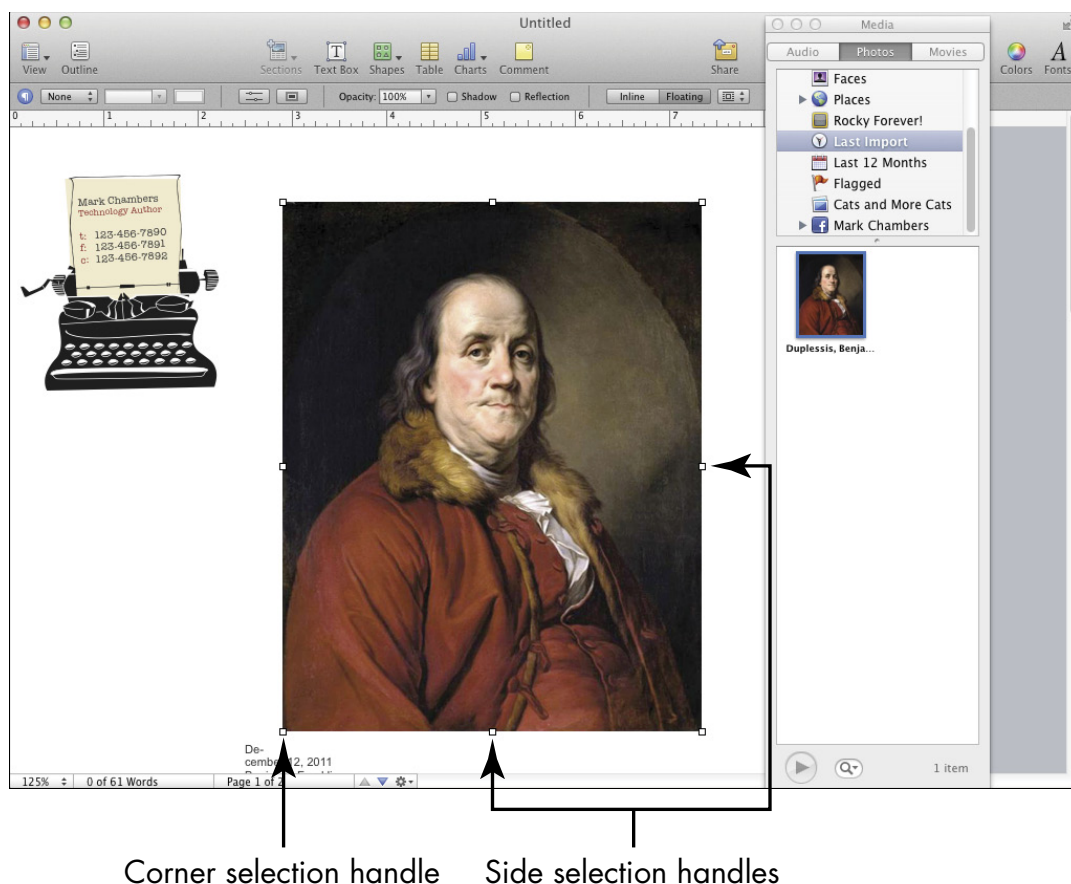
1. Click the image to select it.
2. Drag one of the selection handles (the tiny blue squares) that appear along the border of the image. There are two kinds of these handles. The *side-selection* handles drag only that edge of the frame, and the *corner-selection* handles resize both adjoining edges of the selection frame. **Figure 8-7** shows an image that I'm resizing in a document.



Hold down the Shift key while you drag, and Pages preserves the aspect ratio of the image so that the vertical and horizontal proportions remain fixed.



You can also flip images. Click Arrange on the Pages menu bar to flip the image horizontally or vertically.



**Figure 8-7**

## *Add a Shape to the Document Background*

Need to add a shape as a visual border to your newsletter page? Or perhaps as a background for a customer's quote in your brochure? To add a shape, such as a rectangle or circle, to your document, follow these steps:

1. Click the insertion cursor in the location for the shape.
2. Click the Shapes button on the Pages toolbar and choose a shape. The shape appears in your document. If you add a shape to an area with text (or drag it into a text area), the text automatically "flows" around the shape. (More



about how to change this in just a sentence or two.) With the shape selected — the handles appear around it — you can click in the Format Bar and choose the fill color.

If needed, you can resize or move the shape:

- ➡ **Move:** Click the center of the shape and drag it to a new spot.
- ➡ **Resize:** See the steps earlier for resizing an image.

With your shape in place, you can now add text atop it (rather than allow the text to flow around it). Just select it, choose **Arrange** → **Send Object to Background**, and start typing.

### *Check Your Spelling*

Pages can check spelling while you type (the default setting) or check it after you complete your document. If you find automatic spell checking distracting, you should definitely pick the latter method.

To check spelling as you type, follow these steps:

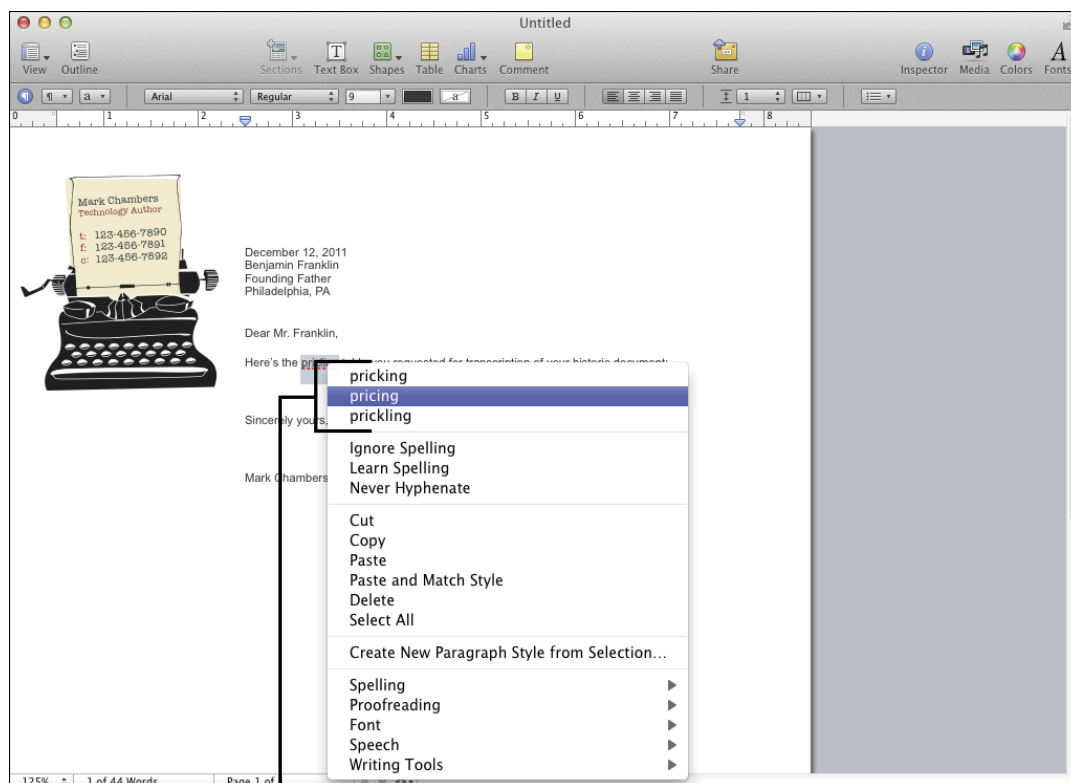
- 1.** Click **Edit** in the Pages menu bar and hover the mouse cursor over the **Spelling** menu item.
- 2.** Click **Check Spelling as You Type**.
- 3.** If a possible misspelling is found, Pages underlines the word with a red dashed line. You can right-click the word to choose a possible correct spelling from the list, or you can ignore the word if it's spelled correctly.



To turn off automatic spell checking, click the **Check Spelling as You Type** menu item again to disable it. The check mark next to the menu item disappears.

To check spelling manually, follow these steps:

1. Click within the document to place the text insertion cursor where the spell check should begin.
2. Click Edit and hover the mouse cursor over the Spelling menu item, and then choose Check Spelling.
3. Right-click any possible misspellings and choose the correct spelling, or choose Ignore Spelling if the word is spelled correctly (see **Figure 8-8**).




Choose the correct spelling.

**Figure 8-8**

## *Find and Replace Text*

If you're working with an existing document, why scan through several pages looking for a specific word or phrase when you can use the Find command? Pages can locate a word or phrase and show you every occurrence within your document.

To find (and optionally replace) a target word or phrase, follow these steps:

1. Click Edit in the Pages menu bar and hover the mouse cursor over the Find menu item.
  2. Click Find.
  3. When the Find & Replace dialog appears, type the word or phrase you want to locate in the Find text box.
-  Pages will search for an exact match, so type only the exact word or phrase you want.
4. Click Next to search your document.
  5. (Optional) If you want to replace the word or phrase with another word or phrase, click in the Replace box and type the replacement word or phrase. Then click Replace (to replace only the first occurrence) or Replace All (to replace every occurrence of the word or phrase).

## *Print Documents*

Ready to start the presses? You can print your Pages document on real paper, of course, but don't forget that you can also save a tree by creating an electronic PDF-format document rather than a printout.



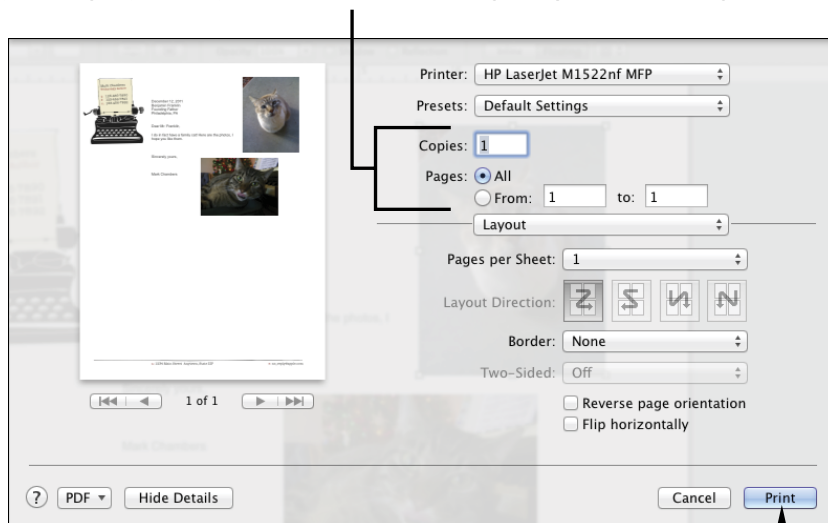
A *PDF* file is sort of an electronic printout. I show you how to create a PDF in Chapter 6. PDF documents can be easily displayed within Lion, or your

readers can use the free Acrobat Reader from Adobe (<http://get.adobe.com/reader>) to view your work.

To print your Pages document on old-fashioned paper, follow these steps:

1. Within Pages, click File and choose Print. Pages displays the Print sheet you see in **Figure 8-9**.

Change the page range and number of copies you want to print.



**Figure 8-9**

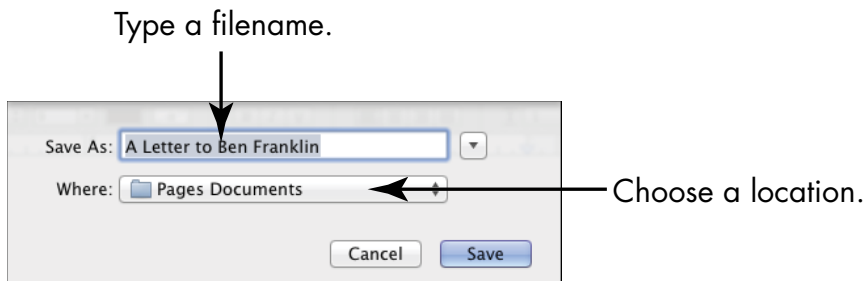
2. Click in the Copies field and enter the number of copies you need.
3. Select the pages to print.
  - To print the entire document, select All.
  - To print a range of selected pages, select the From radio button and then enter the starting and ending pages.

4. Click the Print button to send the document to your printer.

## *Save Your Work*

To save a Pages document after you finish it (or to take a break while designing), follow these steps within Pages:

1. If you're saving a document that hasn't yet been saved, press **⌘+S**, or choose **File**→**Save** from the Pages menu bar. The Save sheet you see in **Figure 8-10** appears.



**Figure 8-10**

2. Type a filename for your new document.
3. Choose a location to save the document. By default, Pages saves your document to the Documents folder.
4. Click Save.



After you fill out the Save sheet and click Save, your Mac remembers your document's filename and location. If you make additional changes to a document after you save it, simply press **⌘+S** again to save an updated version of the document with your changes. You're done!

## *Close a Document*

When you're done with a document, there are a number of ways to close that document (and either open another document or quit the application entirely). Simply do one of the following:

- ➡ Choose File⇨Close. Pages stays running, and the Pages menu bar is still visible.
- ➡ Press ⌘+W, which is the same as using the Close menu command.
- ➡ Click the red Close button on the Pages toolbar. Again, Pages stays running, so you can open another document.
- ➡ Choose File⇨Quit. Pages closes the current document and quits.
- ➡ Press ⌘+Q, which is the same as the Quit menu command.



# Working with Numbers and Finances

**O**h, heavens, it's a spreadsheet! That immediately means that it's complex, right? Actually, Numbers is the easiest spreadsheet program I've ever used for such tasks as arranging numbers, forecasting important numeric trends, and taking care of a household budget. And, unlike the Microsoft Office spreadsheet application (Excel) — which many folks find just too doggone powerful and confusing — Numbers is specifically designed with the home Mac owner in mind.

In this chapter, I provide you with the explanations and procedures you need in order to begin using Numbers. You see how to

- ➡ Create, open, and save new Numbers spreadsheets.
- ➡ Enter and edit data in a cell.
- ➡ Format cells.
- ➡ Add and remove rows and columns.
- ➡ Create simple calculations.
- ➡ Insert charts into your document.
- ➡ Safely bank and invest online.

## Chapter 9

### Get ready to . . .

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## Understand Spreadsheets

A *spreadsheet* simply organizes and calculates numbers by using a grid system of rows and columns. The intersection of each row and column is a *cell*, and cells can hold either text or numeric values (along with calculations that are usually linked to the contents of other, surrounding cells).

Spreadsheets are wonderful tools for making decisions and comparisons because they let you “plug in” different numbers — like interest rates or your monthly insurance premium — and instantly see the results. Some of my favorite spreadsheets that I use regularly include

- ➡ Car and mortgage loan comparisons
- ➡ A college planner
- ➡ My household budget (not that we pay any attention to it, but it makes me feel better)



Numbers is part of iWorks, which you have to buy separately from the Apple App Store.

## Create a New Spreadsheet

To create a new spreadsheet within Numbers, follow these steps:



**1.** Click the Launchpad icon on the Dock.

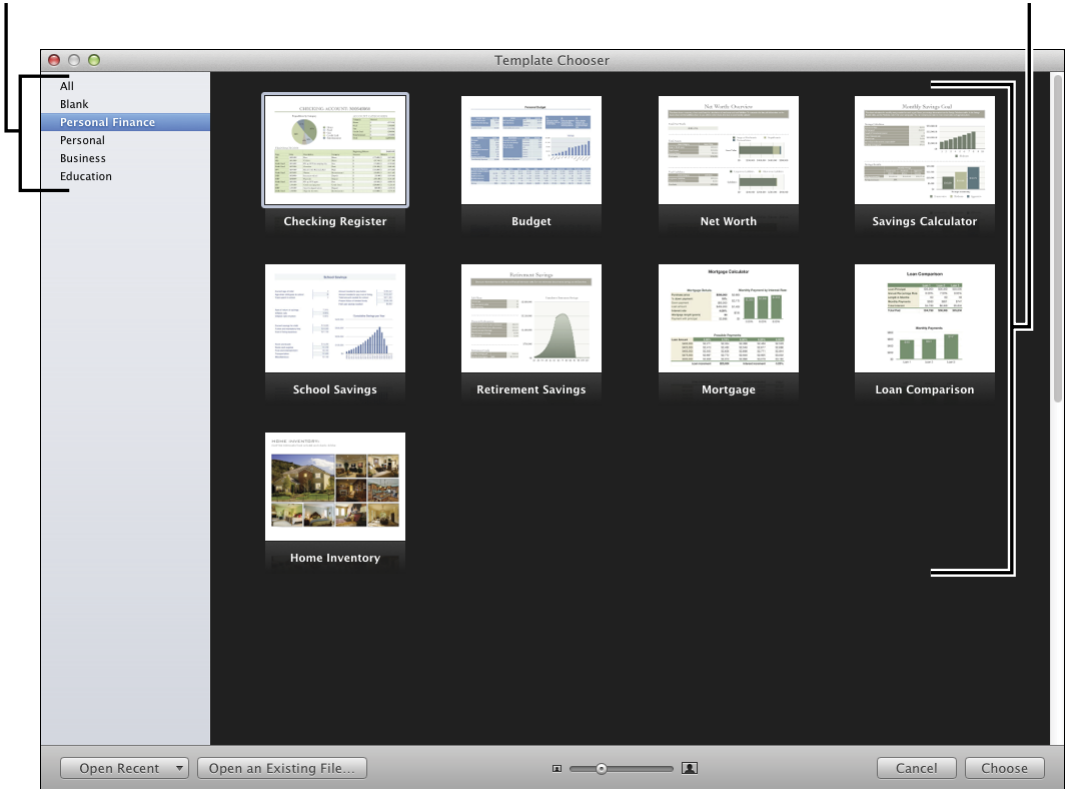


**2.** Click the Numbers icon. Numbers displays the template dialog you see in **Figure 9-1**.

**3.** Click the type of document you want to create from the list to the left. The document thumbnails on the right are updated with templates that match your choice.

Select a document type.

Select a template.



**Figure 9-1**



I was pleasantly surprised when I ran Numbers the first time: A glance at the supplied templates proves that Apple has targeted the home Mac owner. For example, after making a few modifications, you can easily use the Budget, Loan Comparison, and Mortgage templates to create your own spreadsheets.

- 4.** Click the template that most closely matches your needs. (You can also choose the Blank thumbnail to start a Numbers spreadsheet from scratch.)
- 5.** Click the Choose button to open a new document, using the template you selected.

## Open an Existing Spreadsheet

If a Numbers document appears in a Finder window, double-click the document icon, and Numbers automatically loads and displays the spreadsheet.

To open a Numbers document from within the program, follow these steps:



1. From within Launchpad, click the Numbers icon to run the program.
2. Press **⌘+O** to display the Open dialog, as shown in Figure 9-2.



You can toggle View mode in the Open dialog, just like in a Finder window. (Chapter 3 discusses each of the Finder View modes.) In Figure 9-2, I'm using Icon view mode.

3. Click to select a drive from the Devices list on the left side of the dialog, and then click (or double-click, depending on the View mode you're using) folders and subfolders until you locate a Numbers document. Double-click the spreadsheet to load it.



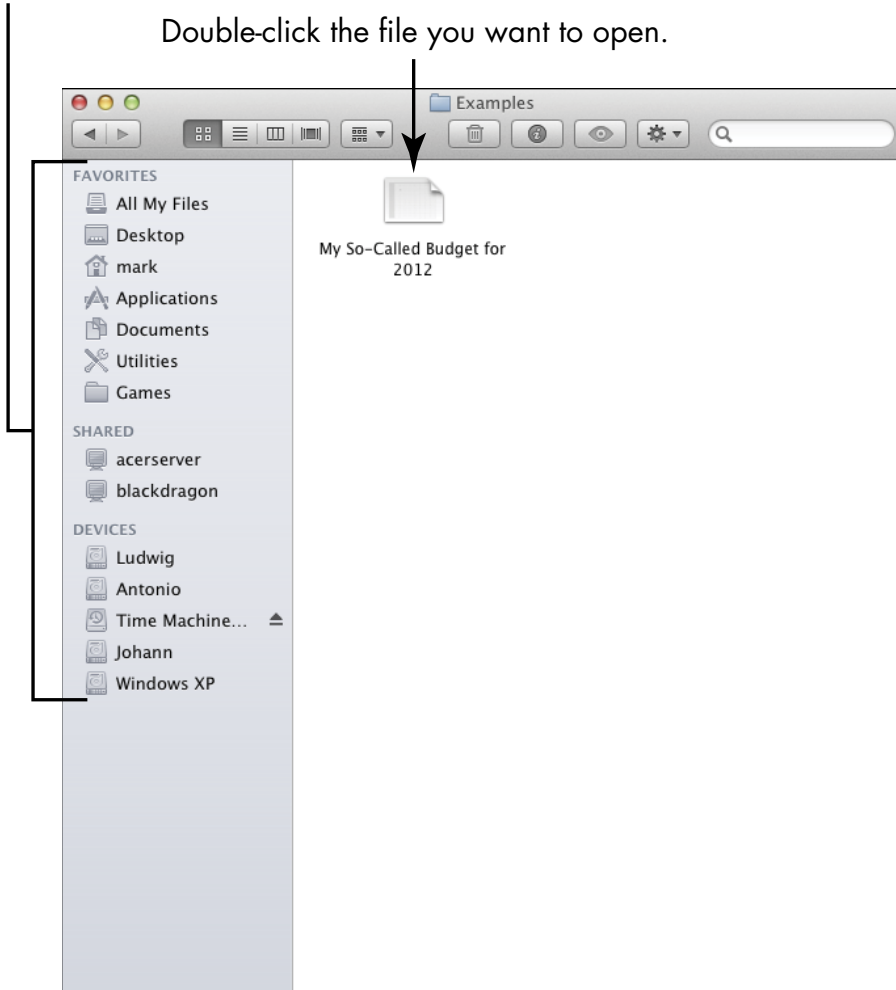
To open a spreadsheet you've been working on the past few days, choose **File**⇨**Open Recent** to display Numbers documents that you worked on recently.



You can also select other locations from the list on the left side of the Open dialog. For example, click **All My Files** to view all the documents you've created on your Mac, or click the **Documents** icon in the list to jump directly to your Documents folder.

Find the folder where your spreadsheet is stored.

Double-click the file you want to open.



**Figure 9-2**

### *Navigate and Select Cells in a Spreadsheet*

Before you can enter data into a cell, you need to know how to reach the cell where you want to enter the data. You can use the scroll bars to move around in your spreadsheet, but when you enter data into cells, moving your fingers from the keyboard is a hassle. For this reason, Numbers has a number of movement shortcut keys that you can use to navigate, and I list them in Table 9-1. After you commit these keys to memory, your productivity shoots straight to the top.

**Table 9-1 Movement Shortcut Keys in Numbers**

<b>Key or Key Combination</b>	<b>Where the Cursor Moves</b>
Left arrow (←)	One cell to the left
Right arrow (→)	One cell to the right
Up arrow (↑)	One cell up
Down arrow (↓)	One cell down
Option+Fn+←	To the beginning of the active worksheet
Option+Fn+→	To the end of the active worksheet
Page Down	Down one screen
Page Up	Up one screen
Return	One cell down (also works within a selection)
Tab	One cell to the right (also works within a selection)
Shift+Enter	One cell up (also works within a selection)
Shift+Tab	One cell to the left (also works within a selection)

You can use your mouse or trackpad to select cells in a spreadsheet:

- ➡ To select a *single* cell, click it.
- ➡ To select a *range* of multiple adjacent cells, click a cell at any corner of the range you want and then drag the mouse in the direction you want (see Figure 9-3).
- ➡ To select a number of nonadjacent cells, hold down the Command (⌘) key while you click each cell.
- ➡ To select a *column* of cells, click the alphabetic heading button at the top of the column.
- ➡ To select a *row* of cells, click the numeric heading button on the far left side of the row.

	A	B	C	D	E
1					
2					
3					
4					
5					
6				Jan 1, 2009	Feb 1, 2009
7			Total for Month	200.15	346.21
8			My Share	45.9	65.87
9					

A selected range of cells

**Figure 9-3**

### *Enter and Edit Data in a Spreadsheet*

After you navigate to the cell in which you want to enter data, you're ready to enter data. The following steps walk you through the key tasks:

1. Either click the cell or press the spacebar. A cursor appears, indicating that the cell is ready to hold any data you type.
2. Type your data. Spreadsheets can use both numbers and text within a cell — either type of information is considered data in the Spreadsheet World. You can see data being entered in **Figure 9-4**.



Don't forget that you can copy data from another document (using  $\text{⌘}+\text{C}$ ) and paste that data into the cell (using  $\text{⌘}+\text{V}$ ).

Feb 1, 2009		
346.21	274.03	
65.87		

**Figure 9-4**

3. To correct or edit data, click within the cell that contains the data to select it, and then click the cell again to display the insertion cursor. Drag the insertion cursor across the characters to highlight them and then type the replacement data.



Numbers automatically replaces the existing characters with those you type.

4. To simply delete text, highlight the characters and then press Delete.
5. When you're ready to move on, press Return (to save the data and move one cell down) or press Tab (to save the data and move one cell to the right).

### *Choose a Number Format*

After your data has been entered into a cell, row, or column, you might need to format it. *Number formatting* determines how a cell displays a number, such as a dollar amount, a percentage, or a date. Characters and formatting rules, such as decimal places, commas, and dollar and percentage notation, are included in number formatting. So, if your spreadsheet contains units of currency, such as dollars, format it that way. Then all you need to do is type the numbers, and the currency formatting is applied automatically.

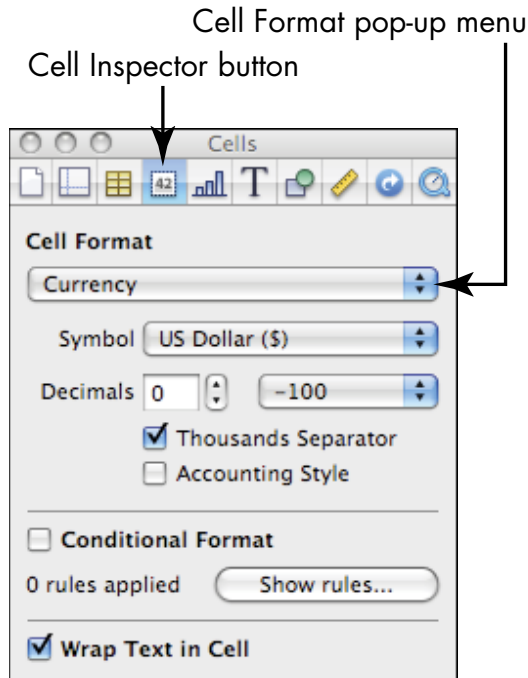
Numbers gives you a healthy selection of formatting possibilities. To specify a number format, follow these steps:

1. Select the cells, rows, or columns you want to format. (See "Navigate and Select Cells in a Spreadsheet," earlier in this chapter, for tips.)
2. Click the Inspector toolbar button at the right end of the Numbers toolbar.
3. Click the Cell Inspector button in the Inspector window to display the settings you see in **Figure 9-5**.





4. Click the Cell Format pop-up menu and click the type of formatting you want to apply.
5. Click the Close button in the Inspector window to return to your spreadsheet.



**Figure 9-5**

### *Change the Cell Text Alignment*

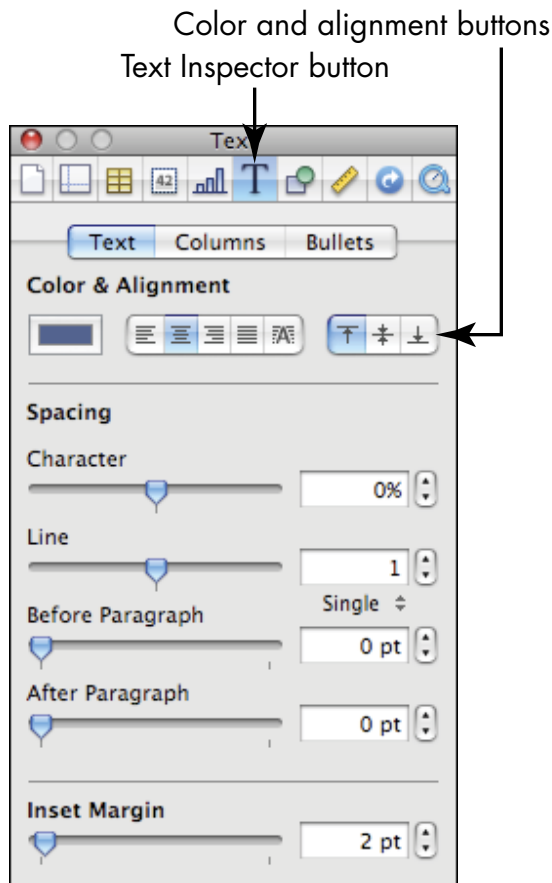
You can also change the alignment of text in the selected cells. (The default alignment for text is flush left.) Follow these steps:

1. Select the cells, rows, or columns you want to format.  
(See the task "Navigate and Select Cells in a Spreadsheet," earlier in this chapter, for tips.)



2. Click the Inspector toolbar button.

3. Click the Text Inspector button in the Inspector window to display the settings you see in Figure 9-6.



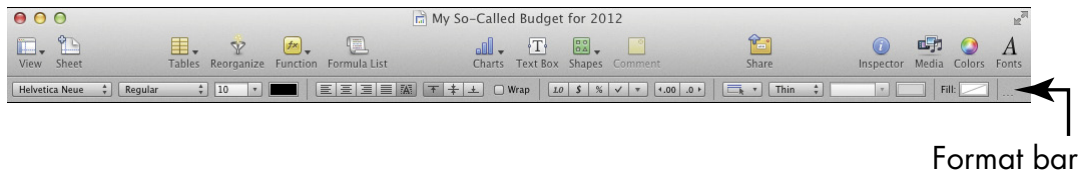
**Figure 9-6**

4. Click the corresponding alignment button to choose the type of formatting you want to apply. (You can choose from left, right, center, justified, and text left and numbers right.) Text can also be aligned at the top, center, or bottom of a cell.
5. Click the Close button in the Inspector window to return to your spreadsheet.

## *Change Character Formatting*

You might need to set apart the contents of some cells. For example, you might need to create text headings for some columns and rows or to highlight the totals in a spreadsheet. Follow these steps to change the formatting of the data displayed within selected cells:

1. Select the cells, rows, or columns you want to format.  
(See “Navigate and Select Cells in a Spreadsheet,” earlier in this chapter, for tips.)
2. Click the Font Family, Font Size, or Font Color buttons on the Format bar, as shown in **Figure 9-7**.



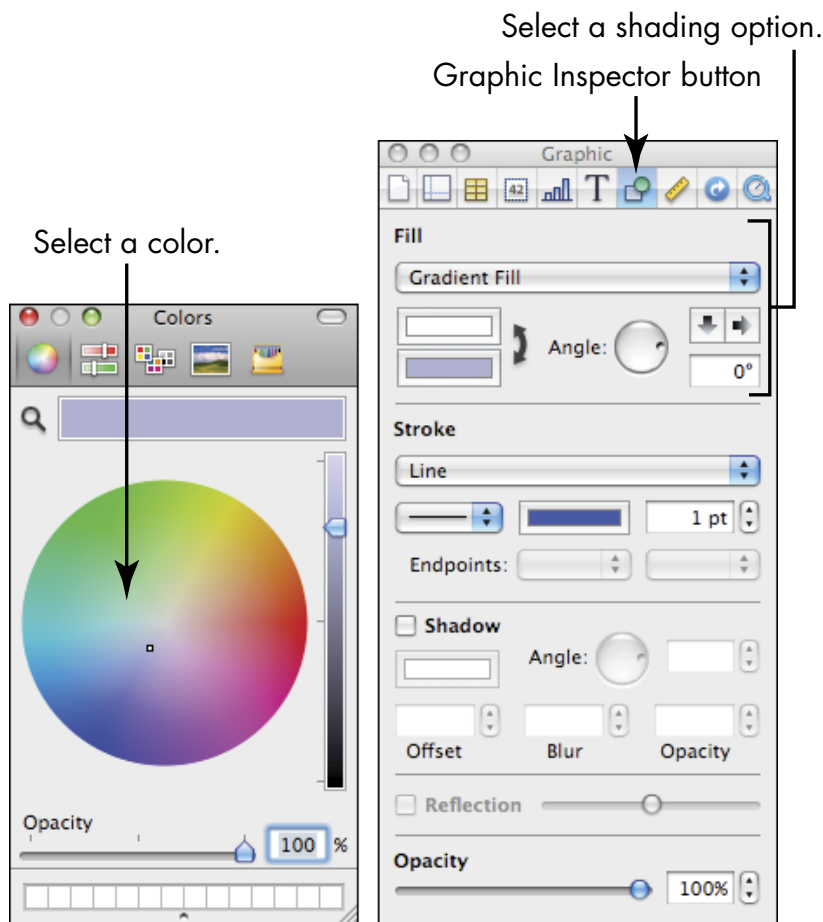
**Figure 9-7**

## *Format with Shading*

Shading the contents of a cell, row, or column is helpful when your spreadsheet contains subtotals or logical divisions. Follow these steps to shade cells, rows, or columns:

1. Select the cells, rows, or columns you want to format.  
(See the task “Navigate and Select Cells in a Spreadsheet,” earlier in this chapter, for tips.)
2. Click the Inspector toolbar button.
3. Click the Graphic Inspector button within the Inspector window to display the settings you see in **Figure 9-8**.





**Figure 9-8**

- 4.** Click the Fill pop-up menu to select a shading option.
- 5.** Click the color box to select a color for your shading. Numbers displays a color picker dialog.
- 6.** Click to select a color.
- 7.** After you achieve the right effect, click the Close button in the color picker dialog.
- 8.** Click the Close button in the Inspector window to return to your spreadsheet.

## *Insert and Delete Rows and Columns*

What's that? You forgot to add a row and now you're three pages into your data entry? No problem. You can easily add or delete rows and columns. Really — you can! First select the row or column that you want to delete or that you want to insert a row or column next to, and then do one of the following:

- ➡ **For a row:** Right-click and choose Add Row Above, Add Row Below, or Delete Row from the pop-up menu that appears.
- ➡ **For a column:** Right-click and choose Add Columns Before, Add Columns After, or Delete Column from the pop-up menu that appears.



You can also take care of this business from the Table menu. After you select the row or column, then click Table and choose any one of the menu items: Add Rows, Add Columns, Delete Rows, or Delete Columns. (Personally, I like to right-click.)

## *Add Simple Calculations*

It's time to talk about *formulas*. These equations calculate values based on the contents of cells you specify in your spreadsheet. For example, if you designate cell A1 (the cell in column A at row 1) to hold your yearly salary and cell B1 to hold the number 12, you can divide the contents of cell A1 by cell B1 (to calculate your monthly salary) by typing this formula into any other cell:

=A1/B1

By the way, formulas in Numbers always start with an equal sign (=).

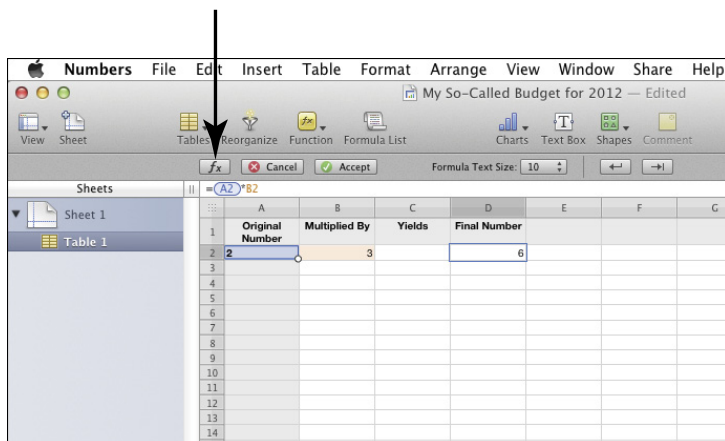
So why not just use a calculator? Sure, but maybe you want to calculate your weekly salary. Rather than grab a pencil and paper, you can simply change the contents of cell B1 to 52, and — boom! — the spreadsheet is updated to display your weekly salary.

That's a simple example, of course, but it demonstrates the basis of using formulas (and the reason that spreadsheets are often used to predict trends and forecast budgets).

To add a simple formula within your spreadsheet, follow these steps:

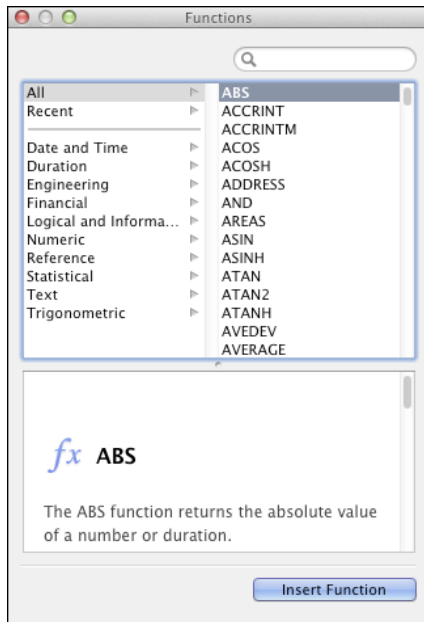
1. Select the cell that will hold the result of your calculation.
2. Click inside the Formula bar and type = (an equal sign). The Formula bar appears to the right of the Sheets heading, directly under the Button bar.
3. Click the Function Browser button, which bears the *fx* label. (It appears next to the Cancel button on the Formula bar.) See Figure 9-9.

Function Browser button



**Figure 9-9**

4. In the Functions dialog that appears, as shown in Figure 9-10, select a function. This list makes it easier to choose from the wide range of functions available within Numbers.
5. Click the Insert Function button to add the function to the Formula bar.



**Figure 9-10**

6. After you finish inserting functions, click the Accept button on the Formula bar to add the formula to the cell. It's now ready to work behind the scenes, doing math for you so that the correct numbers appear in the cell.

## Insert Charts

Sometimes you just have to see something to believe it — hence the ability to use the data you add to a spreadsheet to generate a professional-looking chart! Follow these steps to create a chart:

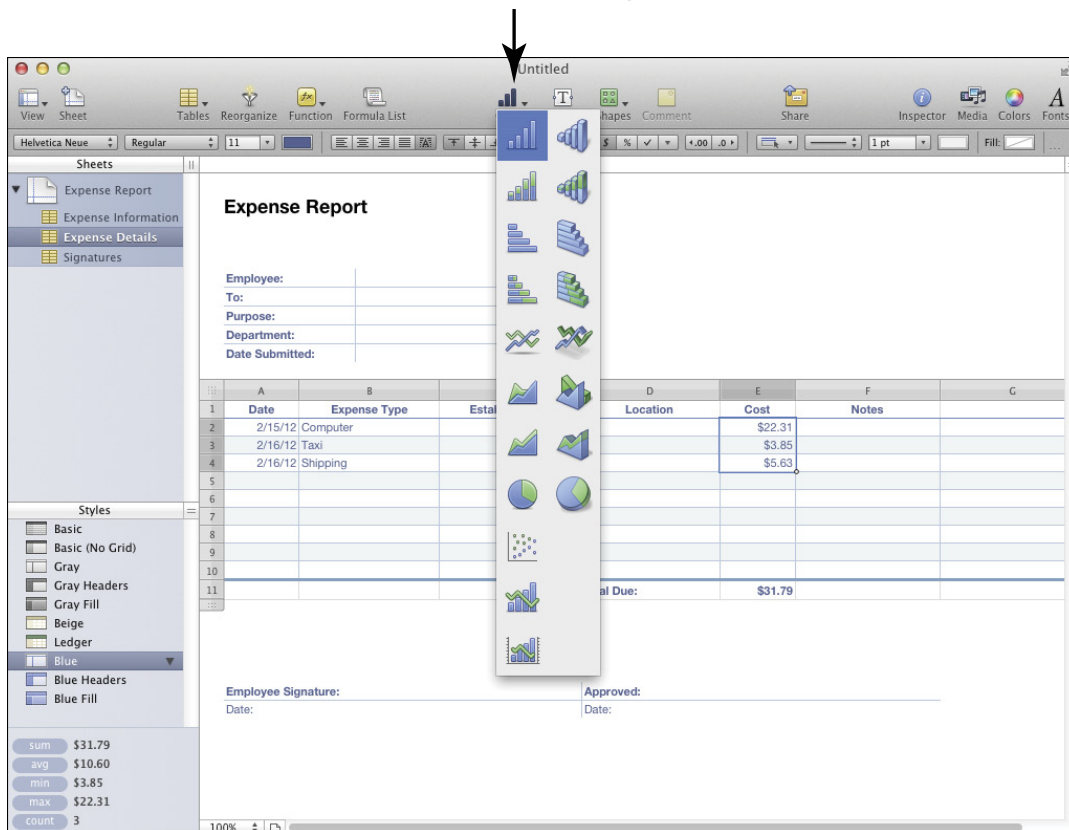
1. Select the adjacent cells you want to chart by dragging the mouse.



To choose individual cells that aren't adjacent, you can hold down the  $\text{⌘}$  key as you click.

2. Click the Charts button on the Numbers toolbar, which looks like a bar graph. Numbers displays the thumbnail menu you see in Figure 9-11.

Click the Charts button to see your choices.

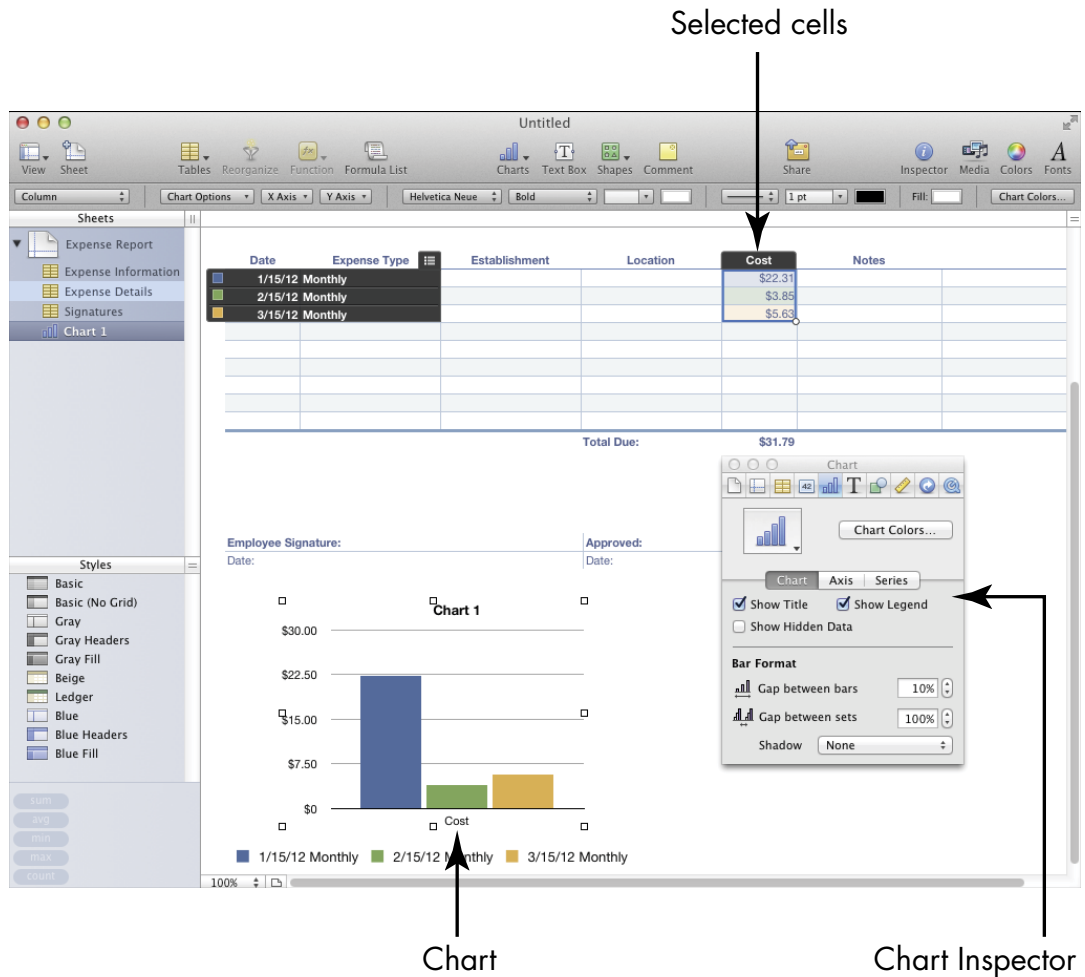


### Figure 9-11

3. Click the thumbnail for the chart type you want. Numbers inserts the chart as an object within your spreadsheet so that you can move the chart or resize it just like an object in Pages.

Numbers also displays the Chart Inspector dialog, where you can change the colors and add (or remove) the chart title and legend. **Figure 9-12** illustrates a simple chart I added to a spreadsheet that compares monthly income amounts, complete with the Chart Inspector. The chart appears in the bottom-left corner of the figure (surrounded by resizing handles), and the values on which the chart is based appear selected under the Cost heading.





**Figure 9-12**

### *Save Your Work*

Although Lion's Auto Save feature prevents you from losing a significant chunk of work to power failures, and such, you can always save a Numbers document manually after you finish it (or to save it for later). Follow these steps within the program:

1. Press **⌘+S**. If you're saving a document that hasn't yet been saved, the Save sheet appears.
2. Type a filename for the new document.

3. Choose a location to save the document from the Where pop-up menu. (This step lets you select common locations, like your Desktop, Documents folder, or Home folder.)



If the location you want isn't listed on the Where pop-up menu, you can also click the down-arrow button next to the Save text box to display the full Save dialog. Click to select a drive from the Devices list on the left side of the dialog, and then click folders and subfolders until you reach the location you want.

4. Click Save. Your Mac remembers your settings for that spreadsheet. If you make additional changes to the spreadsheet, simply press **⌘+S** and your changes are saved as a new version of the document.

# *Get the Most from Movies and Digital Photos*

**A**t last! After years of empty promises of professional-quality media features for home and school, Apple has taken on the challenge and developed a recipe for digital media success.

By designing hardware and software crafted to work smoothly together, Apple lets you easily organize and produce your own multimedia with the iLife '11 suite of digital tools, which includes iPhoto and iTunes.

You can use Apple's video and image tools to

- ➡ Play DVD movies and view your photo collection in several different ways.
- ➡ Send photos to others by e-mail.
- ➡ Tag your photos with keywords to help keep your collection organized.
- ➡ Edit photos to improve their appearance.

## Chapter 10

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## Play Movies with DVD Player

With the arrival of the DVD movie, an honest-to-goodness theater in the home is now within the grasp of mere mortals (who have, coincidentally, merely average budgets). Mac OS X has everything you need to enjoy a night at the movies without ever leaving home. In fact, I highly recommend the 27" Intel iMac or the 17" MacBook Pro for those wide-screen classics.



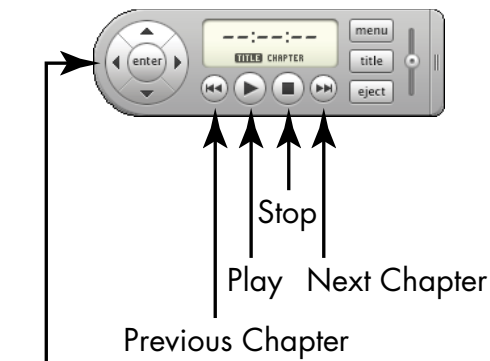
To watch Frodo Baggins, Don Corleone, or James Bond, you'll use Apple's DVD Player application, which you launch by clicking the Launchpad icon on the Dock (shown in the margin) and then clicking the DVD Player icon. Or, even easier, simply insert a DVD into the disc drive. As soon as you do, your Mac recognizes the disc and launches DVD Player by default for you. (Time for another round of well-deserved gloating about your choice of personal computer.)

Depending on the viewing mode you choose, DVD Player offers one or two windows, or it occupies the entire screen:

➡ **Controller:** The small, silver-colored gadget that looks like a remote control and holds all the controls for the Player. Arranged much like they are on a VCR or tape deck, all the familiar controls are present. For example, if you watch a lot of movies, you'll immediately appreciate the ability to jump to the next or previous *chapter* — DVD movies use chapters to allow you to move immediately to certain scenes. Check it out in **Figure 10-1**.

➡ **Viewer:** View your DVD movies in this large window.

Table 10-1 details the fundamental commands present in the DVD Player Controller. Apple software usually has some goodies hidden beneath the surface, and DVD Player is no exception. The controls in DVD Player have a few functions that might not be obvious to the casual user, as listed in Column 3 of Table 10-1.



Navigate menu items

**Figure 10-1**

**Table 10-1 Basic DVD Controls**

<b>Control Name</b>	<b>What It Does</b>	<b>Other Functions</b>
Play	Plays the DVD	Toggles to a Pause button when a movie is playing.
Stop	Stops playback of the DVD	None.
Previous Chapter	Skips to the previous chapter	Click and hold the button to quickly skim the movie in reverse.
Next Chapter	Skips to the next chapter	Click and hold the button to quickly skim the movie forward.
Playback Volume	Adjusts the volume of the DVD audio	None.
Arrow Buttons	Navigates through the menu items of the DVD	None.
Enter	Selects the highlighted menu item	None.
Eject	Ejects the DVD from the drive	None.
Title	Jumps immediately to the DVD's title menu	None.
Menu	Displays the menu of the current DVD	None.

## Exercising your Viewer

You can think of the Viewer window as a television inside your Macintosh if it helps, but DVD Player goes one step further. Unlike a television screen, the Viewer has some nice tricks up its sleeve: For example, you can resize the Viewer window by choosing one of the five sizes listed on the View menu (half, actual size, double size, Fit to Screen, and full-screen). Choose a size to watch a movie in a small window on your desktop while you work with other applications. You can toggle the Viewer size from the keyboard; for example, press  $\text{⌘}+0$  (zero) to select half-size, press  $\text{⌘}+1$  (one) to select actual size, and press  $\text{⌘}+2$  (two) to select double size.

If you're in it only for the entertainment factor, resize the Viewer to fill the screen. I like to watch movies in Full Screen mode, which you can toggle by pressing  $\text{⌘}+F$ . To take full advantage of all your screen space yet leave the Viewer window onscreen for occasional resizing, press  $\text{⌘}+3$  (three) to choose Fit to Screen mode.

## *Upload Photos from Your Digital Camera*

iPhoto makes it easy to download images directly from your digital camera — as long as your specific camera model is supported in iPhoto, that is. Most cameras are supported, though, and more are added to the supported crowd during every update.

Follow these steps to import images:

1. Connect your digital camera to your Mac, and then turn on the camera.



Plug one end of a USB cable into your camera and the other end into your Mac's USB port and prepare your camera to download images.

2. Launch iPhoto.



Your Mac will probably launch iPhoto automatically when your camera is detected, but you can always launch iPhoto manually by clicking its icon on the Dock (or by clicking the iPhoto icon in Launchpad). iPhoto displays the Import sheet.

3. Type an event name for the imported photos into the Add Event Name box, such as *Troy's Birthday Party 2012* or *Godzilla Ravages Tokyo*. (A general descriptive name that fits all the photos in the event is best.)
4. To allow iPhoto to automatically separate images into separate events based on the date they were taken, select the Split Events check box.
5. Click the Import All button to import your photographs from the camera.



To select specific images to import, hold down ⌘ and click each photo you want, and then click Import Selected rather than Import All.

The images are added to your Photo Library, where you can organize them into individual albums or events. (More on albums and events later.) Depending on the camera, iPhoto may also import video clips.

## Importing images from your hard drive

If you have a folder of images that you collected already on your hard drive, a CD, a DVD, an external drive, or a USB Flash drive, adding them to your library is easy. Just drag the folder from a Finder window and drop it into the source list in the iPhoto window. iPhoto automatically creates a new album using the folder name, and you can sit back while the images are imported into that new album. iPhoto recognizes images in several formats: GIF, JPEG, PSD, PICT, PNG, RAW, and TIFF.

If you have individual images, you can drag them as well. Select the images in a Finder window and drag them into an album in the source list. To add them to the album that's displayed in the Viewer, drag the selected photos and drop them in the Viewer instead.

If you'd rather import images by using a standard Mac Open dialog, choose File⇧Import to Library. Simplicity strikes again!

6. Specify whether the images you're importing should be deleted from the camera afterward.

If you don't expect to download these images again to another computer or another device, you can choose to delete the photos from your camera automatically. This way, you save a step and help eliminate the guilt that can crop up when you nix your pix. (Sorry, I couldn't resist.) However, if you'd rather be absolutely certain that everything has been imported safely, just delete the images from your camera manually.

You're probably familiar with albums, which you may recognize from older versions of iPhoto. An *album* is simply a container you create in iPhoto that contains specific photos — it's straightforward. Typical albums might include family pets or photos of your hometown.



*Events*, on the other hand, help you organize photos by date. After you download the contents of your digital camera, those contents count as a virtual *event* in iPhoto, based on either the date you imported them or the dates they were taken. For example, you can always display the last images you imported by clicking Last Import. If you want to see photos from your son's graduation, they appear as a separate event. (Both these organizational tools appear in the source list). Think about that: Arranging old-fashioned film prints by the moments they document is tough, but iPhoto makes it easy for you to see just which photos are part of the same group!

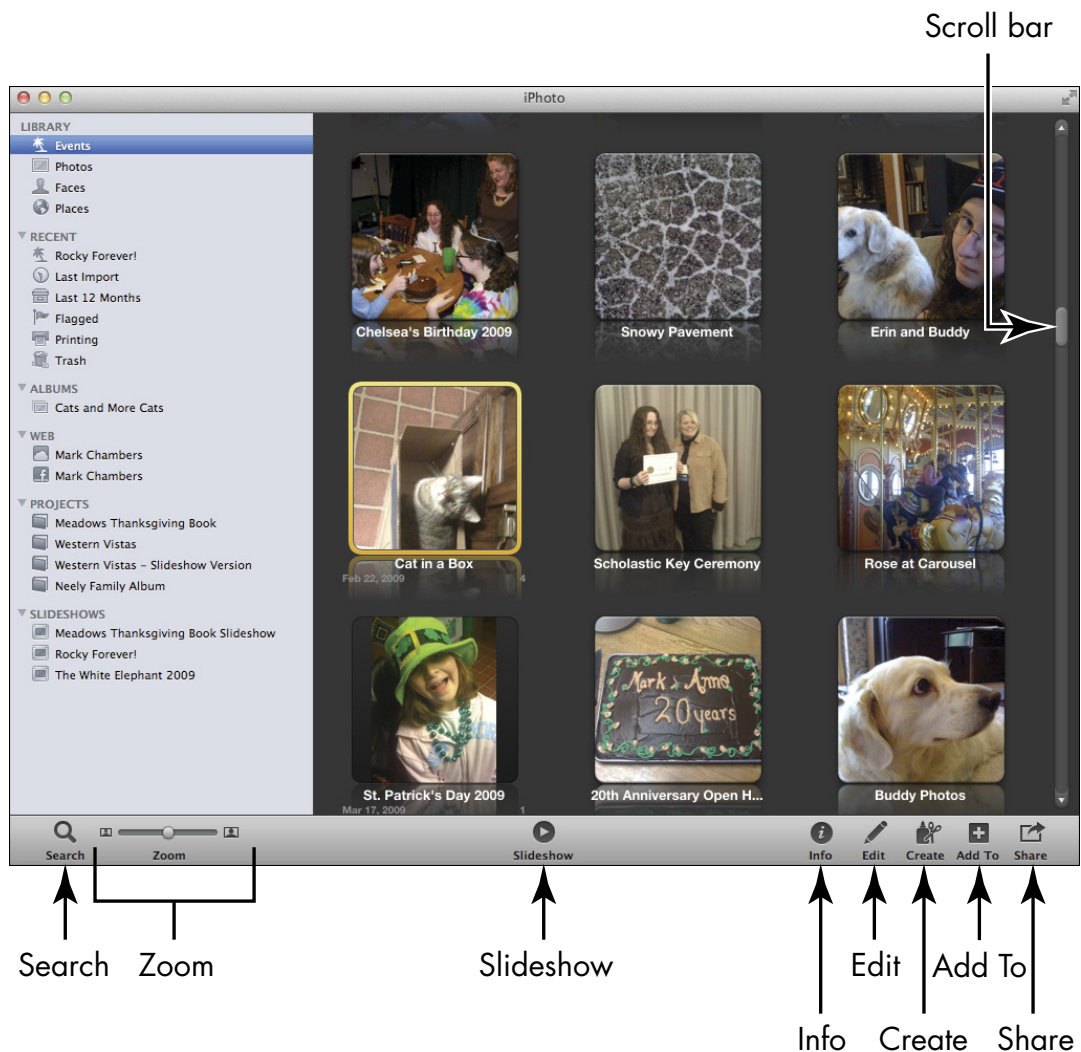
### *Display a Digital Image in iPhoto*

Say goodbye to the old shoebox full of slides and prints! Browsing your iPhoto library is as simple as clicking these items:

- ➡ **A specific event or album in the source list, as shown in Figure 10-2:** You can also click the Events item to see a thumbnail display of all events in your library.
- ➡ **The Photos item in the source list:** This method displays all photos as a single scrolling collection.

Drag the scroll button in the scroll bar to move up or down, or click a specific photo and use the arrow keys to navigate your collection. After you locate the image you want to see, you can double-click it to display the photo within the iPhoto window.

To view the photo full-screen, click it to select it and then click the Full-Screen button at the top-right corner of the window (which bears two arrows pointing outward) or press **⌘+Control+F**. You can leave Full Screen mode at any time by pressing Esc.



**Figure 10-2**



While in Full Screen mode, move the mouse cursor to the top edge of the screen to display the iPhoto menu bar (see **Figure 10-3**), allowing you to choose menu commands without exiting.

iPhoto menu bar

To exit Full Screen mode, click this button.

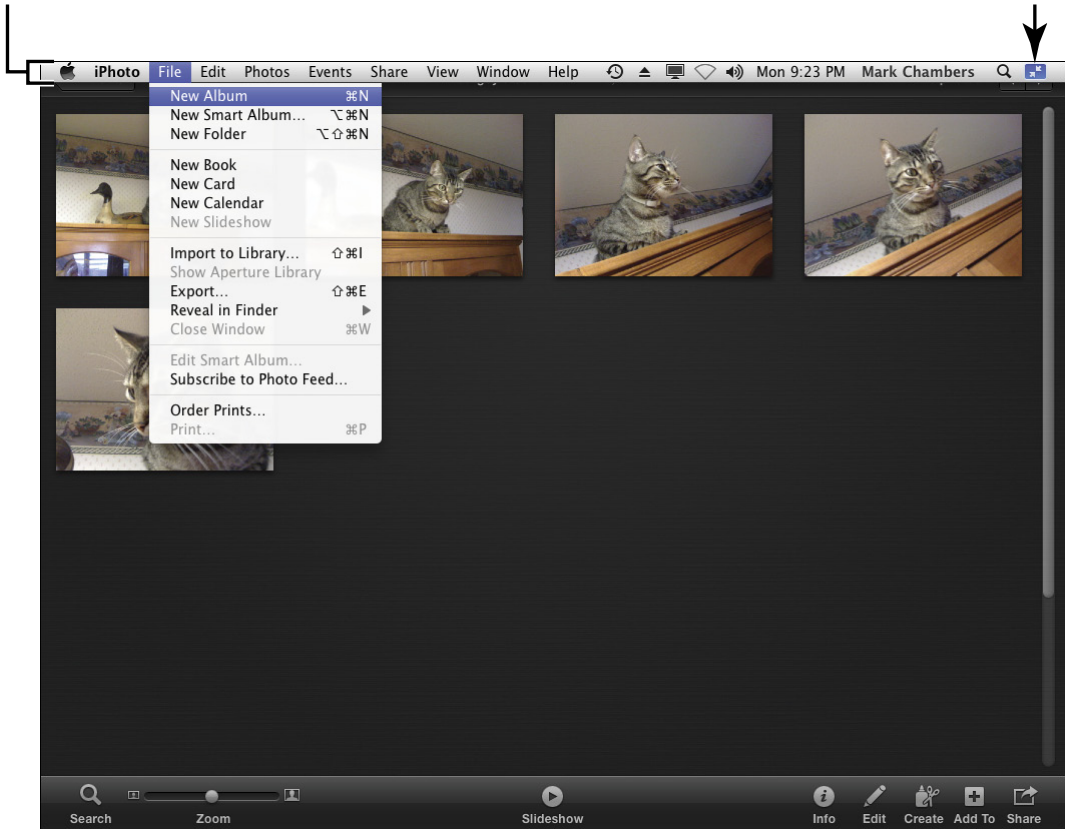


Figure 10-3

### *Tag Your Photos with Keywords*

“Okay, Mark, iPhoto albums and events are great ideas, but do you really expect me to look through 20 albums just to locate pictures with specific people or places?” Never fear, good Mac owner. You can also assign descriptive *keywords* to images to help you organize your collection and locate certain pictures fast. iPhoto comes with a number of standard keywords, and you can create your own as well.

To illustrate, suppose that you want to identify your images according to special events in your family. Birthday photos should have their own keywords, and anniversaries deserve another. By assigning keywords, you can search for Elsie’s sixth birthday or your silver wedding anniversary (no matter which event or album they’re in), and all

related photos with those keywords appear like magic! (Well, *almost* like magic. You need to choose View⇨Keywords, which toggles the Keyword display on and off in the Viewer.)

iPhoto includes a number of keywords that are already available:

- ⇒ Birthday
- ⇒ Checkmark
- ⇒ Family
- ⇒ Favorite
- ⇒ Movie
- ⇒ Kids
- ⇒ Photo Booth
- ⇒ Photo Stream
- ⇒ Vacation
- ⇒ RAW



Adding the Checkmark keyword displays a tiny checkmark icon in the lower-right corner of the image. The Checkmark keyword comes in handy for temporarily identifying specific images because you can search for just the check-marked photos. Say that you're searching for 12 great shots for a custom calendar. You can Checkmark those temporarily to mark them, and then you can remove the checkmark after the calendar is finished.

To assign keywords to images (or remove keywords that have already been assigned), select one or more photos in the Viewer. Choose Window⇨Manage My Keywords or press ⌘+K to display the Keywords window, as shown in **Figure 10-4**.

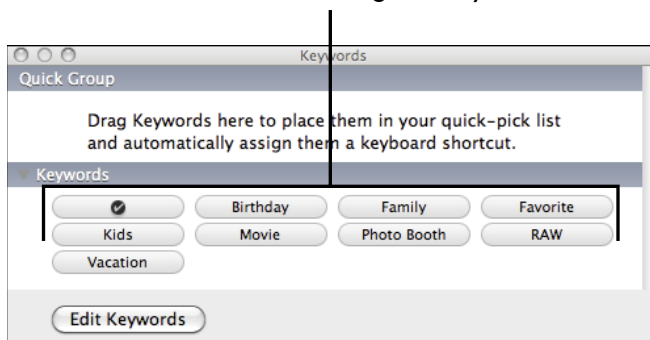
## You're gonna need your own keywords

I would bet that you take photos of subjects other than just kids and vacations, and that's why iPhoto lets you create your own keywords. Display the iPhoto Keywords window by pressing **⌘+K**, click the Edit Keywords button, and then click Add (the button with the plus sign). iPhoto adds a new, unnamed keyword to the list as an edit box, ready for you to type its name.

You can rename an existing keyword from the same window, too. Click a keyword to select it and then click Rename. Remember, however, that renaming a keyword affects *all images tagged with that keyword*, even if the new keyword no longer applies to the photos. That might be confusing when, for example, photos originally tagged as Family suddenly appear with the keyword Foodstuffs because you renamed the keyword. (I recommend applying a new keyword and deleting the old one if this problem crops up.)

To change the keyboard shortcut assigned to a keyword, click the Shortcut button. To remove an existing keyword from the list, click the keyword to select it and then click the Delete button, which bears a minus sign.

Click a button to assign a keyword.



**Figure 10-4**

Click the keyword buttons that you want to attach to the selected images to mark them. Or, click the highlighted keyword buttons that you want to remove from the selected images to disable them. You can assign as many keywords to a photo as you like.

To sift through your entire collection of images by using keywords, click the Search button in the toolbar, and then click the magnifying glass button next to the Search box and choose Keyword from the pop-up menu. iPhoto displays a pop-up Keywords panel, and you can click one or more keyword buttons to display just the photos that carry those keywords.



The images that remain in the Viewer after a search must have *all* the keywords you specified. If an image is identified, for example, by only three of four keywords you chose, it isn't a match, and it doesn't appear in the Viewer.

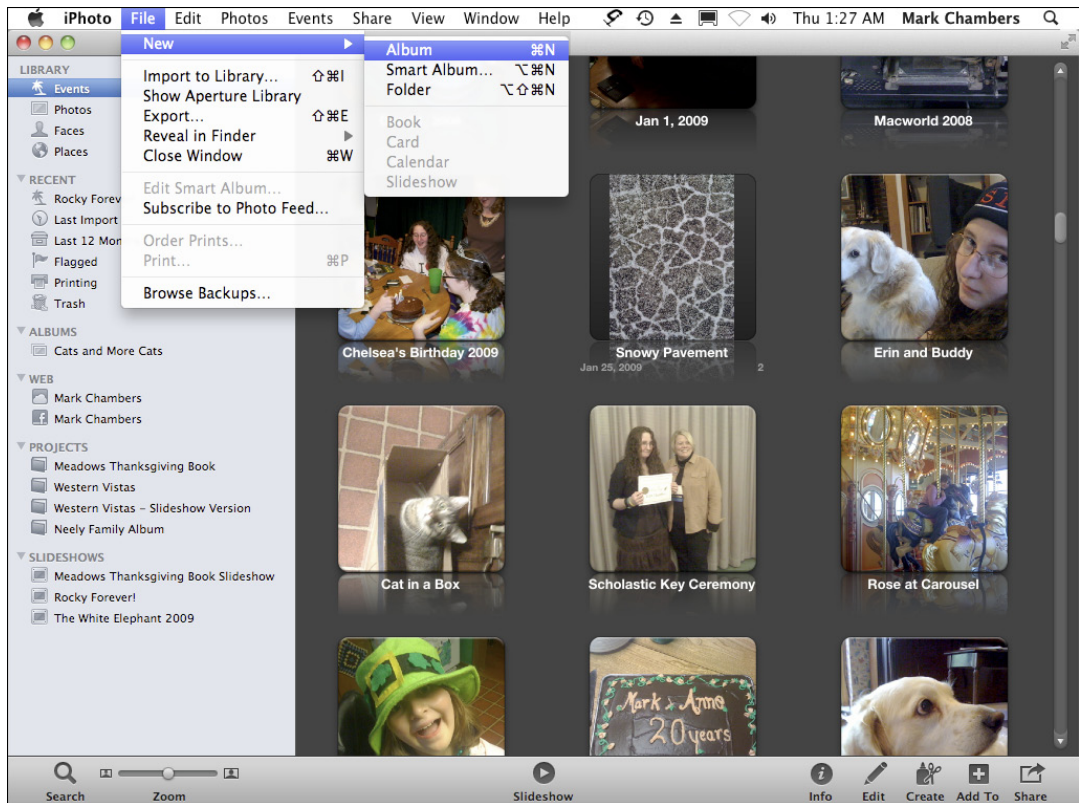
## Organize Photos in Albums

The basic organizational tool in iPhoto is the *album*. Each album can represent any division you like, whether it's a year, a vacation, your daughter, or your daughter's ex-boyfriends. Follow these steps:

1. Create a new album by choosing File⇧New Album (as shown in Figure 10-5) or pressing ⌘+N.

The New Album sheet appears.

2. Type the name for your new photo album.
3. Press Return. The new album appears under the Albums heading in the source pane. You can drag images from the Viewer into any album you choose. For example, you can copy an image to another album by dragging it from the Viewer to an album in the source list.



**Figure 10-5**

To remove a photo that has fallen out of favor, follow these steps:

- 1.** In the source list, select an album.
- 2.** In the Viewer, click to select the photo you want to remove.
- 3.** Press Delete.

When you remove a photo from an album, you *don't* remove the photo from your collection (represented by the Photos entry under the Library heading in the source list). That's because an album is just a group of links to the images in your collection. To completely remove the offending photo, click the Photos entry under the Library heading to display your entire collection of images and delete the picture there. (Naturally, this also removes the photo from any albums that might have contained it as well.)



To remove an entire album from the source list, just click to select it in the source list — in the Viewer, you can see the images it contains — and then press Delete.

To rename an album, click to select the entry under the Albums heading in the source list, and then click again to display a text box. Type the new album name and then press Return.

### *Put Events to Work*

As I mention earlier in this chapter, an *event* is essentially a group of images that you shot or downloaded at the same time. iPhoto figures that those images belong together (which is usually a safe assumption).



Like an album, an event can be renamed, just using a different procedure. Click the Events entry under the Library heading in the source list to display your Events in the Viewer, and then click the existing event name in the caption underneath the thumbnail. A text box appears, where you can type a new name; click Return to update the event.

Try moving the mouse cursor over an event thumbnail in the Viewer, and you see that iPhoto displays the date range when the images were taken as well as the total number of images in the event. Ah, but things get *really* cool when you move the mouse cursor back and forth over an event with many images: The thumbnail animates and displays all images in the event. (Why can't I think of this stuff? This is the future, dear readers.)

To display the contents of an event in the Viewer, just double-click the event thumbnail. To return to the Events thumbnails, click the All Events button at the top of the Viewer.



While you're organizing, you can create a brand-new, empty event by choosing Events⇨Create Event. Feel free to drag photos from albums, other events, or your Photo library into your new event. Note, however, that a photo can appear in only one event, so if

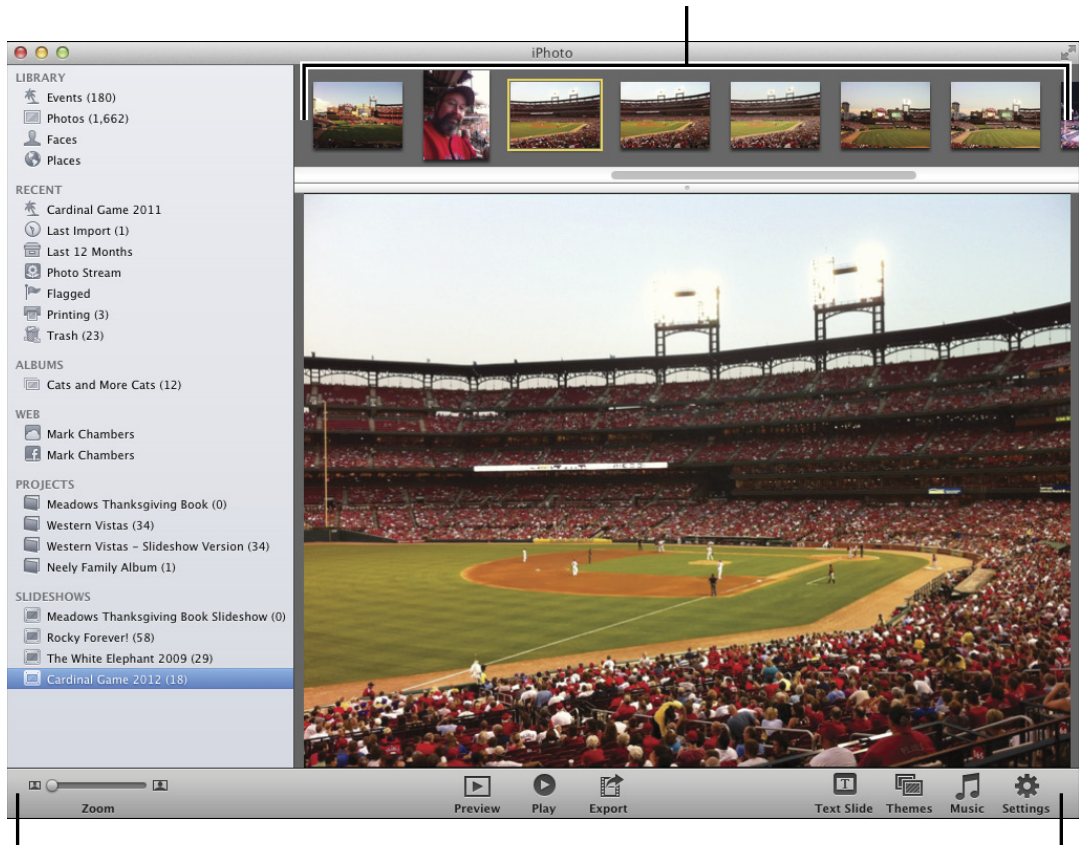


you drag a photo from one event to another, it's automatically removed from the original event.

### Create a Slide Show

You can use iPhoto to create slide shows! Click the album or event you want to display in the source list, click the Create button, and then choose Slideshow. Notice that iPhoto adds a Slideshows item in the Source list. A scrolling thumbnail strip appears at the top of the Viewer, displaying the images in the album or event. Click and drag the thumbnails so that they appear in the desired order (see **Figure 10-6**).

Arrange your images in the slide show.



**Figure 10-6**

To choose background music for your slide show, click the Music button in the Slideshow toolbar to display Apple's theme music, as well as the tracks from your iTunes library. To choose a standard theme, click the Source pop-up menu and choose Theme Music; select that perfect song and then click Choose. To choose an iTunes playlist or song, click the Source pop-up menu and choose a playlist, then drag the individual songs you want to the song list at the bottom of the sheet. (You can drag them to rearrange their order in the list as well.) Click Choose to accept your song list.



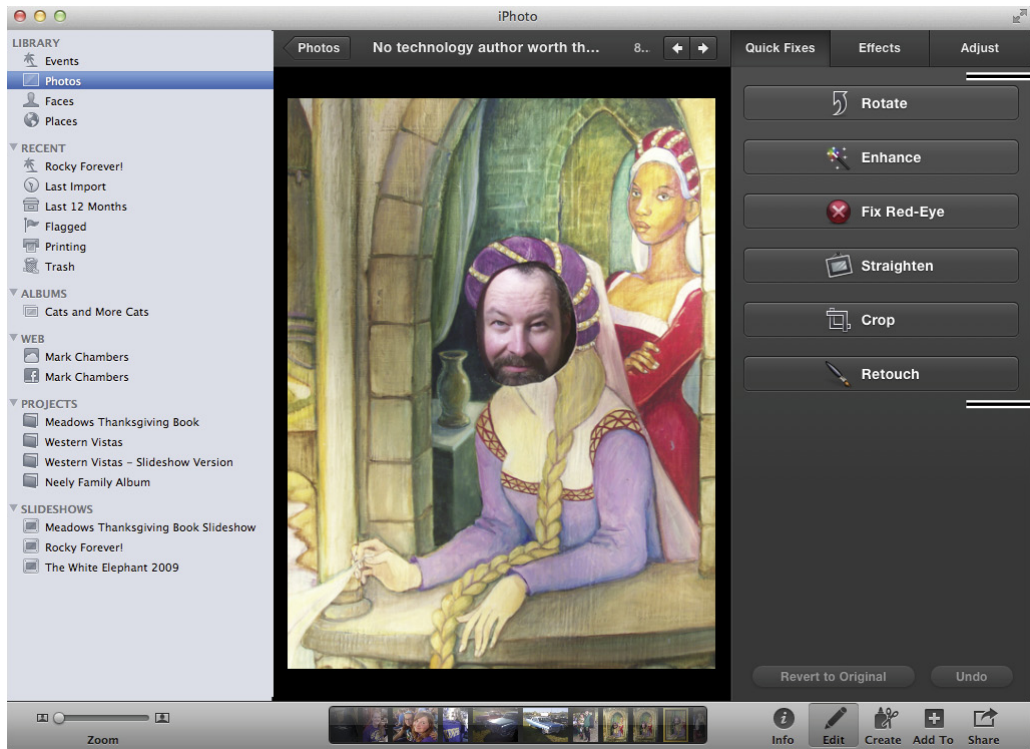
To configure your slide show, click the Settings button on the Slideshow toolbar and click the All Slides tab. You can specify the amount of time that each slide remains on the screen as well as an optional title. Widescreen Mac owners appreciate the Slideshow Format pop-up menu, which lets you choose a 16:9 widescreen display (like newer LCD TVs) for your slide show.

When you're ready to play your slide show, click the Play button, and iPhoto switches to Full Screen mode. You can share your completed slide show as a movie by clicking Export in the Slideshow toolbar.

### *Edit Photos with Panache*

The first step in any editing job is to select the image you want to fix in the Viewer, which is the default pane in iPhoto. Then click the Edit button on the iPhoto toolbar (as shown at the left of the toolbar in **Figure 10-2**) to display the Edit pane controls at the right side of the window, as shown in **Figure 10-7**. Now you're ready to fix problems, using the tools that I discuss in the rest of this section. (If you're editing a photo that's part of an event or album, note the spiffy scrolling photo strip at the bottom, which lets you switch to another image in the same grouping just by clicking.)

Edit your photos with these buttons.



**Figure 10-7**

**Change orientation.** If an image is in the wrong orientation and needs to be turned to display correctly, click the Rotate button to turn it once in a counterclockwise direction. Hold down the Option key while you click the Rotate button to rotate in a clockwise direction.

**Crop photos.** Does that photo have an intruder hovering around the edges of the subject? You can remove some of the border by *cropping* an image, just as folks once did with film prints and a pair of scissors. (We've come a long way.) With iPhoto, you can remove unwanted portions from the edges of an image — it's a helpful way to remove Uncle Milton's stray head (complete with toupee) from an otherwise perfect holiday snapshot.

## Is that Facebook and Flickr I spy?

Indeed, it is! iPhoto '11 provides a direct connection to both your Facebook social networking account (at [www.facebook.com](http://www.facebook.com)) and your Flickr online gallery account (at [www.flickr.com](http://www.flickr.com)), allowing you to simply select one or more photos and send them automatically to either service! Click the Share button on the toolbar to select either type of account. (Refer to **Figure 10-2**.)

The first time you select photos in the Viewer (or an album or event in the source list) and choose either option, iPhoto prompts you for permission to set up your connection. (Of course, this will require you to enter your Facebook and Flickr account information — hence the confirmation request.) Click Set Up and provide the data that each site requires.

After you set up your accounts, simply select your photos, albums, or events and click the Share toolbar button, and then choose the menu item for the desired service.

Follow these steps to crop an image:

1. Click the Crop button on the Edit toolbar.
2. Select the portion of the image that you want to keep.

In the Viewer, click and drag the handles on the square to outline the part of the image you want. Remember that whatever is outside this rectangle disappears after the crop is completed.



When you drag a corner or edge of the outline, a semi-opaque grid (familiar to amateur and professional photographers as the nine rectangles from the Rule of Thirds) appears to help you visualize what you're claiming. If you haven't heard of the Rule of Thirds, don't worry: Just try to keep the subject of

your photos aligned at one of the grid intersections, or running along one of the lines.

**3.** (Optional) Choose a preset aspect ratio.

If you want to force your cropped selection to a specific size — such as 4 x 3 or 16 x 9 for an iDVD project — select the Constrain check box and choose that size from the Constrain pop-up menu.

**4.** Click the Done button.

Oh, and don't forget that you can use the iPhoto Undo feature (just press ⌘+Z) if you mess up and need to try again.



iPhoto features multiple Undo levels, so you can press ⌘+Z several times to travel back through your last several changes. Alternatively, you can always return the image to its original form (before you did any editing at all) by clicking the Revert to Original button. To be really, really safe though, make a copy of the original before you start cropping.

**Improve the image.** If a photo looks washed out, click the Enhance button to increase (or decrease) the color saturation and improve the contrast. Enhance is automatic, so you don't have to set anything, but rest assured that you can use Undo if you're not satisfied with the changes.

**Fix red-eye.** Unfortunately, today's digital cameras can still produce the same "zombies with red eyeballs" as traditional film cameras. *Red-eye* is caused by a camera's flash reflecting off the retinas of a subject's eyes, and it can occur with both humans and pets. However, iPhoto can remove that red-eye and turn frightening zombies back into your family and friends! Just click the Red-Eye button and then select a demonized eyeball by clicking in the center of it. (If the Red-Eye circular cursor is too small or too large, drag the Size slider to adjust the dimensions.) To complete the process, click the Done button.

## Add Photos to Your E-Mail

If you need to send a photo or two of your new car to your relatives, iPhoto can help you send your images by e-mail by automating the process. The application can prepare your image and embed it automatically in a new message.

To send an image through e-mail, select the image, click the Share button on the toolbar, and then click the Email menu item. The layout shown in **Figure 10-8** appears, allowing you to choose a theme for your message that is compatible with many e-mail applications (complete with a background image and matching font selection). You can also specify the size of the images from the Photo Size pop-up menu, which can save considerable downloading time for those recipients who are still using a dial-up connection. To add the images as attachments to the message, click the Attach Photos to Message check box to enable it.

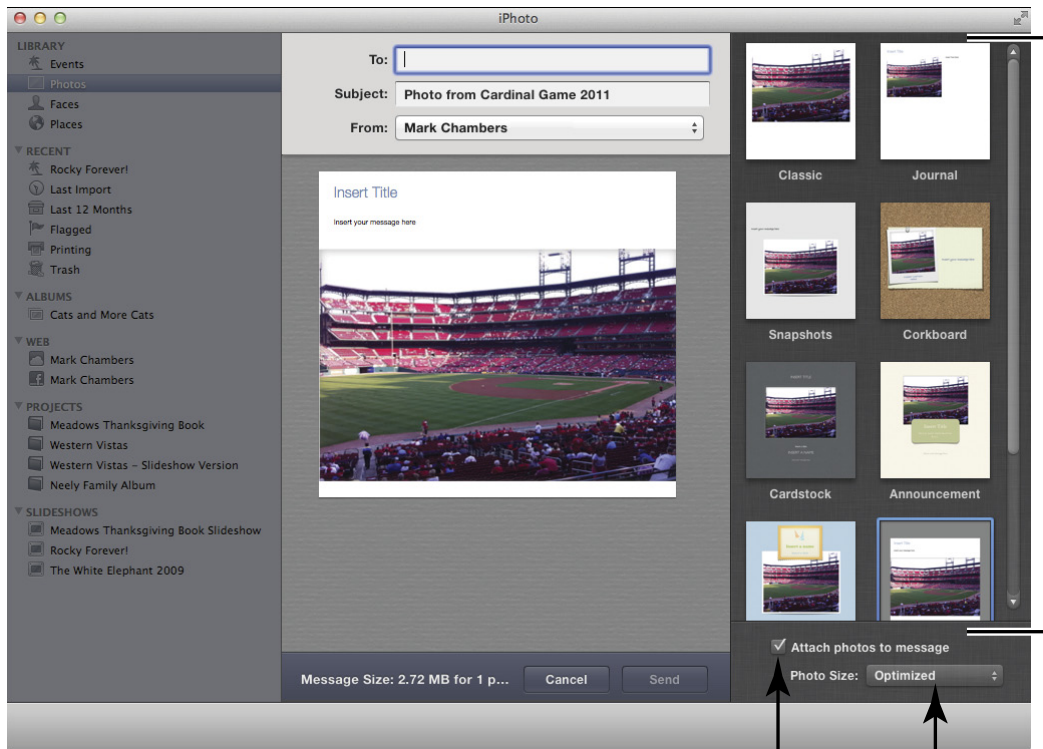


Keep in mind that most ISP (Internet service provider) e-mail servers don't accept an e-mail message larger than 1MB or 2MB, so watch that Size display at the bottom of the window. (In fact, the encoding necessary to send images as attachments can *double* the size of each image!) If you're trying to send a number of images and the size exceeds 5MB, you might have to click the Photo Size pop-up menu and choose a smaller size (reducing the image resolution and size of the file) to embed them all in a single message.

When you're satisfied with the total file size and you're ready to create your message, type the recipient's e-mail address in the To field. Click the Insert Title placeholder to enter a title for your photo message, and click the Insert Your Message Here placeholder to type the body of your message. When all is ready, click the Send button, and iPhoto automatically sends the message on its way.



Choose a theme.



Check this box to attach your photos to your e-mail.

Size your photos from this menu.

**Figure 10-8**





# Enjoying Music, Video, and Podcasts

**W**hether you like classical, jazz, rock, rhythm and blues, folk — maybe talk programs — I can guarantee you that you won't find a better application than iTunes to fill your life with your music, spoken audio, and video. iTunes — the versatile audio and video player application comes with your Mac — helps you manage music and other media so it's easy to play, easy to search, and easy to organize.

You can use iTunes on your Mac to

- ➡ Play all sorts of digital media, including music, audiobooks, video, TV shows, podcasts (audio journals), and Internet radio.
- ➡ Record (“burn”) music to your own custom audio CDs that you can play in your car and home stereo.
- ➡ Transfer (“rip”) music from an audio CD to your iTunes library.
- ➡ Buy music and video from the iTunes Store — everything from classic jazz to the latest music videos.
- ➡ Organize your music into playlists.

## Chapter 11

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## Set Up Speakers

If you want to listen to music or other audio files from your Mac, you need speakers. A typical set of computer stereo speakers will set you back anywhere from \$20 to \$80, depending on their output. (I prefer speakers that run on AC power rather than battery-operated speakers.) If you're using a MacBook laptop or an iMac, you probably already know that your computer has built-in speakers. However, you can add external speakers to any Macintosh in a flash. Just make sure that you have AC power handy — another good reason to invest in a surge suppressor strip that provides more outlets.

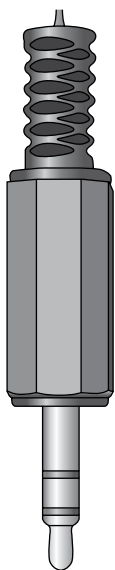
### 1. Connect the speakers to the computer.



- *USB:* Easy. Just plug the USB cable into any open USB port on your Mac. For more information on connecting USB cables, check out Chapter 2.



- *Traditional audio jack plug:* Just as easy. Connect the audio cable from the speakers (shown in **Figure 11-1**) to the Headphone or Line Out audio jack on your computer.



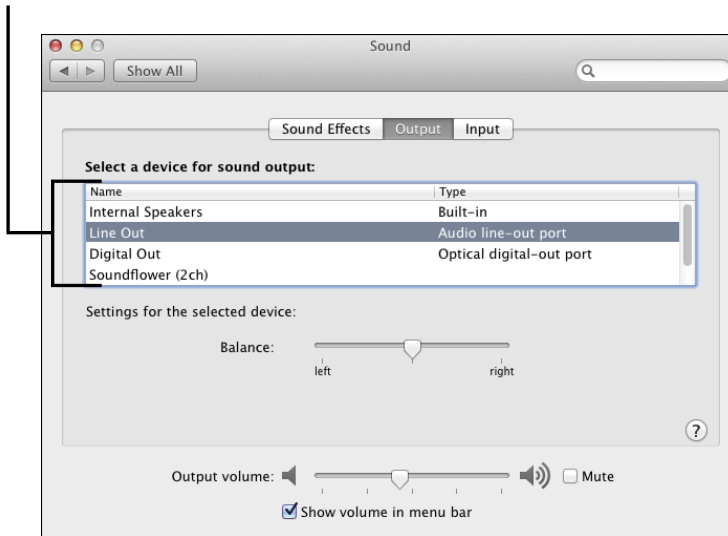
**Figure 11-1**

2. Plug the speakers into a wall outlet or power strip (if necessary) and turn them on.



3. Click the System Preferences icon on the Dock. The System Preferences window appears.
4. Click the Sound icon in the System Preferences window, and then click the Output tab, as shown in Figure 11-2.

Sound output list



**Figure 11-2**

5. Click the Line Out or the USB item in the Sound Output list (depending on the type of speakers you have).



Did you notice that you can adjust the balance of your speakers from the Sound pane? If one of your speakers is significantly farther away from the computer than the other, use the Balance slider to bring that stereo separation back to normal.

6. Click the Close button in the upper-left corner of the System Preferences window to close the window and save your changes.

## Control the Volume

In iTunes, you can control the volume by clicking and dragging the Volume slider, as shown in Figure 11-3:

- ➡ To lower the volume, drag to the left.
- ➡ To raise the volume, drag to the right.

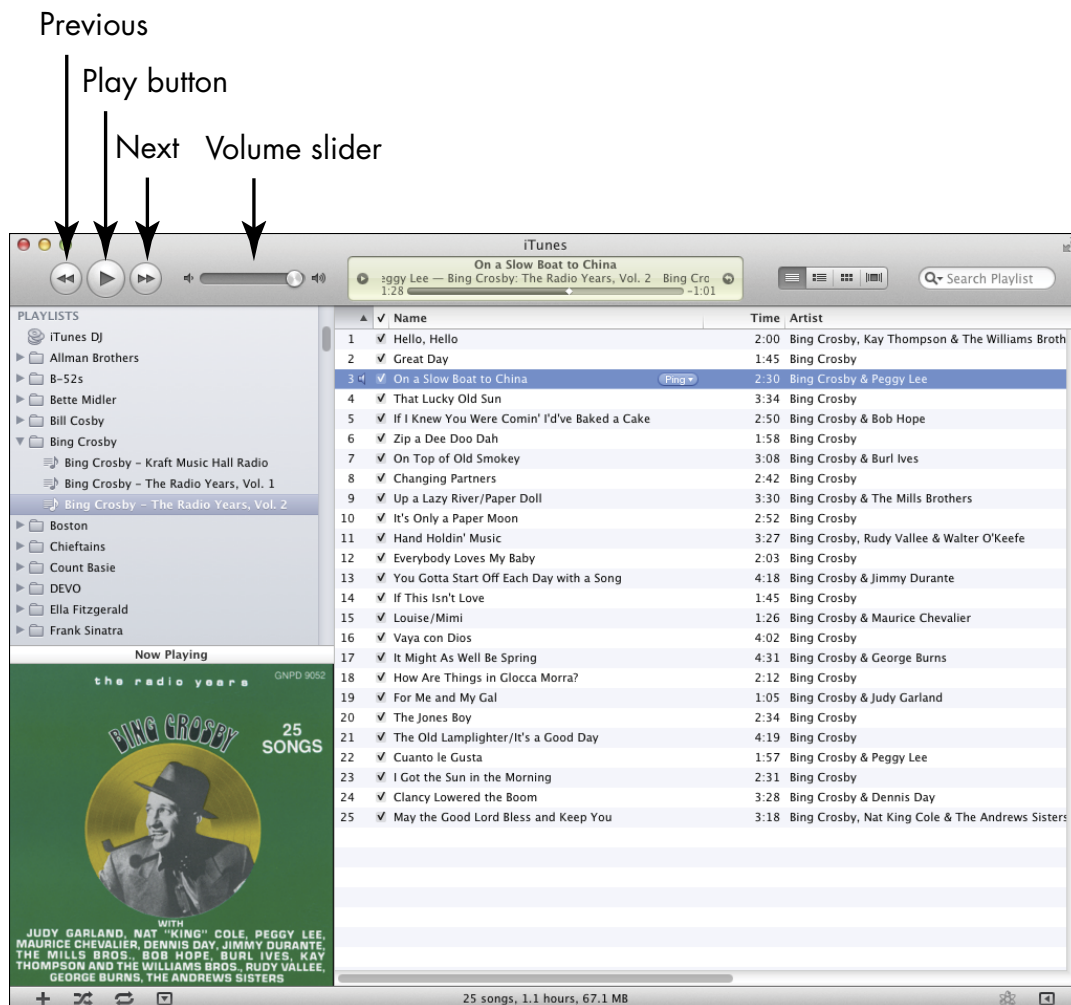


Figure 11-3

Does your speaker volume still sound low even after you raise the volume all the way? Don't forget that your Mac has a master volume control that affects all your applications. To change the master volume for your system as a whole, click the Volume icon (looks like a speaker) on the Finder menu bar and drag the slider up or down. Because this setting affects all applications, if you change the volume on your system, the volume of the selections you hear in iTunes changes as well.



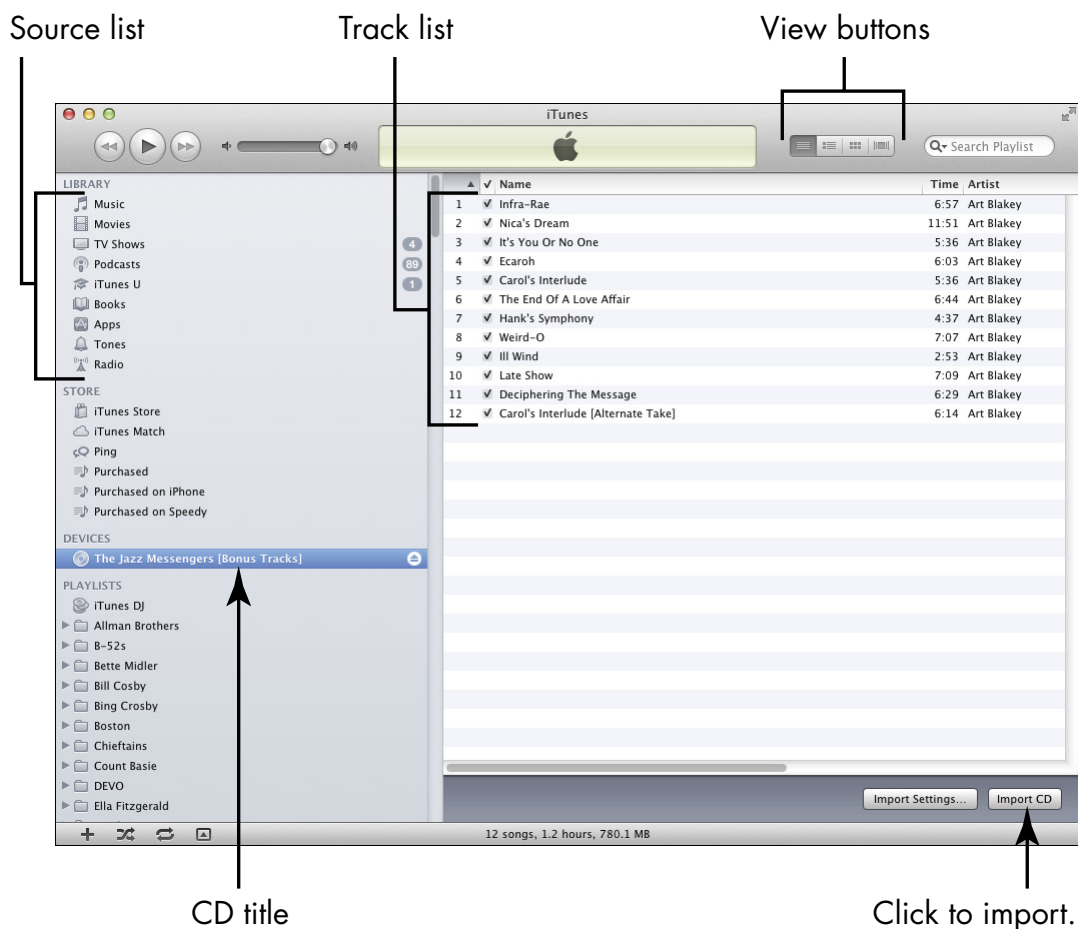
Your Mac keyboard also has dedicated Volume Up and Volume Down keys, as well as a Mute key, so check whether you accidentally pressed the Mute key. Don't forget to check the volume control on your speakers as well!

### *Add Music from a CD to iTunes*

If your Mac has a built-in DVD drive, you can easily *rip* (copy) music from an audio CD to iTunes. When you rip a song, you create a copy of the song as a digital music file on your Mac, and songs you save in iTunes reside in its Music Library.



1. Launch iTunes by clicking its icon on the Dock.
2. Load an audio CD into your Mac's DVD drive. If you have an active Internet connection, the CD title shows up in the iTunes *source list*, which is on the left side of the iTunes window. The CD track listing appears on the right side of the window, as shown in **Figure 11-4**.
3. Decide whether to import all the songs (tracks) on the CD, or just pick the ones you want.
  - *The whole enchilada*: If iTunes asks whether you want to import the contents of the CD into the Music Library, click Yes and skip the rest of these steps.
  - *Bits and pieces*: However, if you disabled this prompt by selecting the Don't Show This Again check box, continue with the remaining steps.



**Figure 11-4**

4. Clear the check box of any song that you don't want to import from the CD. All songs on the CD have a check box next to their titles by default. Unmarked songs aren't imported.
5. Click the Import CD button. iTunes displays a progress bar showing you how many songs remain to import. How long importing takes depends on the length of the song and the bit rate you're using, but it shouldn't take any longer than two minutes per track. The songs you've imported appear in your Music Library, and you can click the Music item in the source list to see all your songs.

iTunes can display your Music Library in four ways, and you select the view from the row of four buttons at the top of the iTunes window. From left to right (see Figure 11-5), they are

- ➡ **List view:** List view displays each song as one entry.
- ➡ **Album view:** Click the second View button to display cover thumbnails grouped by album, artist, genre, or composer.

Cover Flow shows you cover albums.



Figure 11-5

- ➡ **Grid view:** Click the third View button to view a grid of thumbnails (again grouped by album, artist, genre, and composer).
- ➡ **Cover Flow view:** Click the last View button to browse by album cover, complete with reflective surface.

### *Play an Audio CD in iTunes*

To play a CD, follow these steps:

- 1.** Load the CD into your Mac. By default, iTunes launches automatically, but you can also click the iTunes icon on the Dock to launch it manually.
- 2.** Click the Play button (refer to **Figure 11-3**).



The buttons in iTunes are just like those on a regular CD player. Click the Next button to advance to the next song, and click Previous to return to the beginning of a song. To pause the music, click the Play button, and click it again to restart the music.

### *Play Digital Music, Video, and Podcasts in iTunes*

To play digital files that you added to iTunes from a CD or bought at the iTunes Store (as explained later in this chapter), follow these steps. Start with iTunes open.

- 1.** In the source list on the left, click the media category you want to play. Your choices are Music, Movies, TV Shows, Audiobooks, and Podcasts. (If you've downloaded other types of media from the iTunes Store — like lectures from iTunes U, or apps for an iPhone or iPad — they'll appear in the source list as well. See what I mean in



Figure 11-4.) Clicking a category displays media that you downloaded from the iTunes Store or otherwise added to iTunes. Then the selections appear in the “track list” on the right.



Think of a *podcast* as a “spoken magazine,” complete with photos and video, ranging over all sorts of topics. Apple offers a wealth of podcasts through the iTunes Store, and virtually all are free of charge.

2. Double-click a specific item to play it, or to display individual episodes, if you’re working with TV shows or podcasts.

You can also play an entire group of songs, which is called a *playlist* in iTunes-speak. Speaking of playlists . . .

### *Create and Use an iTunes Playlist*

A *playlist* is a specific collection of grouped songs or other media, and you can create them in iTunes. Say you love the song “White Christmas” and have 20 different artists singing it — and you want a comprehensive playlist of all those songs. You can make a playlist just for that. Playlists are also useful for listening to an entire album or creating the musical background for your next party or road trip. And when you’re ready to burn your own CDs (more on that in a bit), starting with an existing playlist is very helpful.

The best way to familiarize yourself with playlists is to create one. Here’s how, with iTunes open:

1. Choose File⇨New Playlist to begin a new, empty playlist, cleverly named *untitled playlist* (for now) in the source list on the left.



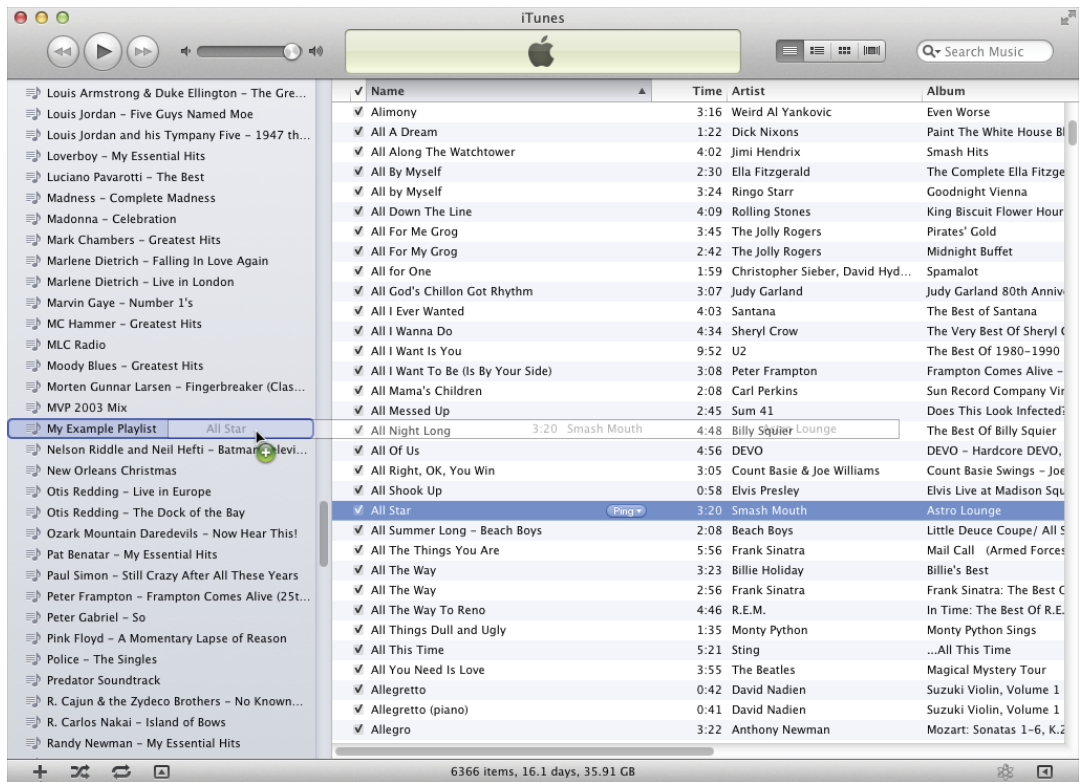
You can also click the Create a Playlist button (a plus sign icon) at the bottom-left corner of the iTunes window.

2. Give the playlist a name. The new playlist is already highlighted, so go right ahead and type a new name. Then press Return to save the name.
3. Add a *track* (another term for a song) from the Music Library to your new playlist:
  - a. Click the Music entry in the source list (on the left).
  - b. Find the song you want to include from the track list on the right, and then drag it to a playlist entry in the source list on the left, as shown in **Figure 11-6**. That's it! The playlist now contains your song.
4. Repeat Step 3b to add as many tracks as you like to the playlist. You can select multiple tracks to drag by holding down the Command (⌘) key while you click.

When your playlist is complete, you're ready to play your songs in iTunes. Simply click a playlist in the source list (if it isn't already selected) to display the songs, and then double-click the first song in the playlist.

After you're familiar with a basic playlist, check out these playlist tips:

- ➡ **Pick tracks first.** You may find it easier to first select the songs you want for a playlist and then create a new playlist for them automatically. Select the desired tracks from the track list by holding down the Command (⌘) key while you click, and then choose **File ▸ New Playlist from Selection**. This action creates a new playlist and automatically adds any tracks selected in the Music Library. iTunes also attempts to name the playlist automatically for you.



Create a Playlist button

**Figure 11-6**

- ➡ **Let iTunes create a playlist.** Click the iTunes DJ item at the top of the Playlist section in the source list, and you encounter a random selection of 20 songs taken from your iTunes Music Library — perfect for your next party! You can change the order of the songs in the iTunes DJ playlist, add songs from your library, or delete songs that don't fit the scintillating ambience of your gathering. Enjoy!
- ➡ **Rename a playlist.** Click once on the playlist name in the source list to select it, wait a second, and then click the name again. A text box opens, allowing you to type the new playlist name.

- ➡ **Reorder tracks.** Display the playlist and then drag any track (click it first) to the desired order within the track list.
- ➡ **Reuse tracks.** You can add the same song to any number of playlists because the songs in a playlist are simply pointers to songs in your Music Library — not to the songs themselves. Add them to, and remove them from, any playlist at will, secure in the knowledge that the songs remain safe in the library.
- ➡ **Delete tracks.** To delete a track from a playlist, select the playlist to display the tracks, click once on the offending track to select it, and then press Delete.
- ➡ **Delete playlists.** As for removing playlists themselves, that's simple, too. Just select the playlist in the source list and press Delete.

### *Burn an Audio CD in iTunes*

Besides being a fantastic audio player, iTunes is adept at creating CDs. iTunes makes copying songs to a CD as simple as a few clicks. However, your Mac needs either a built-in DVD drive or an external USB DVD recorder to work this magic. (Remember that the Mac mini and MacBook Air do not have built-in DVD drives.)



It's easy to prepare for audio CD burning! Pick up a pack of standard, blank audio CDs (sometimes called "music CDs"), which are rated at 700MB and 80 minutes (that's the storage capacity). Don't forget a permanent marker to label your new discs (write on the top side), or if you're feeling fancy, consider using printed labels. Finally, don't forget to buy a pack of empty CD sleeves or plastic, hinged "jewel cases" if you need them.

Follow these steps, with iTunes open. It's easier to burn a CD from an existing playlist, so see the earlier section on how to do that and build your burn playlist first:

1. Click an existing playlist that you want to copy.  
Remember that your audio CD can store only about 80 minutes of audio, which is about 20 songs of 4 minutes each.



iTunes will also warn you if the amount of audio you're trying to record exceeds the capacity of the disc.

2. Choose File → Burn Playlist to Disc.
3. In the Burn Settings dialog that appears, choose Maximum Possible from the Preferred Speed menu. Then select the Audio CD disc format radio button, as shown in Figure 11-7.



**Figure 11-7**

4. Click the Burn button to commence the disc burning process.

5. Put the blank CD in the drive when iTunes prompts you to load it. iTunes starts the process, which will probably take about 10 minutes, and then iTunes lets you know when the recording is complete — and it ejects your new disc.

### *Watch Visualizations*

iTunes is indeed a feast for the ears, but it can also provide you with eye candy as well. With just a click or two, you can view mind-bending graphics that stretch, move, and pulse with your music.

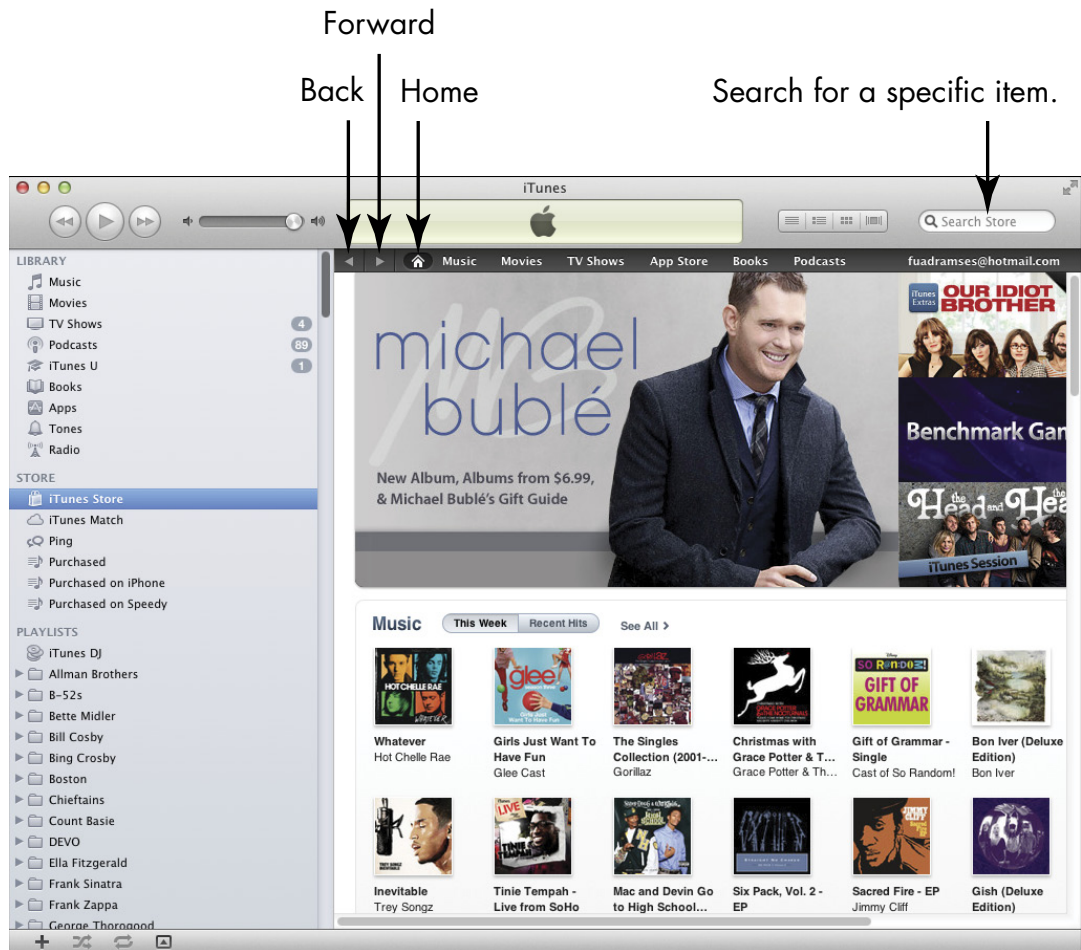
1. With your favorite music playing in iTunes, choose View⇨Show Visualizer (or press ⌘+T).
2. To switch to full-screen graphics, choose View⇨Enter Full Screen or press ⌘+Control+F. To escape from Full Screen mode, click the mouse/trackpad button or press Esc.
3. To stop the visual display, choose View⇨Hide Visualizer (or press ⌘+T again).

### *Find and Buy Music, Video, Audiobooks, and Podcasts at the iTunes Store*

The hottest spot on the Internet for downloading music, video, audiobooks, and podcasts is the iTunes Store, which you can reach from the cozy confines of iTunes (that is, as long as you have an Internet connection). Figure 11-8 illustrates the lobby of this online audio-video store.



Naturally, you'll need an Internet connection to buy stuff from the iTunes Store and listen to Internet radio. If you're not connected yet, visit Chapter 13 to find more about joining the Internet crowd.



**Figure 11-8**

You can search for a specific item (or browse to your heart's content) within the iTunes Store:

1. Click the iTunes Store item in the source list. After a few moments, you see the home screen, which features the latest offerings.
2. Browse the items at the store or search for an item:
  - ➡ Click a link in the Store list to browse according to media type.
  - ➡ Click a featured artist or album thumbnail to jump directly to that artist or album.

- ➡ Click the Power Search link (in the Quick Links section at the right side of the iTunes Store window) to search by song title, artist, album, or composer.



To display the details of a specific album, song or audiobook, just click it. iTunes allows you to preview a 30-second or 90-second sample of any audio or video for free — just double-click the entry or click the Preview button for movies and music videos.

- 3.** Add an item you want to your iTunes Store shopping cart by clicking the Buy Song/Movie/Album/Video button. (The name of the button changes depending on the type of media you want to buy.)

- *Individual tracks:* If you're interested in buying just certain tracks (for that perfect road warrior mix), you would add just that (or those) song(s).
- *A whole album or book:* Click Buy Album; or to buy an audiobook, click the Buy Book button.

- 4.** iTunes prompts you for your Apple ID and password. (More on your Apple ID in the sidebar "Set up an Apple ID".)



You can download individual episodes of a podcast, but you can also *subscribe* to a podcast. When you subscribe, iTunes automatically downloads future episodes and adds them to the Podcasts item in your source list.

Some songs (and most podcasts) are free to download. Apple always clearly indicates whether a download is free, and you get a receipt in an e-mail for every purchase . . . yet another reason for your Apple ID account!



## Set up an Apple ID

Time to back up a sec. You need an Apple ID to buy something from the iTunes Store. This ID is how Apple securely stores your payment method, e-mail address, and contact information so that you can purchase things easily, without having to reenter all that stuff every time you buy an album or a movie. Also, Apple can use the Apple ID you created while using the Setup Assistant in Chapter 2 — less hassle, less confusion. However, if you set up your Mac *without* creating an Apple ID thus far, just click the Create Apple ID button when prompted.

Depending on what you've already set up, just click the Buy button, and iTunes leads you step by step through the account setup process (or whisks you right to the payment selection process). Remember, all the information you send is over an encrypted connection — way to go, Apple.

After you buy an item, it automatically begins downloading. The items you download are then saved to the separate Purchased playlist (under the Store heading in the Source list). From there, you can play them or move them to other playlists just like any other item in your iTunes library.

Although the stuff you buy remains in the Purchased category in the source list, each item is also automatically moved to the proper category as well. For example, any songs you buy are added automatically to the Music category in the source list, while any movies you buy are added to the Movies category, and TV shows to the TV category.

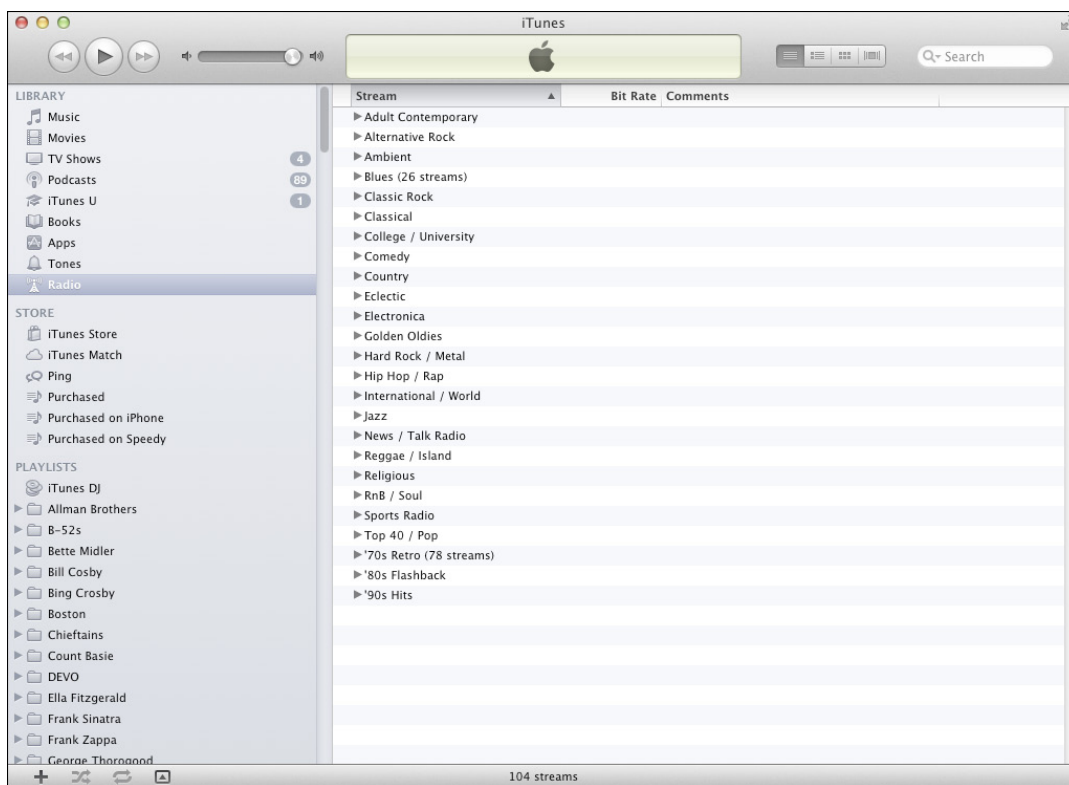


The Back and Forward buttons at the top-left corner of the iTunes Store window (on the black strip) operate much like those in the Safari web browser, moving you backward or forward in sequence through pages you've already seen. Clicking the Home button (which, through no great coincidence, looks like a miniature house) returns you to the Store's main page.

## Play Online Radio Stations

Although it's not a radio tuner in the strictest sense, iTunes Radio can locate virtual radio stations all over the world that send audio over the Internet — a process usually dubbed *streaming* among the “in” Internet crowd. iTunes can track down hundreds of Internet radio stations in a variety of styles with only a few clicks. Whether you like Elvis (or those passing fads, like rock, new wave, classical, or alternative), something's here for everyone. The Radio also offers news, sports, and talk radio.

1. To begin listening to Internet radio with iTunes, click the Radio icon, located beneath the Library section in the source list. The result is a list of more than 20 types of radio stations, organized by genre, as shown in **Figure 11-9**.



**Figure 11-9**

- 2.** When you expand a Radio category by clicking its triangle, iTunes displays the name of several radio stations for that category.
- 3.** After iTunes fetches the names and descriptions of radio stations, double-click one that you want to hear. iTunes immediately jumps into action, loads the station, and begins to play it.



# Playing Games in Lion

**A**lthough Mac OS X comes with at least one game — a good version of chess — the Macintosh has never been considered a true gaming platform by most computer owners. Until recently, many popular Windows games were never released in versions for the Mac, and only the most expensive Mac models had a first-rate 3-D video card.

However, all of today's Mac models feature muscle car-quality video cards that can handle most complex 3-D graphics with ease. Match that capability with the renewed popularity of the Macintosh as a home computer and the performance of the current crop of Intel-based processors, and your Mac is quite the game machine.

In this chapter, you

- ➡ Play 3-D chess with your Mac.
- ➡ Burn a little time with an old-fashioned sliding tile puzzle.
- ➡ Download new games for your dashboard widget collection.
- ➡ Download new games (and other software) for your Mac from the App Store.
- ➡ Find out more about online gaming.

## Chapter 12

### Get ready to . . .

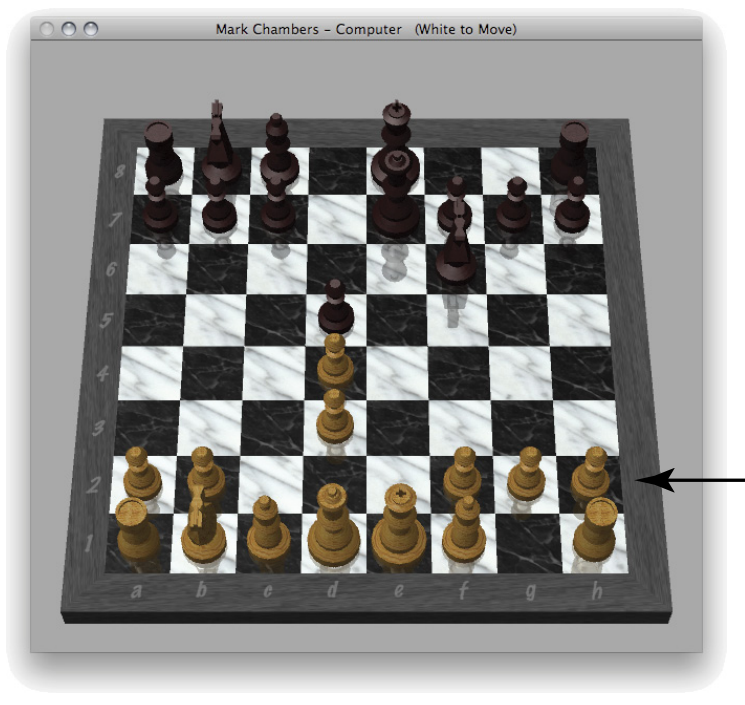
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## Play Chess

Chess has no flashy weapons and no cities to raze, but it's still the world's most popular game, and Mac OS X even includes a little 3-D pizzazz. **Figure 12-1** illustrates the Chess application at play; you can find it in your Applications folder.

As you might expect, moving pieces on this board is as simple as clicking a piece and dragging it to its (legal) ending position.

The game features take-back (or undo) for your last move; just press **⌘+Z** if you need a second chance. You can also list your games in text form and save games in progress from the Game menu. Maybe it's not a complete set of bells and whistles like commercial chess games have, but the price is right, and the play can be quite challenging (and the moves much longer to calculate) when you set it at the higher skill levels.



Click and drag a piece to move it.

**Figure 12-1**

To configure Chess to your liking, choose Chess⇨Preferences. Then you can

- ➡ **Change the appearance of your board and pieces.**  
Try a set of fur pieces on a grass board — jungle chess at its best!
- ➡ **Turn on spoken moves and voice recognition.**  
Click to select the Speak Computer Moves check box, and then click the Computer Voice pop-up menu to select the voice your Mac uses. If you select the Allow Player to Speak Moves check box, the round Speech Recognition window appears. Press the Esc key and speak your move (in standard chess notation).
- ➡ **Set the computer's skill level.** The Computer Plays slider determines whether your Mac plays a faster or smarter game.



If you're like me, a hint at midgame isn't really cheating — especially when I'm behind by several pieces! When it's your turn, choose Moves⇨Show Hint and watch Chess suggest the best move.

### *Play the Tile Game Widget*

Apple also provides a digital version of that old standby, the sliding tile game. The Tile Game is a dashboard widget, so you can display it at any time by

- ➡ Clicking the dashboard icon to the left of the Dock. (It looks like a speedometer.)
- ➡ Clicking the scroll button on your mouse or pressing the correct function key (either F4 or F12, depending on the keyboard your Mac uses).

- ➡ If you're using a trackpad, display Mission Control (by swiping upward with three fingers) and click the Dashboard thumbnail.

Figure 12-2 illustrates my dashboard showing the Tile Game widget.



If the Tile Game widget doesn't appear on your dashboard, click the Add button (bearing the plus sign icon) at the lower left to display your available widgets. Click the Tile Game icon, and Lion adds it to your dashboard. To hide the collection again, click the X icon at the lower-left corner.

Tile Game widget



**Figure 12-2**

Click the Tile Game window once to randomize the tiles, and then click again to start playing. To move a tile to the free space, click the tile. Of course, the object of the game is to restore the image to its original pristine condition!



You can return to your applications and your Lion Desktop at any time by clicking the scroll button on your mouse a second time or by pressing the dashboard function key again.



One nice thing about dashboard game widgets is that most of them save the current game (or position) when you close the dashboard. That way, you can easily resume the game after you, well, get real work done.

Find more information about displaying and configuring widgets in Chapter 3.

### *Install New Widget Games from Apple*

Looking for a new gaming challenge for your dashboard? No problem. Apple offers additional game widgets that you can download on the Mac OS X download site ([www.apple.com/downloads](http://www.apple.com/downloads)) by using Safari. Third-party software developers also provide both freeware and shareware games. When Safari completes the download, Lion automatically prompts you for confirmation before installing the new widget.

After you download a new game, you can easily add it to your dashboard:

- 1.** Display your dashboard by pressing the dashboard function key or clicking the scroll button on your mouse.
- 2.** Click the Add button (which bears a plus sign, naturally) in the lower-left corner of the dashboard screen. A scrolling menu strip appears at the bottom of the dashboard display (including any game widgets you downloaded and installed). **Figure 12-3** illustrates this. Click the left and right arrows at the sides of the menu strip to display more installed widgets.



Drag new widgets onto your dashboard.

**Figure 12-3**

3. Drag new widgets directly onto your dashboard from this menu. You can also click on a widget that's already on your dashboard and drag it to a new location while the menu strip is visible.



To delete one or more widgets from the menu strip, click the Manage Widgets button and click the red minus sign next to each of the offending parties.

4. Click the Add button again (now it looks like an X) to return to your dashboard.



Don't forget to set any options that your new game offers; look for a tiny circle with a lowercase letter *i*. Click this information icon, and you can set the options that are available for the game.

## *Download New Games from Apple*

Of course, widget games are somewhat limited. Maybe you'd like to try a cutting-edge first-person shooting game or a sophisticated adventure game, or perhaps build and conquer civilizations. Apple makes it easy to download the latest in game applications, using the App Store.

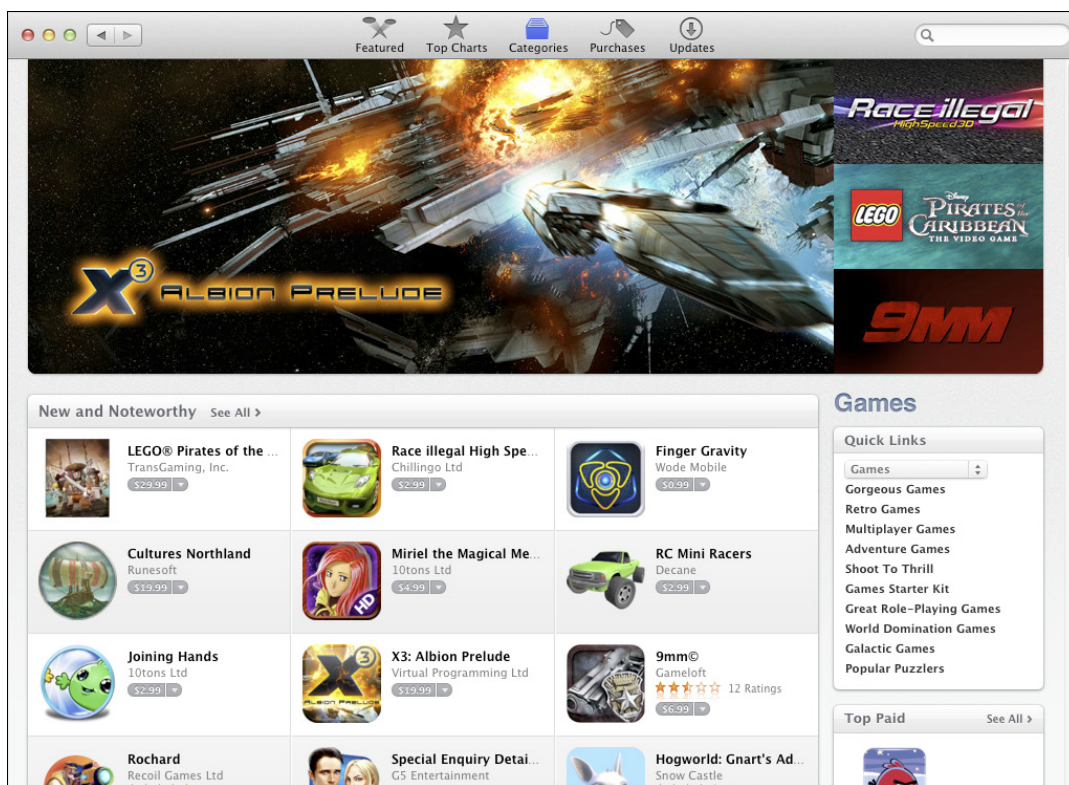


If you've used the App Store on your iPhone or iPad (or if you're familiar with the iTunes Store within iTunes), you've sailed into familiar waters. You can download both commercial games (those that you buy) and free games for your Mac, and the App Store makes it easy to keep all your downloaded applications updated. Of course, there are many other types of applications available from the App Store, including productivity, utility, and financial programs. Feel free to browse!

To download a new game from the App Store, follow these steps:



- 1.** Click the App Store button on the Dock (it's a blue circle with an A, fourth from the left side).
- 2.** Click the All Categories drop-down menu at the right side of the screen (under Quick Links) and click Games. You should see selections like those shown in **Figure 12-4**.
- 3.** Click a game to display information on the game, like the age rating, the size of the game, and representative screen shots.
- 4.** To download the game, click the price button at the upper left of the App Store window. Remember that many games are free, and they'll display a button marked *Free*. The button will change to read either Buy App (for a purchase) or Install App; just click it again to continue.



**Figure 12-4**

5. The App Store will prompt you for your Apple ID and password, and after you enter them, click the Sign In button, and the game will begin to download. (If you didn't create an Apple ID during the setup of Lion — or if you don't already have one for use with your iPhone, iPod touch, or iPad — click the Create Apple ID button, and the App Store will lead you through the process.)
6. After the download is complete, the game appears in Launchpad, ready for you to play.

## Play Games Online

Some of today's hottest games aren't limited to your Mac. Online games use your Internet connection to match you against thousands of other players, in real time, across the world!



In my opinion, online gaming is truly enjoyable only if you have a broadband connection to the Internet (DSL, cable, or satellite). Playing today's 3-D online games (or even web-based games) by using a dial-up modem connection is a lesson in frustration. Turn to Chapter 13 if you still need to choose an Internet connection.

Some games are free and display advertisements, and others are subscription-based.

Probably the most popular online game for the Mac is the online megahit *World of Warcraft* (and the latest expansion to the original game, *Cataclysm*). This massive multiplayer online role-playing game, or MMORPG, is another wrinkle in the popular *Warcraft* game series. *World of Warcraft* puts the character you create in the boots of human princes, Orc battle generals, undead champions, trolls, gnomes, and elfin lords. In fact, you can create multiple characters and play them as you choose. For all the details, check the official site at [www.blizzard.com](http://www.blizzard.com).

If more traditional games — bridge and sudoku — are your preference, I heartily recommend the CNN Games page ([games.cnn.com](http://games.cnn.com)). You can choose from a wide range of free online games, including arcade, strategy, word, and card games. (Most even include snappy music while you play!) Leaderboards keep track of your high scores, naturally, and you can play solo or against your friends online.

One word of caution while playing games online: *Never* provide any private information other than your name and your e-mail address while signing up for a free game. (This includes, of course, your credit card or PayPal account information, unless you're signing up for a commercial online game that requires a subscription.) Games provided by high-quality websites like CNN certainly aren't scams, of course, but it pays to be careful.



# Part IV

# Exploring the Internet

The 5<sup>th</sup> Wave

By Rich Tennant



"I've used several spreadsheet programs, but this is the best one for designing quilt patterns."





# Understanding Internet Basics

**T**he Internet is a terribly complex monster of a network. If you tried to fathom all the data that's exchanged on the Internet and everything that takes place when you check your e-mail for your cousin Joan's fruitcake recipe, your brain would probably melt like a chocolate bar in the Sahara Desert.

Luckily for regular folks like you and me, Mac OS X Lion closes the trapdoor on all these details, keeping them hidden (as they *should* be). You don't have to worry about them, and the obscure information you need to establish an Internet connection is kept to a minimum. You need to know only the basics about the Internet, and that's what I provide in this chapter!

I discuss how to

- ➡ Use different types of Internet connections.
- ➡ Connect to the Internet.
- ➡ Join Apple's iCloud service.
- ➡ Add an antivirus program.
- ➡ Follow common-sense rules to stay safe on the Internet.

## Chapter 13

### Get ready to . . .

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### *Understand How the Internet Works*

Many computer owners I talk to are convinced that the Internet is a real object. They're not quite sure whether it's animal, vegetable, or mineral, but they're sure that they either *have it* or *want it* inside their computers. (It's probably a tiny, glowing ball: a cross between Tinker Bell and St. Elmo's fire.)

Seriously, though, you don't need to know what the Internet is in order to use it. From a Mac owner's standpoint, you would be correct (in a way) if you said that the Internet begins at the phone connection or the cable modem. Therefore, if you want to skip to the next section and avoid a glance underneath the hood, be my guest.

Still here? Good. Here's a brief description of what happens when you connect to the Internet and visit a website:

- 1.** You open your Safari web browser (a *browser* is a program used to display pages from the World Wide Web), and your Mac connects to an Internet service provider (ISP) or a public Internet access point. From the moment your Mac connects, you're officially online, and a part of the Internet. (Note, however, that you're not on the web yet, just connected to the Internet.)

An *ISP* is simply the company you pay to connect to the Internet. You might contract with a cable company, such as Comcast, Bright House, or RoadRunner, or you might use a service such as AOL, Juno, or EarthLink. All these are ISPs. Your ISP account usually includes reserved space on its computers for you to create a personal website, as well as giving you one, two, or more e-mail addresses.

- 2.** Your ISP locates the website across the Internet.

When you ask to open a specific website, your ISP uses that website's name to locate the computer it resides on. In the Internet world, the website *name* is its web address, or URL (which stands for *Universal Resource Locator*, but

you don't need to remember that). When the website is located, your ISP opens a sort of pathway between your Mac and the server that website resides on. For example, if you request the URL `www.mlcbooks.com`, my business website is displayed.

3. After you connect to a website, a web page is displayed. On this page, you can click *links*, which generally consist of text shown in a different color, and the text is often underlined. Sometimes, however, the link is an image rather than text. Clicking the text or image link opens another page on the same website, or it might even open a completely different website.

This is the essence of everything you do on the Internet: Computers connect with other computers (no matter where on the planet they might be) and exchange information of various types, such as e-mail messages, photos, web pages, videos, and music.

See? It's beautifully organized chaos, and you can visit any of the billions of websites on the planet!

### *Explore Internet Connections*

Consider the types of connections that are available under Lion to link your Mac to your ISP (see the preceding section). You can choose from four pathways to digital freedom:

- ➡ **A broadband connection:** Whether it's by way of DSL (which uses a standard telephone line) or cable (which uses your cable TV wiring), broadband Internet access is many times faster than the old-fashioned dial-up connections. Plus, DSL and cable technologies are *always-on*: that is, your computer is automatically connected to the Internet when you turn it on, and the connection stays active. With DSL or cable, no squeaky-squawky cacophony accompanies your modem making a connection each time

you want to check your movie listings website. Both DSL and cable require a special piece of hardware, commonly called a *modem*. This box is usually thrown in as part of your ISP charge. A broadband connection usually requires professional installation.



Not every Internet connection requires an ISP. For example, some mobile phone providers can equip your laptop with a cellular modem that delivers the Internet wherever you have mobile service. And nowadays, many larger cities now offer free city-wide public wireless (Wi-Fi) access (not to mention the free wireless access you can often find provided by coffee shops and restaurants and hotels).

- ➡ **A satellite connection:** If you're *really* out there — miles and miles away from any cable or DSL phone service — you can still have high-speed Internet access. The price for a satellite connection is usually much steeper than a standard DSL or cable connection, but it's available anywhere you can plant your antenna dish with a clear view of the sky. Plus, a satellite connection is faster than other types of broadband access. Older satellite technologies required you to also use a dial-up connection — and the antenna could only receive, not send — but most ISPs that can handle satellite connections now offer satellite systems that send *and* receive through the dish.
- ➡ **A dial-up connection:** Old-fashioned, yes. Slow as an arthritic burro, indeed. However, an *analog* (or telephone modem) connection is still a viable method for computer owners to reach the Internet. It's the least-expensive method available (as long as your call to the access number is a local call, and not a long-distance, toll charge), and all you need for this type of connection is a standard telephone jack and an analog modem (and a contract with a service

provider, such as AOL, Juno, or EarthLink). Apple used to include a modem with every computer, but no longer. These days, you have to buy an external USB modem to make the dial-up connection. (Any USB modem that's compatible with Mac OS X Lion works fine.)

- ➡ **A network connection:** This type of connection concerns Mac models that are part of a local area network (LAN) either at the office or in your home. (A *network* simply means a community of computers that can talk to each other and share files and devices, like a printer.) If your Mac is connected to a LAN that already has Internet access, you don't even need an ISP, and no other hardware is required: Simply contact your network administrator, buy that important person a steak dinner, and ask to be connected to the Internet. On the other hand, if your network has no Internet access, you're back to Square One: You need one of the three types of connections noted in the preceding bullets.

### *Set Up a Broadband Internet Connection*

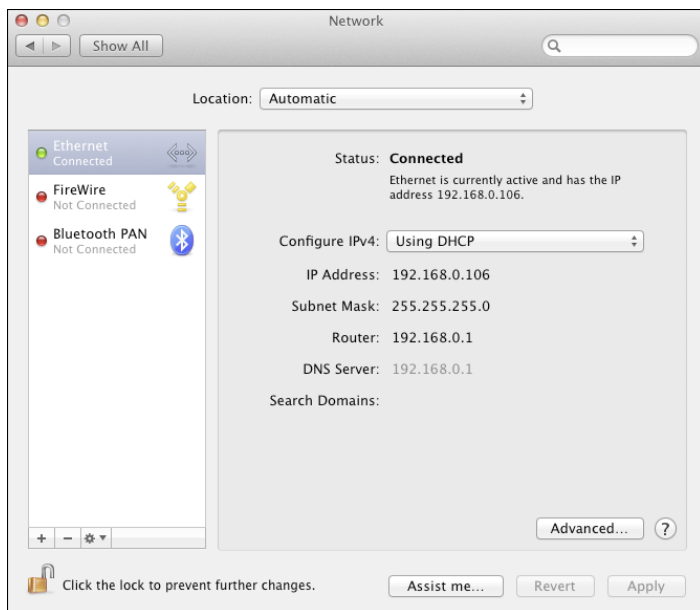
Okay, so you sign up for Internet access, and your ISP sends you a sheet of paper covered with indecipherable settings that look like Egyptian hieroglyphics. Don't worry: Those settings are the ones you need to connect to your ISP. After you transfer this information to Lion, you should be surfing the web like an old pro. (First, of course, you'll need to connect your Mac to the DSL or cable modem, as instructed by your ISP.)

Follow these steps to set up your Internet connection if you're using a cable modem, DSL connection, or network:



1. Click the System Preferences icon on the Dock and choose Network.

2. Select Ethernet from the list on the left side of the pane to display the settings you see in **Figure 13-1**.



**Figure 13-1**

3. Refer to the paperwork or e-mail you received from your ISP and then enter the settings for the type of connection your ISP offers:
  - *If your ISP tells you to use Dynamic Host Configuration Protocol (DHCP):* Choose Using DHCP from the Configure IPv4 pop-up menu, and your ISP can automatically set up virtually all the connection settings for you! (No wonder DHCP is so popular these days.)
  - *If your ISP tells you that you won't use DHCP:* Choose Manually from the Configure IPv4 pop-up menu. Then enter the settings provided by your ISP in the IP Address, Subnet Mask, Router, and DNS Servers fields.

4. If your ISP uses PPPoE (Point-to-Point Protocol over Ethernet), click the Configure IPv4 pop-up menu and choose Create PPPoE Service. (If your ISP doesn't use PPPoE, skip to Step 8.)
5. Type an identifying name for the PPPoE service into the Service Name text box, like the name of your ISP.
6. Click Done to display the PPPoE connection settings.
7. Enter the password for your PPPoE connection, as provided by your ISP, and then click Apply. (Yet another good reason to store all the connection setup data from your ISP in a safe place.)
8. Press  $\text{⌘}+Q$  to close System Preferences and save your changes.



Lion can get down and dirty in the configuration trenches! To launch an assistant to help with the configuration process, click the Assist Me button at the bottom of the System Preferences Network pane, and then click Assistant on the assistant's welcome screen.

### *Set Up a Wireless Internet Connection*

If you're within range of a wireless Ethernet network, you can use your Mac's built-in wireless hardware to connect. (*Ethernet* is the networking type used by most homes and businesses, and it can be either a wired or wireless connection.) Most public networks offer Internet access, so this option is an advantage for MacBook owners on the go (those who visit coffee shops, libraries, and schools, for example).

Likewise, if you're using a broadband connection at home with an AirPort Extreme wireless router or Time Capsule wireless backup device, your desktop Mac can connect to that wireless network and reach the Internet that way.

Follow these steps to connect to a wireless network:



1. Click the System Preferences icon on the Dock.
2. Click the Network icon.
3. From the Connection list on the left, click WiFi.
4. Select the Show WiFi Status in Menu Bar check box.
5. Click the Apply button.
6. Press  $\text{⌘}+\text{Q}$  to close System Preferences and save your settings.
7. Click the WiFi status icon on the Finder menu bar. (It looks like a fan shape composed of bars that indicate signal strength.)
8. From the WiFi listing, choose an existing network connection that you want to join.

The network name is usually posted for public networks. For a private network, ask the person who set up the network for the name.

9. If you're joining a secure network, Lion will prompt you for a password, so just enter the password and click Join. (If the network is "open" and unsecured, Lion won't prompt you for a password, and the connection is made.)



*A secure network* is closed to those without the password, preventing outsiders from connecting to your Mac.

If the public network you're joining has a password (most don't), it should be posted. For a private network, ask the person who set up the network for the password.



## *Set Up a Dial-up Connection*

Follow these steps to set up your Internet connection if you're using a standard phone line and your Mac's external USB modem:



- 1.** Click the System Preferences icon on the Dock and choose Network.
- 2.** Choose External Modem from the list at the left.
- 3.** Click the TCP/IP tab and enter the settings for the type of connection your ISP provides:
  - *If your ISP tells you to use PPP (Point-to-Point Protocol):* Click the Configure IPv4 pop-up menu and choose Using PPP. If your ISP provided you with DNS Server or Search Domain addresses, type them now in the corresponding boxes.
  - *If you're using AOL:* Click the Configure IPv4 pop-up menu and choose AOL Dialup. If AOL provided you with DNS Server or Search Domain addresses, click in the corresponding box and type them now.
  - *If your ISP instructs you to set up the connection manually:* Click the Configure IPv4 pop-up menu and choose Manually. Then click in the IP Address, DNS Servers, and Search Domains fields and enter the respective settings provided by your ISP.
- 4.** Click the PPP tab.
- 5.** In their respective fields, enter the account name, password, telephone number, and (optional) the service provider name and an alternative telephone number provided by your ISP.
- 6.** Press **⌘+Q** to close System Preferences and save your changes.

### *Find Out about iCloud*

In ancient times — I’m talking a year ago here — when you took a photo with your iPhone or created a new document with your iPad, your new additions just *sat* there (in their original location) until you had a chance to sync your device with your Mac. Music that you bought from the iTunes Store on your Mac remained on your computer until you synchronized your iPhone, iPad, or iPod touch over your trusty USB cable connection.

Ah, what a difference a year makes! Now you can share data between your Mac and your iOS 5 devices — your iPhone, iPad, and iPod touch — automatically across a wireless connection! If you buy an album on your Mac these days, it can just *show up* on your iPhone or iPad automatically.

That’s Apple’s iCloud online service. In this section, I save you the trouble of researching all the benefits of iCloud. Heck, that’s one of the reasons you bought this book, right?

Today’s Apple iOS 5 devices can all display or play the same media: photos, music, books, TV shows, and such. Some iOS devices can even share applications that you install, such as your iPhone and iPod touch. Therefore, it makes sense to effortlessly share all your digital media across these devices, and that’s what iCloud is all about. Apple calls this synchronization *pushing*.

Take a look at how the pushing process works. Imagine that you just completed a Pages document on your MacBook (an invitation for your grandson’s birthday party), but you’re traveling on the road, and you need to get the document to your family so that they can edit and print it using your son’s iPad.

Before iCloud, you’d have to attach the document to an e-mail message or upload it to some type of online storage, and then a family member would have to download and save the document to the iPad before working with it. With iCloud, you simply save the document, and your MacBook automatically pushes the document to the iPad! Your document appears on the iPad, ready to be opened, edited, and

printed (and on any other iOS 5 devices that you've authorized as well). iCloud sets up this push system only between computers and devices that use the same Apple ID, so your data remains private.

iCloud isn't limited to just digital media, either. Your Mac can also automatically synchronize your e-mail, iCal calendars, and Address Book contacts with other iOS 5 devices across the Internet, making it much easier to stay in touch, no matter which device you happen to be using at the moment.

Apple also throws in 5GB (a lot!) of free online storage that you can use for all sorts of things: not only digital media files but also documents and anything else that you'd like to place online for safekeeping. Even better, anything you buy through the iTunes Store — such as music, video, and applications — does not count against your 5GB limit.

Need more elbow room than 5GB? Apple is happy to provide 10, 20, or even 50GB of additional storage for an annual subscription fee of \$20, \$40, or \$100 per year, respectively. Click the Manage button on the iCloud pane in System Preferences, and then click Buy More Storage. Remember that to join the iCloud revolution, you'll need an Apple ID. You can create one during the Lion setup process I describe in Chapter 2, but you're also prompted to create one whenever an Apple ID is necessary. And after you create your Apple ID, you can use it on all your Apple computers and devices.

I should also mention that you get a free iCloud e-mail account, which ends in the rather catchy @me.com. You can also send and receive iCloud e-mail seamlessly from Lion's Mail program, which is the preferred method of checking messages. In fact, Lion automatically creates a matching Mail account for your iCloud e-mail account. Unadulterated *cool!*

You control all iCloud settings from the iCloud pane in System Preferences, as shown in **Figure 13-2**. Click the System Preferences icon on the Dock and then click the iCloud icon. If you're not an iCloud member already, you'll enter your Apple ID account and your password, and System Preferences will guide you through basic iCloud configuration with a number of questions.



**Figure 13-2**



To display the particulars about your iCloud storage, click the Manage button at the bottom-right corner of the iCloud Preferences pane. From the sheet that appears, you can see how much space you're using for specific types of documents and applications.

Like the convenient operating system it is, Lion handles all your iCloud chores automatically from this point on.

Keep in mind that iCloud is many things, but it isn't an ISP. You need an existing Internet connection to use the features included in iCloud membership. This requirement makes a lot of sense, considering that most of us already have Internet access.

iCloud works with the ISP you already have, so you don't have to worry about AOL or EarthLink conflicting with iCloud. However, I can't guarantee that your system administrator at work allows iCloud traffic across his or her pristine network. Perhaps a steak dinner would help your argument.

## *Keep Your Mac Secure Online*

I know that you've heard horror stories about hacking: Big corporations and big government installations seem to be as open to hackers

as a public library. Often, you read that even entire identities are being stolen online. When you consider that your Mac can contain extremely sensitive and private information from your life — such as your Social Security number and financial information — it's enough to make you nervous about turning on your computer long enough to check your eBay auctions.

How much of this is Hollywood-style drama? How truly *real* is the danger, especially to Mac owners? In this section, I continue a quest that I've pursued for more than 15 years — to make my readers feel comfortable and secure in the online world by explaining the truth about what can happen and telling you how you can protect your system from intrusions.



One quick note: This section is written with the home and small-business Mac owner in mind. Macs that access the Internet over a larger corporate network are likely already protected by that knight in shining armor, the network system administrator. (Insert applause here.) Check with your system administrator before you attempt to implement any of the recommendations I make here.

As a consultant, I run websites and squash virus attacks for a number of companies and organizations, so I've seen the gamut of Internet dangers. With that understood, here's what can happen to you online *without* the right safeguards, on *any* computer:

- ➡ **Hackers can access shared information on your network.** If you're running an unguarded network, it's possible for others to gain access to your documents and applications or wreak havoc on your system.
- ➡ **Your system could become infected with a virus or dangerous macro.** Left to their own devices, these misbehaving programs and macro commands can delete files or turn your entire hard drive into an empty paperweight. (Although Mac viruses are few and far between as I write this, I don't think we'll enjoy such luxury for long.)

- ➡ **Unsavory individuals can attempt to contact members of your family.** This type of attack can take place over iChat (the Apple instant messaging and conferencing program, which I describe in Chapter 16), e-mail, or web discussion boards, putting your family's safety at risk.
- ➡ **Hackers can use your system to attack others.** Your computer can be tricked into helping hackers when they attempt to knock out websites on the Internet.
- ➡ **Criminals can attempt to con you out of your credit card or personal information.** The Internet is a prime tool used by people trying to steal identities.

To be absolutely honest, just like every time you drive a car, some danger is indeed present every time you or any user of your Macintosh connects to the Internet. However, here's the good news: If you use the proper safeguards, it's literally impossible for most of those worst-case scenarios to happen on your Mac; and what remains would be so difficult that even the most diehard hacker would throw in the towel long before reaching your computer or network.

I want to point out that virtually everyone reading this book — as well as the guy writing it — really doesn't have anything that's worth a malicious hacking campaign. Information in the form of Quicken data files, saved games of *Sims 3*, and genealogical data might be priceless to us, of course, but most dedicated hackers are after bigger game. Unfortunately, the coverage that the media and Hollywood give to corporate and government attacks can make even Batman's Aunt Harriet more than a little paranoid. It's not really necessary to consider the FBI or Interpol every time you poke your Mac's power button. A few simple precautions are all that's required.



Because this book focuses on Mac OS X Lion, I don't spend much time covering Windows. For a comprehensive guide to Windows 7 and the PC world, however, I can heartily recommend *PCs All-in-One For*

*Dummies*. Why the strong recommendation? Well, I wrote that book, too!



Interested in the technical side of computer security? Then visit a favorite site of mine on the web: [www.grc.com](http://www.grc.com), the home of Gibson Research Corporation. There you'll find the free online utility ShieldsUP!, which automatically tests how susceptible your Mac is to hacker attacks.

### *Know the Antivirus Basics*

It's time to consider your antivirus protection under both Lion and Windows. *Viruses* are malicious computer programs that originate at an outside source and can infect your computer without your knowing it. The virus, which is generally activated when you run an infected program on your computer, can then take control of your system and cause lots of trouble. You need to closely monitor what I call the Big Three:

- ➡ **Web downloads:** Consider every file you receive from websites on the Internet as a possible viral threat, including things like application files and Word documents.
- ➡ **Removable media:** Viruses can be stored on everything from CD-ROMs and DVD-ROMs to USB flash drives.
- ➡ **E-mail file attachments:** An application sent to you as an e-mail attachment is an easy doorway to your system. (Yet another reason to follow proper "Netiquette" and avoid sending spurious e-mail attachments. If you forward an e-mail file attachment you received from another person without scanning it, you run the risk of sending an unwelcome stowaway as well!)

Horrors! Mac OS X has no built-in antivirus support. (Then again, neither does Windows 7.) However, a good antivirus program takes care of any application that's carrying a virus. Make sure that the antivirus program you choose offers *real-time scanning*, which operates when you download or open a file. Periodic scanning of your entire system is important, too, but only a real-time scanning application such as VirusBarrier X6 can immediately ensure that the file or the application you just received in your e-mail Inbox is truly free from viruses. Keep in mind that Apple periodically releases software updates for Lion that are intended to plug security holes as the holes are discovered. So if you get into the habit of grabbing these updates whenever they're available, you can help keep your Mac safe. (Chapter 17 covers how to set up automatic updates to Lion.)

Virus technology continues to evolve over time, just like more beneficial application development. For example, a recently discovered virus was contained in a JPEG image file! With a good antivirus application that offers regular updates, you can continue to keep your system safe from viral attack.

I heartily recommend both the freeware ClamXav 2 ([www.clamxav.com](http://www.clamxav.com)) and the commercial application VirusBarrier X6 from Intego (at [www.intego.com](http://www.intego.com)). Both are available only for Lion. Both programs include automatic updates delivered while you're online to make sure that you're covered against the latest viruses.

### ***Follow Common Sense: Things Not to Do Online***

Practicing common sense on the Internet is just as important as adding an antivirus application to your Mac.

With this statement in mind, here's a checklist of things you should *never* do while you're online:

- ➡ **Never download a file from a site you don't trust.** Make sure that your antivirus software is configured to check downloaded files before you open them.



- ➡ **Never open an e-mail attachment before it's checked.** Don't give in to temptation, even if the person who sent the message is someone you trust. (Many macro viruses now replicate themselves by sending copies to the addresses found in the victim's e-mail program. Of course, this problem crops up regularly in the Windows world, but it has been known to happen in the Macintosh community as well.)



If you're ever in doubt about a file that someone has sent you, write the sender an e-mail and ask whether he sent it! Sometimes the wording in the Subject line is misspelled or uses wording your friend wouldn't choose. Things like that should raise your eyebrow.

- ➡ **Never enter personal information in an e-mail message when you don't know the recipient.** Sure, I send my mailing address to friends and family, but no one else. In fact, even e-mail can be intercepted by a determined hacker, so if you're sending something truly important, use an encryption application, such as PGP Personal Desktop ([www.pgp.com](http://www.pgp.com)).
- ➡ **Never enter personal information on a website provided as a link in an e-mail message.** Don't fall prey to phishing expeditions. *Phishing* is a recently coined Internet term that refers to the attempt that con artists and hackers make to lure you in by creating websites that look just like the sites used by major online stores — including big names such as eBay, PayPal, and Amazon. These turkeys then send junk e-mail messages telling you that you must log on to the website to “refresh” or “correct” your personal information. As you no doubt already guessed, that information is siphoned off and sold to the highest bidder — *your* credit card, *your* password, and *your* address. (In fact, if you hover your pointer over the links on a phishing website, you'll notice that they go to completely different Internet

addresses, rather than where they claim to go.) Luckily, if you follow the tips I give you in this section, you can avoid these phishing expeditions.

Some of these e-mail message and website combinations look authentic enough to fool anyone! It's important to remember that no reputable online company or store will demand or solicit your personal information by using e-mail or a linked website. In fact, feel free to contact the company at its *real* website and report the phishing attempt!

- ➡ **Never include personal information in an Internet newsgroup post.** (A *newsgroup* is a public Internet message base, often called a *Usenet group*. Most ISPs offer a selection of newsgroups that you can download.) Newsgroup posts can be viewed by anyone with a newsgroup account (or through sites like Google Groups), so there's no such thing as privacy in a newsgroup.
- ➡ **Never buy from an online store that doesn't offer a secure, encrypted connection when you're prompted for your personal information and credit card number.** If you're using the Apple Safari browser, the padlock icon appears in the upper-right corner of the Safari window. When the padlock icon appears in the window and the web address begins with the `https` prefix, the connection is encrypted and secure.
- ➡ **Never divulge personal information to others over an iChat connection.** I tell you more about iChat in Chapter 16.
- ➡ **Never use the same password for all your electronic business.** Use different passwords that include both letters and numbers and change them often, and never divulge them to anyone else.

# Browsing the Web with Safari

**N**avigating the web is easy, but you need a browser to visit your favorite sites. On your Mac, that browser is Safari, of course, and it just keeps getting better with each new version. It doesn't matter whether you're working wirelessly from a hotel room or the comfort of your home: Safari delivers the web the right way. You can

- ➡ Search for information, display sites you visited, and navigate to your favorite sites.
- ➡ Download files and print documents.
- ➡ Mark articles for later perusal.
- ➡ Block irritating pop-up windows.
- ➡ Customize the program to match your preferences.

In this chapter, I assume that you're using Safari as your browser. However, most of what you'll find here is similar to other popular browsers, like Google Chrome and Mozilla Firefox.

## Chapter 14

### Get ready to . . .

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### Visit a Website

To begin your travels around the Internet, follow these steps:



1. Launch Safari by clicking the Safari compass icon on the Dock. The Safari window opens and displays your home page.



Your *home page* is the initial website you see every time you launch Safari, so most folks change their home page to a favorite location on the web. (Mine, for example, is set to CNN because I'm a news-hound.) I show you how to change your home page later in the chapter, in the section "Set Up a Home Page."

2. Click in the Address text box, shown in **Figure 14-1**, type the address for the website you want to visit, and then press Return. The page appears in the Content window, which occupies most of the Safari window.



Most website addresses still begin with the `www.` prefix and end with the `.com` suffix, but you may encounter addresses that begin or end differently. Make sure to enter the web address exactly as it appears in advertisements, e-mail messages, or news reports — and yes, capitalization does matter!

3. On the resulting web page, click an underlined (or highlighted) link to continue web surfing. Many pictures are also links as well. Whenever your pointer turns into a gloved hand, your pointer is hovering over a link. Often, links are underlined, typically in blue (if you haven't clicked it) or purple (if you have). You can also jump directly to another page by returning to Step 2.

Navigation toolbar

Address box

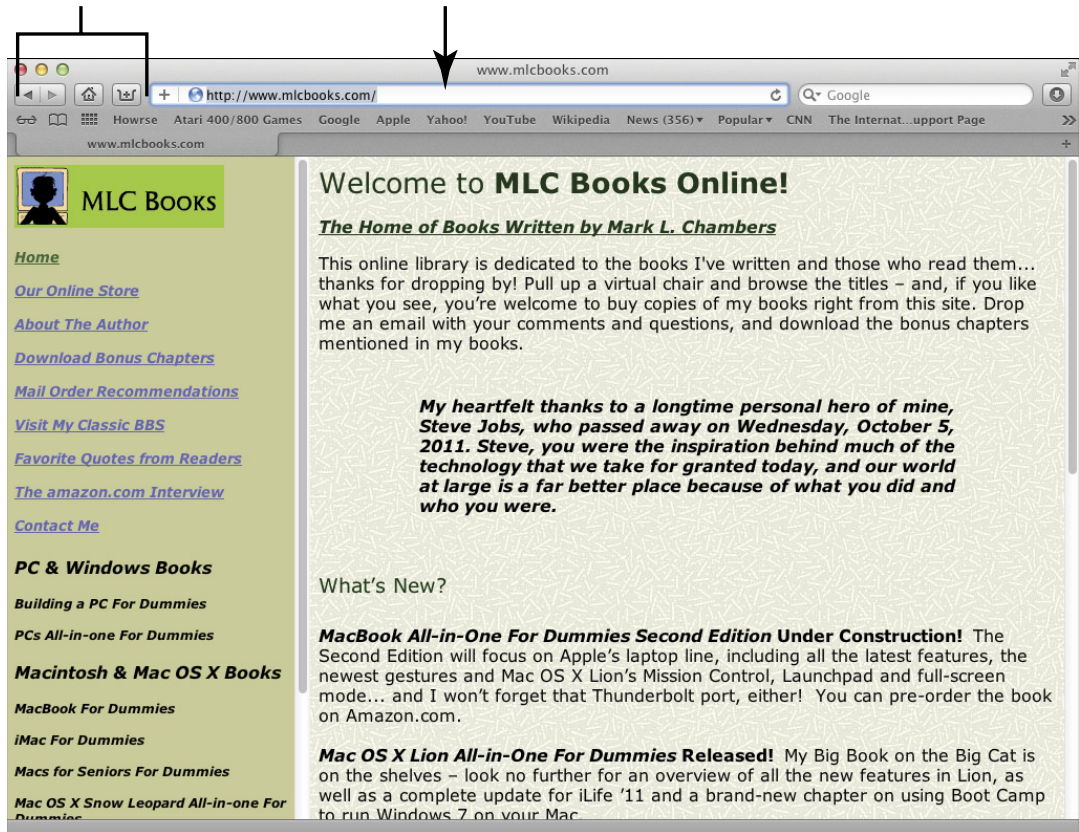


Figure 14-1

Safari also launches automatically when you

- ➡ Click a page link in Apple Mail or another Internet application.
- ➡ Click a Safari web page icon on the Dock, on the Desktop, or in a Finder window.
- ➡ Click a website within the Address Book.

## Navigate the Web

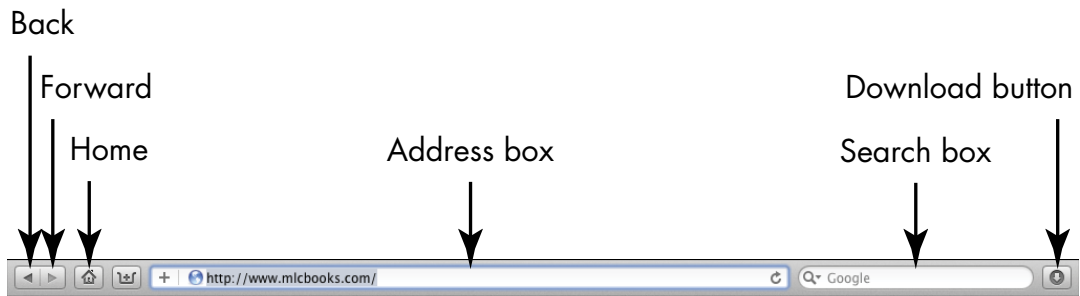
A typical web surfing session is a linear experience — you move from one page to the next.



If your eyesight isn't perfect — and I'm wearing glasses as I type this — you'll appreciate Safari's Zoom feature, which increases the size of text and graphics displayed by web pages. Choose View⇒Zoom In to zoom in on the contents or press ⌘++ (the plus sign). To zoom back out, choose View⇒Zoom Out or press ⌘+- (the minus sign). If you've zoomed in or out quite a bit, choose View⇒Actual Size to return things to normal quickly.

After you visit a few sites, you might want to return to a site you just visited or head to your home page. Safari offers these navigational controls on the toolbar, as shown in **Figure 14-2**:

- ➡ **Back:** Click the Back button (the left-facing arrow) on the toolbar to return to the last page you visited. Additional clicks open previous pages, in reverse order. The Back button is disabled (ghostly and grayed out) if you haven't visited at least two sites.
- ➡ **Forward:** If you clicked the Back button at least once, clicking the Forward button (the right-facing arrow) opens the next page (or pages) where you were, in forward order. The Forward button is disabled (again, ghostly) if you haven't used the Back button.
- ➡ **Stop/Reload:** Click the Reload button (a circular arrow) in the Address box to *refresh*, or reload, the contents of the current page. Although most pages remain static, some pages change their content at regular intervals or after you fill out a form or click a button. By clicking Reload, you can see what's changed on these pages. While a page is loading, the Reload button turns into the Stop button — with a little X mark on it — and you can click it to stop loading the content from the current page.



**Figure 14-2**



You can choose which icons appear on your Safari toolbar. Choose **View** ⇨ **Customize Toolbar**, drag the icon you want, and then drop it in the desired spot on the toolbar. (Remember to click and hold while moving the icon to drag it.) To remove an icon from your Safari toolbar, drag the offending icon off the toolbar and release the mouse button.

I discuss four other Safari toolbar icons in more detail later in this chapter. **Note:** Not all of them appear on the default toolbar, so you may need to add an icon or two, as I describe in the preceding Tip.

- ➡ **Home:** Click this button (look for the little house) to return to your home page.
- ➡ **Add Bookmark:** Click this toolbar button (carries a plus sign) to add a page to your Bookmarks bar or Bookmarks menu. Read more about bookmarks later in this chapter.
- ➡ **Print:** Click this button (which bears a printer icon) to print the contents of the Safari window.
- ➡ **Search:** Type text in this box to search Google, Yahoo!, or Bing (all popular search engines) for a subject or site available on the web. (People use these search engines to find everything from used auto parts to former spouses.)





A tiny padlock icon appears in the upper-right corner of the Safari window when you're connected to a secure website. You'll also notice that the `http` in the Address field changes to `https` to indicate the connection is secure. This is A Good Thing! A *secure site* encrypts the information you send and receive, making it much harder for other people to steal credit card numbers and personal information, for example. *Never* — I mean *never* — enter any valuable personal or financial information on a web page unless you see the secure-connection padlock symbol.

### *Search the Web*

Looking for something in particular on the web? We all need specific information from time to time, and Safari makes it easy to use Google to dig through the entire web:

1. Launch Safari.
2. Click in the Search box and type the text that you want to find on the web.



You can search for a specific name or phrase by enclosing it within quotes, such as "Louis Armstrong" or "combustion engine." Otherwise, you'd get *hits* (possible sources) on Louis, and Armstrong, and Louis Armstrong. Too many.

3. Press Return to display the results, as shown in **Figure 14-3**.
4. Click any of the underlined links on the Search results page to jump to that website.



To repeat a recent search, click the down arrow in the Search box and select your search term from the pop-up menu.



Click any link to go to that web page.

Search box

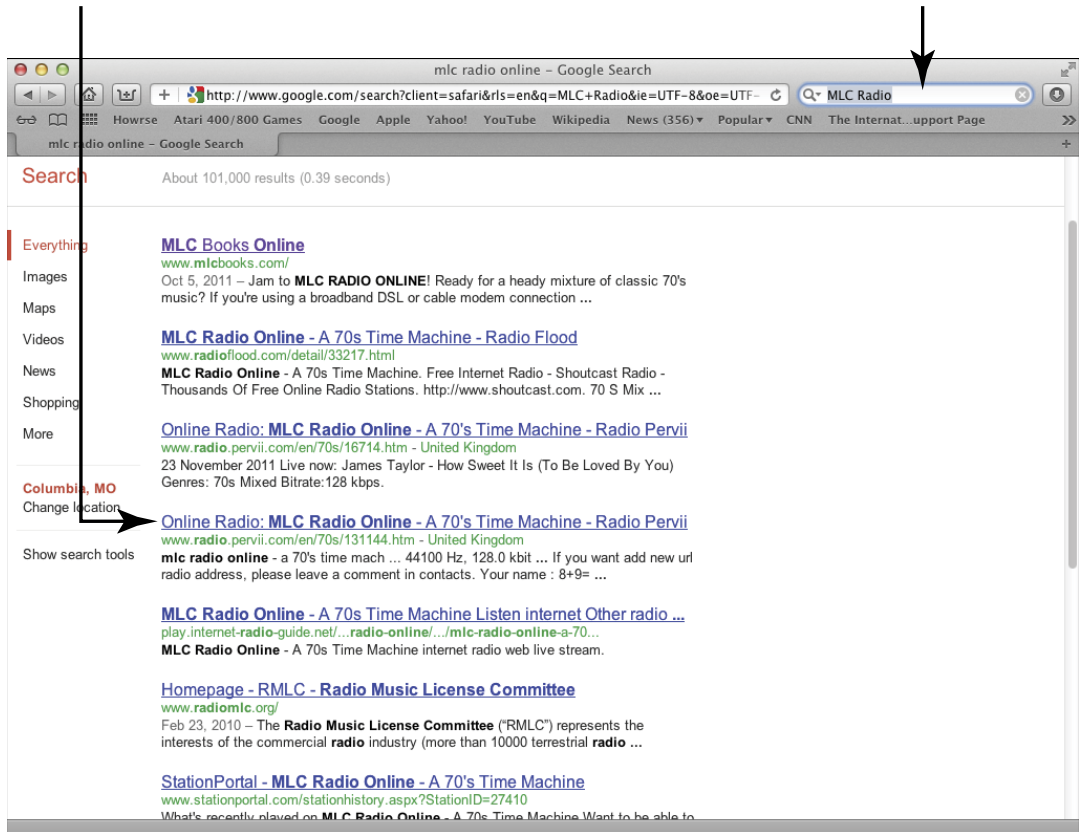


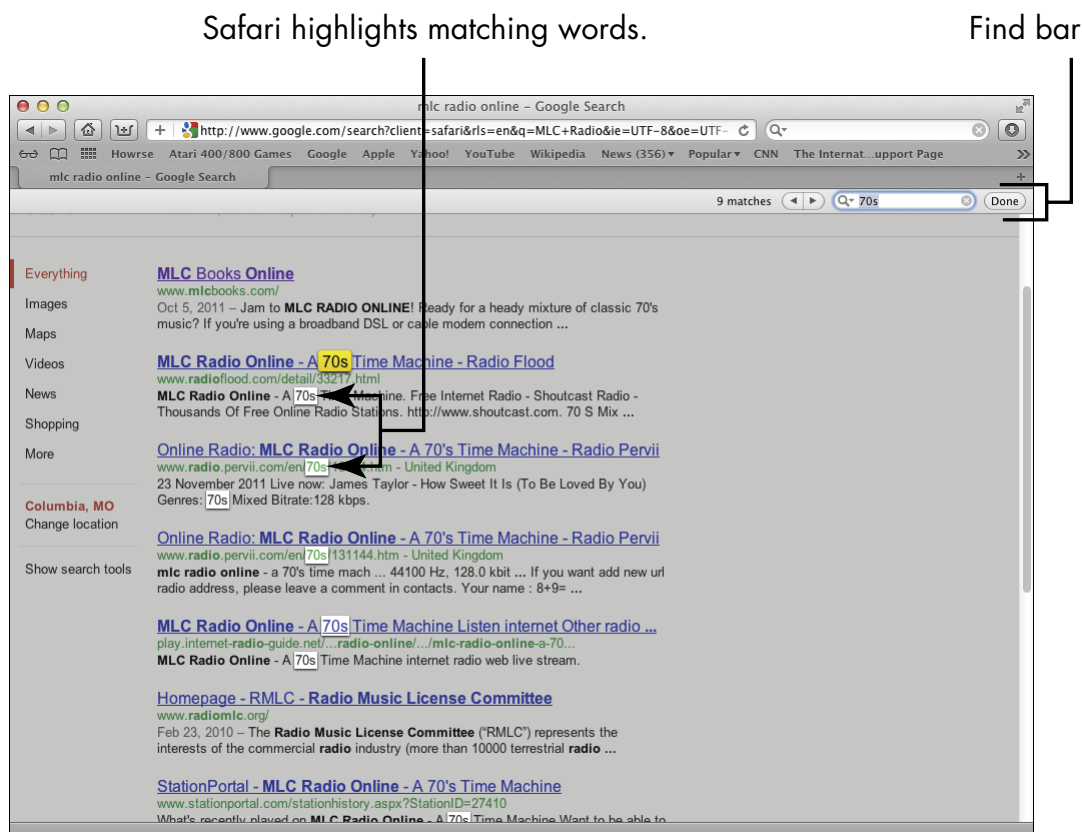
Figure 14-3

### *Find Content on a Web Page*

If you're looking for specific text on the web page currently displayed in Safari, there's no reason to manually scan the entire contents of the page! Instead, use Safari's Find feature to locate every occurrence of that text within the page:

1. After displaying in the Safari window the web page you want to search, press **⌘+F** (or choose **Edit** ⇧ **Find** ⇧ **Find**).
2. Safari displays the Find bar (which appears directly under the toolbar).

3. Type the word or phrase you're looking for in the Find box — no need to press Return. Safari highlights any matches it finds, as shown in **Figure 14-4**.



**Figure 14-4**

4. Click the Next button on the Find bar to advance to each spot within the page in order, all the way to the bottom of the page. To search upward to the top of the page, click Previous.
5. When you're finished searching, click the Done button.

## Add Pages to the Reading List

Safari includes a Reading List, where you can store pages until you have time to read them. To use the Reading List, follow these steps:

1. While viewing a page, click the Show Reading List icon at the left side of the toolbar; the icon looks like a pair of eyeglasses. Alternatively, choose View⇧Show Reading List.

Safari displays the Reading List pane at the left side of the window, as shown in **Figure 14-5**.

Show Reading List icon



Reading List pane

**Figure 14-5**

2. To add the currently displayed page to the list, click the Add Page button.



Hide the Reading List pane by clicking the toolbar icon again while you continue browsing, or you can leave the pane open.

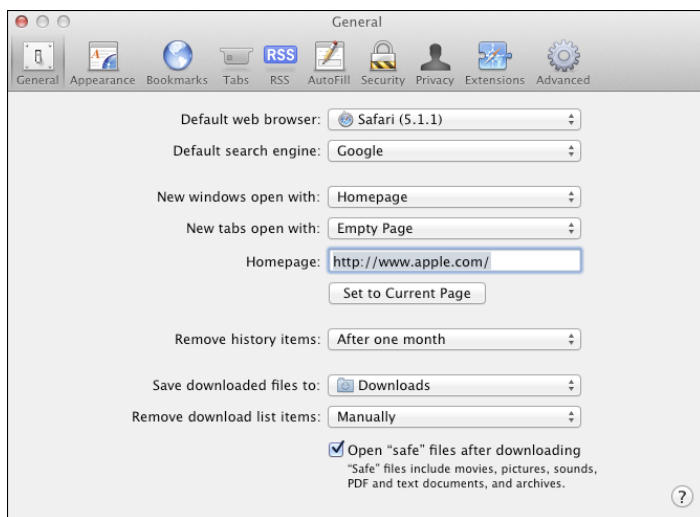
When you're ready to read pages you've saved, display the Reading List pane again (if necessary) and click on the desired page entry.

When you're finished reading the page, remove it from your list. Just hover your pointer over the item and click the Delete button that appears (it bears an X symbol). To delete all pages from your list, click Clear All.

### *Set Up a Home Page*

Tired of `www.apple.com` as your home page? You can easily choose a different web page that you check often during the day, or even open Safari with a blank page:

1. Display the web page you want as your new home page in Safari. (I recommend selecting a page with few graphics or a fast-loading popular site.)
2. Choose Safari⇨Preferences or press **⌘+,** (comma).
3. Click the General button to display the General pane, as shown in **Figure 14-6**.



**Figure 14-6**

4. Click the Set to Current Page button.



To set a blank page (for the fastest window display), click the New Windows Open With pop-up menu and choose Empty Page.

5. Click the Close button to close the Preferences dialog.

## ***Bookmark a Website***

You can set up *bookmarks* within Safari that make it easy to jump directly to your favorite pages. (Unlike pages on your Reading List, bookmarks are meant to remain after you visit the page — you can return to bookmarked pages in future browsing sessions.) To bookmark a website, follow these steps:

1. Launch Safari and navigate to a page.
2. Choose Bookmarks⇧Add Bookmark or press the ⌘+D keyboard shortcut. (You can also click the Add Bookmark button on the toolbar, which appears just to the left of the Address box and carries a plus sign.) Safari displays a sheet where you can enter the name for the bookmark and also select where it appears (on the Bookmarks bar, which appears right below the toolbar, or the Bookmarks menu at the top of the window).
3. Type a name and choose where to store the bookmark from the drop-down menu.



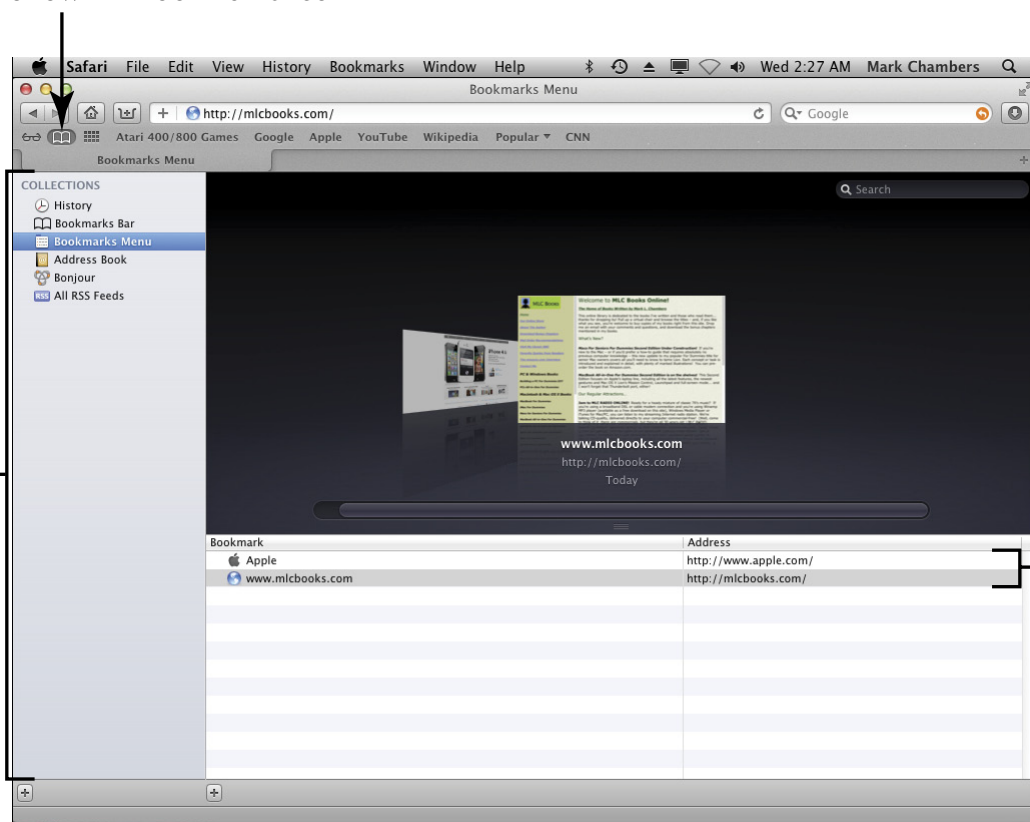
The Bookmarks menu includes both its own bookmark entries and a submenu for the Bookmarks Bar entries (Bookmarks⇧Bookmarks Bar), so you can reach both sets of bookmarks from the menu.

4. Click Add.

To find all your bookmarks, click the Show All Bookmarks button (which carries an open book icon). The Collections pane (which

displays everything on the Bookmarks Bar and Menu, as well as any Bookmark Folders you've created), shown in **Figure 14-7**, opens in a separate pane on the left side of the Safari window. Or from the menu, choose Bookmarks⇨Show All Bookmarks.

Show All Bookmarks icon



Collections pane

Bookmarks organized in a folder.

**Figure 14-7**

## Organize Bookmarks

The more bookmarks you add, the more unwieldy the Bookmarks menu and the Collections pane become. To keep your bookmarks organized, follow these steps to create folders or do a little spring-cleaning:

- 1.** With Safari open, choose Bookmarks⇨Add Bookmark Folder.
- 2.** Type a name for the new folder and press Return.
- 3.** Drag bookmarks into the new folder to help reduce the clutter.
- 4.** To delete a bookmark or a folder from the Collections pane, click it and then press Delete.

To choose a bookmark from within a folder, display the Collections pane and click the folder in the list at the left, and then click on the desired bookmark.

## ***View Your Browsing History***

To keep track of sites you've visited, you can display the History list. Your browsing history is the tool of choice when you want to quickly return to a site that you recently visited (but haven't bookmarked or added to your Reading List). Follow these steps:

- 1.** With Safari open, click the History menu.
- 2.** To return to a page in the list, choose it from the History menu.
- 3.** Hover your pointer over past dates to display the sites you visited on those days, and click to jump to a page, as shown in **Figure 14-8**.

If you're not keen on keeping a list of where you've been, see the later section, "Delete Cache and History Files."

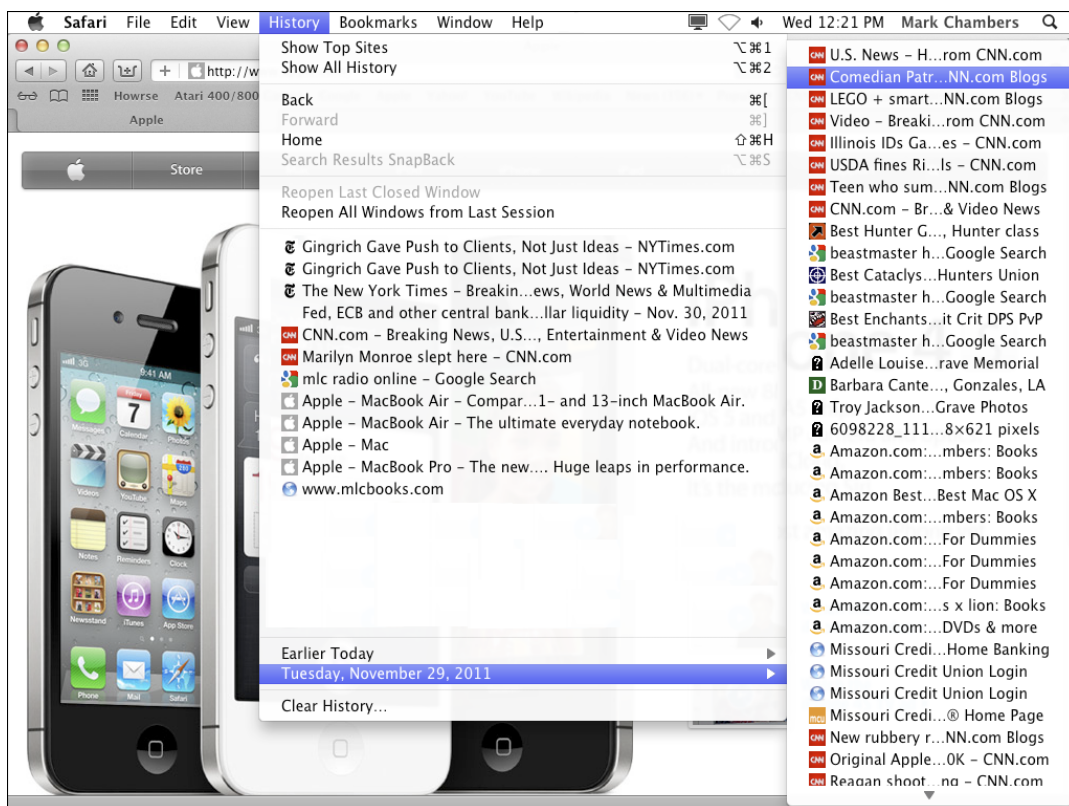


Figure 14-8

### Use Tabs

Safari also offers *tabbed browsing*, which many folks use to display (and organize) multiple web pages at one time. For example, if you're doing a bit of comparison-shopping for a new piece of hardware between different online stores, tabs are ideal.

1. With Safari open, hold down the  $\mathbb{C}$  key and click a link or bookmark to open a tab for the new page (which appears under the Bookmarks bar).

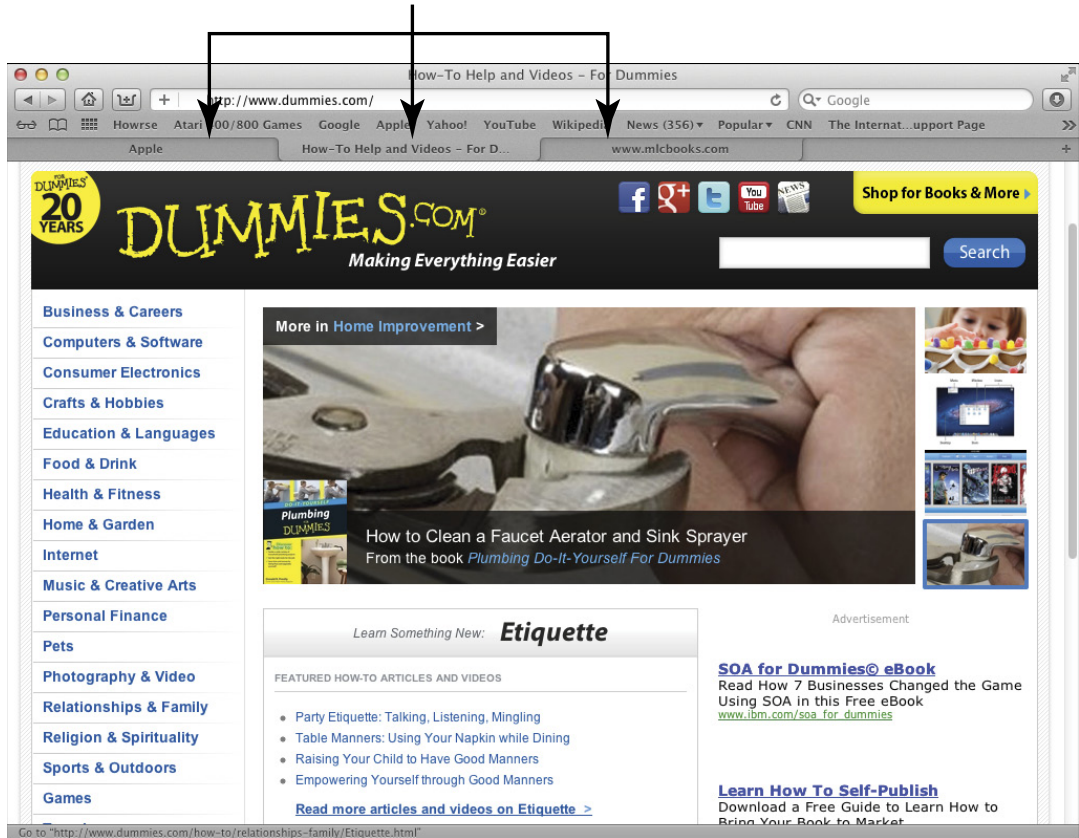


You can also choose File → New Tab or press  $\mathbb{C}$ +T to work the same magic.

2. Click a tab at any time to switch to that page, as shown in Figure 14-9.



Open tabs



**Figure 14-9**

You can remove a tabbed page by clicking the X button next to the tab's title.



To change settings for tabbed browsing (such as setting Safari to always open new web pages in tabs rather than windows), choose Safari⇨Preferences to display the Preferences dialog and then click Tabs.

## Download Files

If you visited a site that offers files for downloading, click the Download button or the Download File link, and Safari takes care of the rest. You see the Downloads pop-up list, which keeps you updated on the progress of the transfer. While the file is downloading, feel free

to continue browsing or even download additional files; the download list helps you keep track of what's going on and when everything will finish transferring. You can view the download list at any time by clicking the Show Downloads button at the upper-right corner of the window (which carries a down-arrow symbol), or by choosing View⇧Show Downloads.



By default, Safari saves any downloaded files to your Mac OS X Downloads folder on the Dock. To change this, choose Safari⇧Preferences and click the General button. Click the Save Downloaded Files To pop-up menu and select a new location.

To download a picture that appears on a web page, move your mouse pointer over the picture and right-click. Then choose Save Image As from the shortcut menu that appears. Safari prompts you for the location where you want to store the file. To save the picture directly to your Downloads folder on the Dock, choose Save Image to Downloads from the right-click menu.

When a file has finished downloading, it remains as an item in the download list, but you can click the Clear button in the list to delete all successfully downloaded entries.

## *Keep Your Finances Safe Online*

Unfortunately, no list of “absolutely safe” online banks or investment companies exists. Online security is a concept you should constantly monitor while exchanging information with websites, especially when that information includes personal data such as your Social Security number and credit card information.

Keep these guidelines in mind while using online commerce sites to greatly reduce the risk of identity theft (or worse):

- ➡ **Never use an online bank or investment house that doesn't offer a secure, encrypted connection when you enter your personal information and credit card number.** If you're using Apple's Safari

browser, the padlock icon appears in the upper-right corner of the Safari window. When the padlock icon appears in the window, the connection is encrypted and secure (and the address will start with the prefix `https` rather than `http`). If the connection isn't secure, *go elsewhere*.

- ➡ **Avoid using Safari's AutoFill feature.** If you fill out many forms online — when you're shopping at websites, for example, or trading online — you can add the AutoFill button (which looks like a little text box and a pen) to your toolbar. AutoFill can complete these online forms for you. To be honest, however, I'm not a big fan of releasing *any* of my personal information to *any* website, so I never use AutoFill. You can specify which information is used for AutoFill (or disable it entirely) by running Safari and choosing Safari ⇨ Preferences. Clicking the AutoFill toolbar button in the Preferences dialog displays the settings — to disable AutoFill, just clear each check box.



If you decide to use this feature, make sure that the connection is secure (again, look for the padlock icon in the upper-right corner of the Safari window) and read the site's Privacy Agreement page first to see how your identity data will be treated.

- ➡ **Look for a security symbol.** A number of well-respected online security companies act as watchdogs for online banking and investing institutions. When you see the symbol for one of these companies, it's a good indicator that the bank or broker is interested in maintaining your privacy and protecting your identity. Some of the better-known security companies on the web include TraceSecurity ([www.tracesecurity.com](http://www.tracesecurity.com)), VeriSign ([www.verisign.com](http://www.verisign.com)), and WebSense ([www.websense.com](http://www.websense.com)). Luckily, you don't have to implement all the software and assorted protection protocols that run behind the scenes when you connect to your bank!

### *Delete Cache and History Files*

Safari speeds up the loading of websites by storing often-used images and multimedia files in a temporary storage, or *cache*, folder. Naturally, the files in your cache folder can be displayed, which can lead to assumptions (hint, hint) about the sites you've visited.

Luckily, Safari makes it easy to dump the contents of your cache file. Choose Safari⇨Empty Cache; then click Empty to confirm that you want to clean up your cache.

In a similar fashion, your History file leaves a clear set of footprints indicating where you've been on the web. Maybe you don't want everyone to know you've been spending all your free time checking out *World of Warcraft* online. If so, you can clear out your browser history. To do so, choose History⇨Clear History.

Safari also allows you to specify a length of time to retain entries in your History file. Choose Safari⇨Preferences, click the General tab, and then click the Remove History Items pop-up menu to specify a length of time. Items can be rolled off daily, weekly, biweekly, monthly, or yearly.

### *Delete Cookie Files*

A *cookie* (a ridiculous term) is a small file that a website automatically saves on your hard drive, containing information that the site will use on your future visits. Unfortunately, for these purposes, cookies aren't yummy treats that we make from flour, sugar, butter, and eggs. For example, a site might save a cookie to preserve your site preferences for the next time or — in the case of a site such as Amazon.com — to identify you automatically and help customize the offerings you see.

In and of themselves, cookies aren't bad things. And unlike a virus, a cookie file doesn't replicate itself or wreak havoc on your system, and only the original site can read the cookie it creates. However, many folks don't appreciate acting as gracious hosts for a slew of little snippets of personal information.

You can choose to accept all cookies — the default setting — or opt to disable cookies altogether. You can also set Safari to accept cookies only from the sites you choose to visit. To change your *cookie acceptance plan* (or CAP, if you absolutely crave acronyms), click the Safari icon on the Dock and follow these steps:

1. Choose Safari⇨Preferences.
2. Click the Privacy button.

Safari displays the Privacy preference settings, as shown in **Figure 14-10**.



**Figure 14-10**

3. Choose how to block cookies (select one radio button):
  - *From Third Parties and Advertisers*: I use this option, which allows sites such as Amazon.com to work correctly without allowing a barrage of illicit cookies.
  - *Always*: Block cookies entirely.
  - *Never*: Accept all cookies, which essentially allows any site to save cookies on your Mac.
4. To view the cookies now on your system, click the Details button.



If you block all cookies, you might have to take care of some tasks manually, such as providing a password on the site that used to be read automatically from the cookie.

5. Click the Close button to save your changes.

### *Delete the Safari Download History*

Safari makes it easy to clear the list of files you downloaded over time. The file list is maintained within the “pop-up” Downloads window, which appears whenever you click the Downloads button (bears a down-arrow icon) at the top-right corner of the Safari window. (You can also display the Downloads window at any time by clicking View on the Safari menu bar and then choosing the Show Downloads item.)

To keep your Safari Downloads window tidy (and prevent other people from seeing what you’ve been pulling down from the web), click the Clear button at the top right of the Downloads window. Safari removes any entries for downloaded items you successfully received.

### *Print a Web Page*

Many web pages have a button you can click to print the page. If you want to print a page and it doesn’t have a Print button or link, follow these steps:

1. Click the Print button on the toolbar, choose File⇨Print from the menu, or press ⌘+P.
2. Click the Printer pop-up menu to select the printer you want to use, as shown in **Figure 14-11**.
3. When you’re ready to print the pages, click Print.

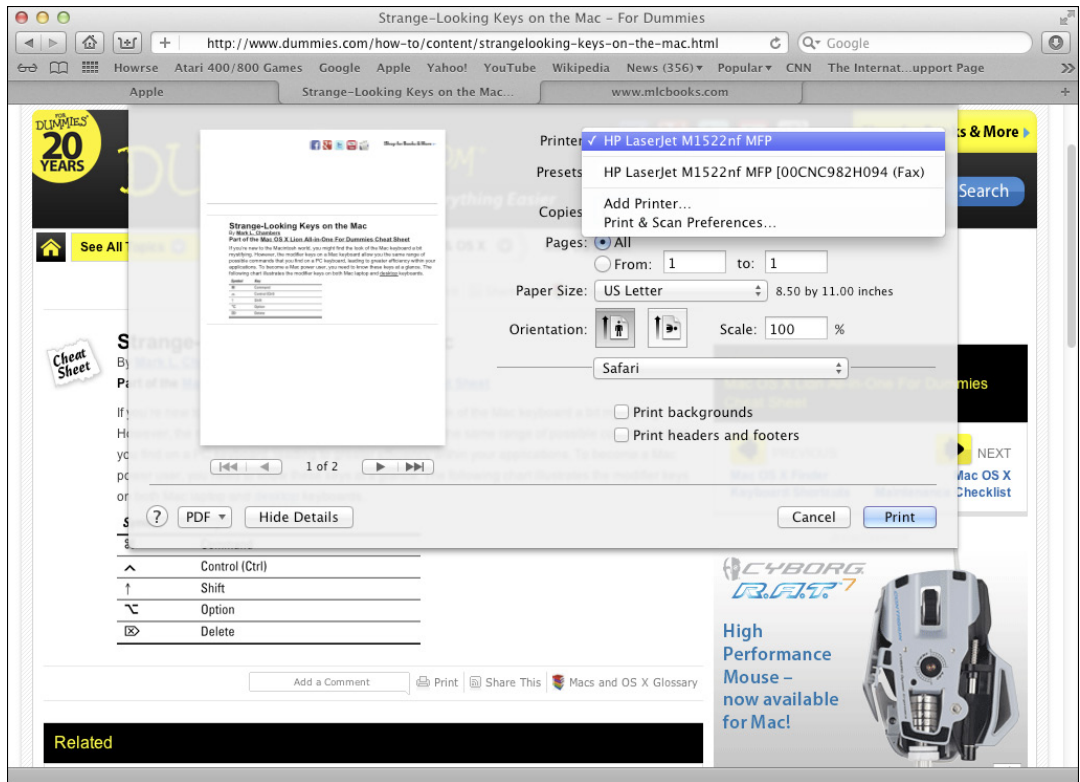


Figure 14-11





# Keeping in Touch by E-Mail

**M**ac OS X includes quite a capable and reliable e-mail client — Apple Mail (affectionately called Mail by everyone except Bill Gates). Mail provides all you need in order to

- ➡ Send and receive e-mail messages.
- ➡ Screen junk mail from your Inbox.
- ➡ Receive and send attachments.
- ➡ Update your Address Book with new e-mail contacts.
- ➡ Organize your mail using folders.

Naturally, your Mac needs to be connected to the Internet before e-mail starts flying into your Inbox — if you haven't set up your Internet connection yet, visit Chapter 13 for all the details.

## Chapter 15

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### *Set Up an Internet E-Mail Account*

Most Mac owners choose one of three sources for an Internet e-mail account:

- ➡ **An existing Internet service provider (ISP):** If you're signed up with an ISP, that company almost certainly will provide you with at least one e-mail address as part of your service. Contact your ISP for your e-mail account information. Popular ISPs include Mediacom, EarthLink, and Charter.
- ➡ **Apple's iCloud online service:** iCloud members receive free e-mail service from Apple. Your iCloud e-mail address should be `yourname@me.com`, where `yourname` is the username you chose when you subscribed. (I go into more detail on iCloud, Apple's free Internet service for storing data, in Chapter 13.)
- ➡ **A web-based e-mail provider:** Many sites on the web offer free e-mail services, such as Google Gmail, Yahoo! Mail, and Microsoft Hotmail. You can sign up for these e-mail accounts online. (I use and recommend Google Gmail, which you can access at `www.google.com`. Just click the Gmail link in the upper-left corner to start the sign-up process. If you're using an Android-based smartphone, you can use the Gmail address you've already set up.)

Apple Mail can accommodate most e-mail services, no matter where they're hosted.



If you already have an existing e-mail account that you use with Windows Mail, Microsoft Outlook, or Outlook Express on your PC, you can use that account easily under Apple Mail.

Note that iCloud e-mail accounts are set up automatically for you within Apple Mail, so you typically don't have to follow the process outlined in the next section for your iCloud account.

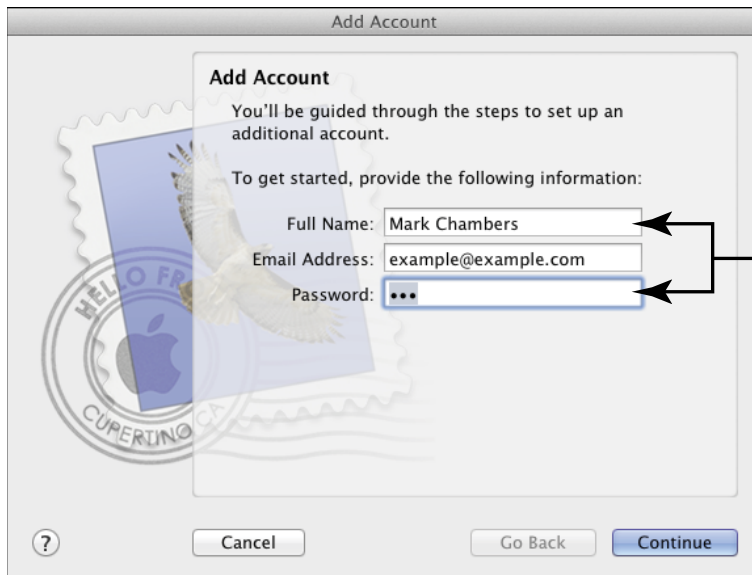
## *Set Up an Apple Mail Account*

After you set up an e-mail account with your ISP or another provider, you need to add that account so that Apple Mail can access it.

Follow these steps to add an account to Apple Mail:



- 1.** Launch Mail from the Dock by clicking the icon that looks like a postage stamp.
- 2.** If the Add Account Assistant doesn't automatically appear, as shown in **Figure 15-1**, choose **File**⇨**Add Account** to display it.



Fill in each field and click Continue.

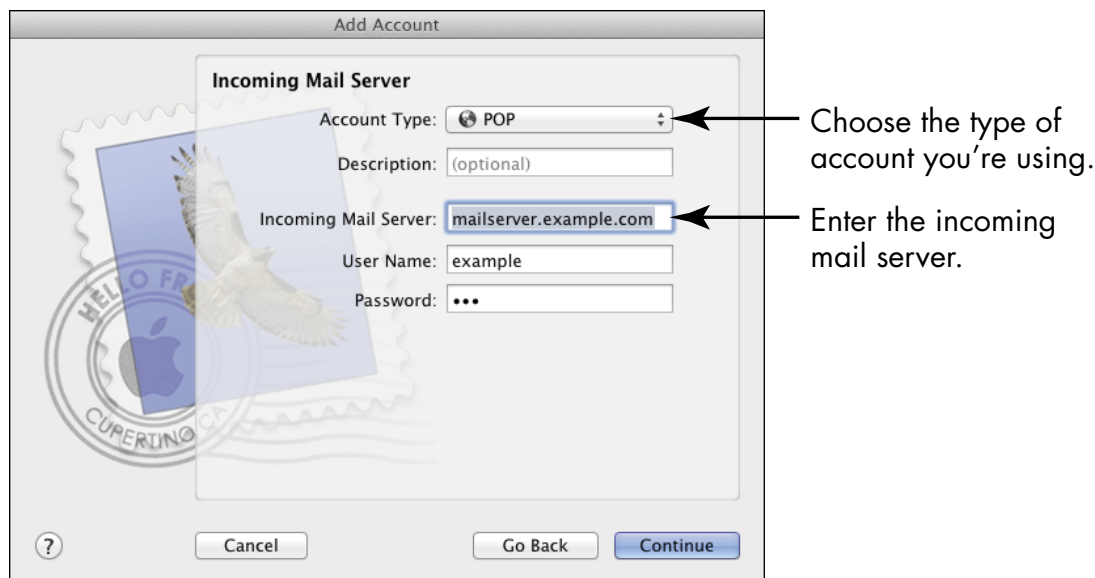
**Figure 15-1**

- 3.** Type your full name, and then the e-mail address and the password assigned to you by your ISP. (Mail uses the e-mail address and password to log in to your ISP and retrieve your messages.)
- 4.** Click Continue.



Here's a neat trick: If Mail can immediately recognize an e-mail service, such as Google Mail, it attempts to automatically set up that account for you. If the setup and testing are successful, you can skip the rest of these steps.

5. In the next window that opens, click the Account Type box and choose the type of account you're using (typically POP for most free services, including Gmail and Microsoft's Hotmail). Then click in the Incoming Mail Server text box and type your incoming server address, as shown in **Figure 15-2**. (Your e-mail provider should provide you with this information — if you're unclear what goes where, I recommend a telephone call to the ISP's technical support number.)



**Figure 15-2**



To help keep track of multiple e-mail addresses, you can type a description for this account, such as *work* or *home*.

6. Click Continue.

- 7.** If your e-mail service uses SSL security (which encrypts your e-mail communications and makes it harder for someone else to intercept and read), select the Use Secure Sockets Layer check box. After you select the Use Secure Sockets Layer check box, Mail prompts you to choose an authentication type, as shown in **Figure 15-3**. (Again, your e-mail service provider should tell you whether it uses SSL and what kind of authentication is required.)



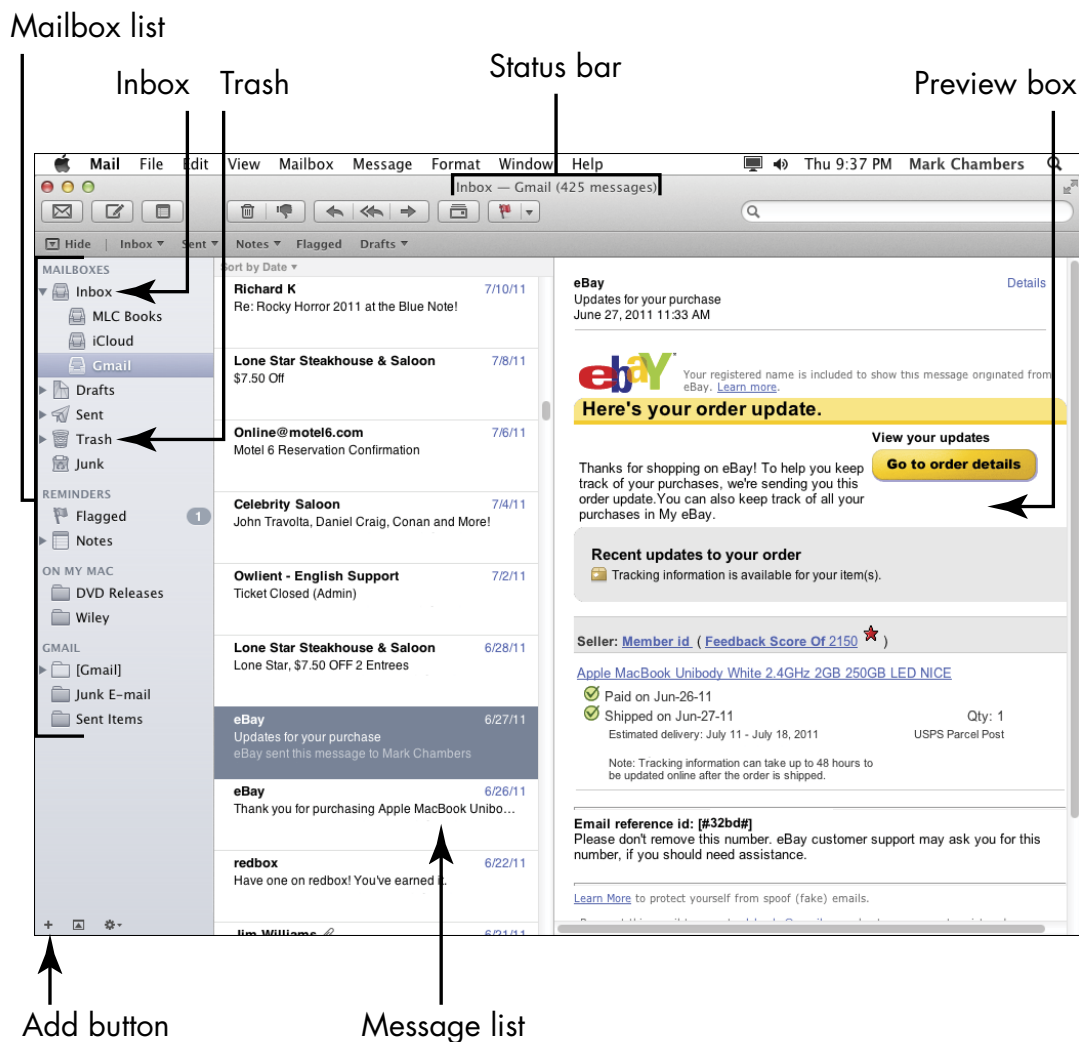
**Figure 15-3**

- 8.** Click Continue.
- 9.** In the next window that opens, click in the Outgoing Mail Server text box, type your outgoing server address, and then enter your username and password if authentication is required. (Yep, you guessed it — only your ISP can tell you what to type here.)
- 10.** Click Continue.
- 11.** Click Create on the assistant's Summary screen to create your account within Apple Mail.

### Get to Know Apple Mail

Figure 15-4 illustrates the Mail window. Besides the familiar toolbar, which naturally carries buttons specific to Mail, you find these elements:

- ➡ **Status bar:** This heading bar at the top of the Mail window displays information about the current folder — typically, how many messages it contains, but other data can be included.



**Figure 15-4**

- ➡ **Message list:** This box contains all the messages for the chosen folder. To resize the list larger or smaller, move your cursor over the border of the message list. When the cursor changes to a double-sided arrow, drag the border in the desired direction.



You can sort the messages in the message list from the View menu.

- ➡ **Mailboxes:** The column to the left of the main Mail window is the Mailboxes list. (It's helpful to think of a mailbox within Mail as a group of folders tied to one account.) Click any of the folders to switch the display in the message list. The Mailbox list can be hidden or shown from the View menu by choosing the Show Mailbox List option.
- ➡ **Preview box:** This resizable list box displays the contents of the selected message, including both text and any graphics or attachments that Mail recognizes.

Mail uses the following folders (some of which appear at only certain times):

- ➡ **Inbox:** Mail already received.
- ➡ **Outbox:** Messages that Mail is waiting to send.
- ➡ **Drafts:** Messages waiting to be completed.
- ➡ **Sent:** Mail you sent already.
- ➡ **Trash:** Deleted mail. Like with the Trash in the Dock, you can open this folder and retrieve items. Alternatively, you can empty the contents of the Trash at any time by choosing Mailbox⇨Erase Deleted Items⇨In All Accounts.

- ➡ **Junk:** Junk mail. You can review these messages or retrieve any that you want to keep by choosing Message⇨Move To. After you're sure that nothing of value is left, you can delete the remaining messages straight to the Trash. (Junk mail filtering must be enabled before you see this box; more on this later in this chapter.)

### *Manage E-Mail Accounts*

Choose Mail⇨Preferences and click the Accounts button to display the Accounts pane, as shown in **Figure 15-5**. From there, you can add an account, edit an existing account, or remove an account from Mail. Although many folks still have only one e-mail account, you can use a passel of them. For example, you might use one account for your personal e-mail and one account for your business. To switch accounts, just click the account that you want to use from this list to make it the active account.

You can also edit any field on the Account Information tab. For example, if you decide to change your e-mail "From" name, click in the Full Name text box, press the Delete key to erase the existing name, and then type a new name. Similarly, if you have to change your password for your e-mail user account, click in the Password box, delete your current password, and then type your new password. (Note that the contents of the Password box are always displayed as dots, just to keep your password secure.)

Sometimes you can't reach one of your accounts. For example, maybe you're vacationing with your MacBook and you can't access your ISP's mail server directly. To avoid all the error messages and futile attempts to connect to an e-mail provider you can't reach, Apple Mail lets you enable and disable specific accounts without enduring the hassle of deleting an account and then adding it again.

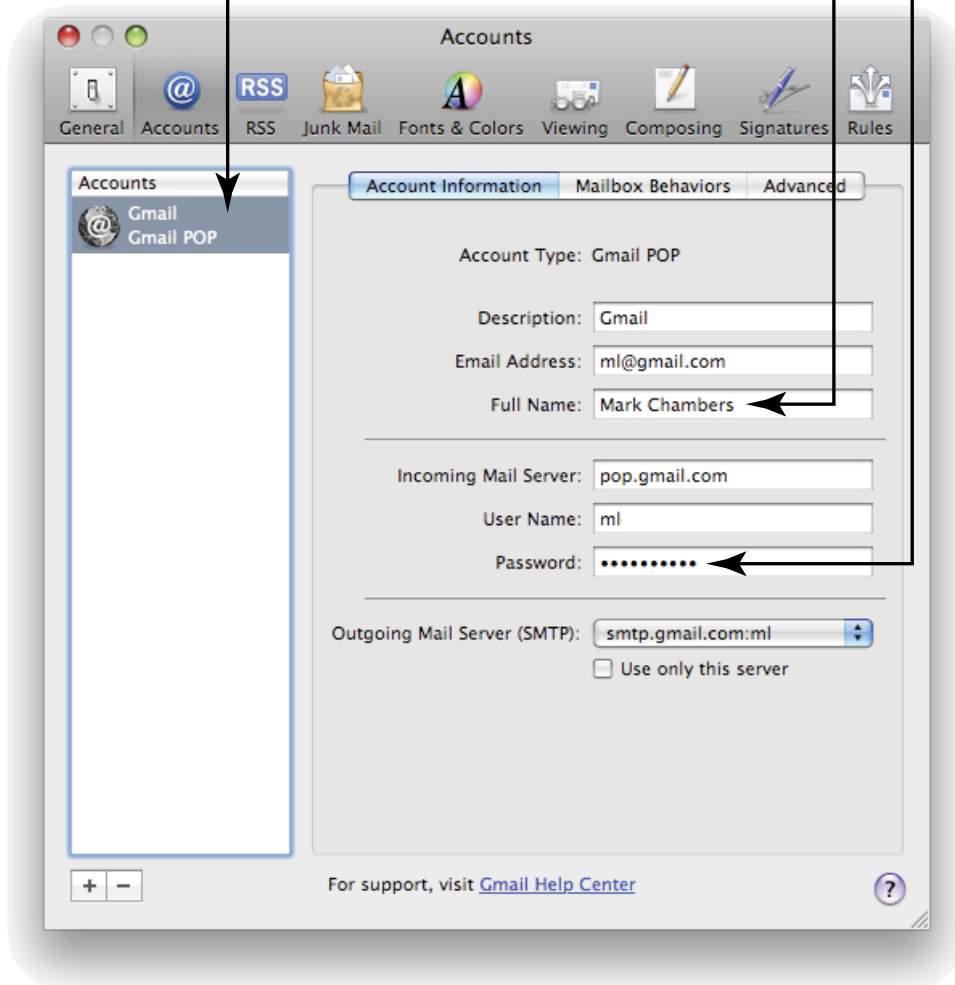
To disable or enable an account, choose Mail⇨Preferences to open the Preferences dialog and click the Accounts button. Click to select an account, click the Advanced tab, and then select (or deselect) the Enable This Account check box as necessary.



Your e-mail provider needs this password.

Your e-mail accounts

Change your name.



**Figure 15-5**



If you disable an account, you should also deselect the Include When Automatically Checking for New Mail check box to make sure that Mail doesn't display an error message.

### *Read and Delete E-Mail*

The heart and soul of Mail — at least the heart, anyway — is receiving and reading stuff from your friends and family. After your account is set up, use any of these methods to manually check for new mail:



- ➡ Click the Get Mail button on the toolbar.
- ➡ Choose Mailbox→Get All New Mail or press ⌘+Shift+N.
- ➡ Choose Mailbox→Get New Mail and then choose the specific account to check from the submenu.



The last method is a helpful way to check for new mail in another account without having to make it active in the Preferences window.

If you have new mail in the active account, the mail appears in the Message list. New, unread messages are marked with a snazzy blue dot in the first column. The number of unread messages is displayed next to the Inbox folder icon in the Mailboxes list.



Mail also displays on its Dock icon the number of unread messages you received. If you hid the Mail window or sent it to the Dock, you can perform a quick visual check for new mail just by glancing at the Dock.

To read any message in the message list, you can either click to select an entry (which displays the contents of the message in the preview box) or double-click the entry to open the message in a separate window.

To quickly skim your mail, click the first message that you want to view in the list and then press the down-arrow key when you're ready to move to the next message. Mail displays the content of each message in the preview box. To display the previous message in the list, press the up-arrow key.



If your vision isn't what it once was, why not let Mail *read* you your mail? Simply select one message or a group of messages and then choose Edit⇨Speech⇨Start Speaking. *Wowsers!*

To delete a message from the message list, click an entry to select it and then click the Delete button on the toolbar (or press the Del key on the keyboard). You can also right-click any message in the list and choose Delete from the menu that appears. To delete a message from within a message window, click the Delete button on the toolbar.

### *Reply to a Message*

Replying to a message you receive is easy. Follow these steps:

1. Click to select a message entry in the Message list and then click the Reply button on the Mail toolbar (which bears a single arrow curving to the left).



To respond to a message that you opened in a message window, click the Reply button on the toolbar for the message window.

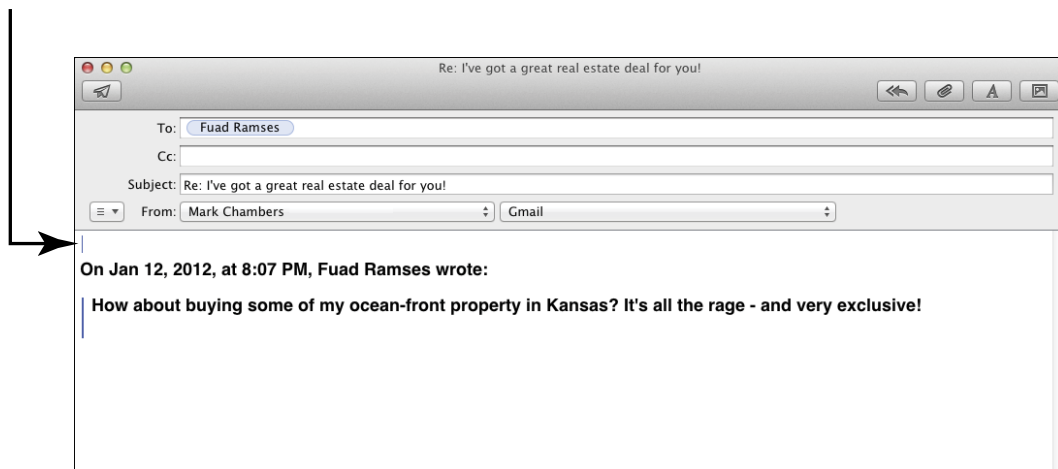
If a message was addressed not just to you but also to a number of different people, you can send your reply to all recipients. Just click the Reply All button on the Mail window toolbar (it bears two arrows curving to the left). This technique is a useful way to quickly facilitate a festive gathering, if you get my drift.

Mail opens the Reply window, as shown in **Figure 15-6**. Note that the address has been added automatically and that the default Subject is Re: *<the original subject>*. Mail automatically adds a separator line in the message body field that reads On *<day><date>at<time>, <addressee> wrote:*, followed by the text of the original message. The original text is indented and prefaced by a vertical line to set it apart.

(Optional) Click in the Subject line and change the default Subject line; otherwise, the cursor is already sitting on the first line of the text box.

### 2. Start typing your reply in the text box.

Begin typing your reply.



**Figure 15-6**

3. (Optional) After you complete your reply, you can select text in the message body and apply different fonts or formats. (See the section, “Format E-Mail Messages,” later in this chapter, for more information.)
4. (Optional) To add an attachment, click the Attach button on the toolbar (which bears a paper clip icon). See the upcoming sections, “Send an Attachment” and “Save an Attachment That You Receive,” for the full lowdown on attachments.
5. When you’re ready to send your reply, you have two options:
  - Click the Send button (bearing the nifty paper airplane icon) to send the message immediately.
  - Choose File⇧Save (or press ⌘+S) to store it in your Drafts folder for later editing.

Saving the message to your Drafts folder isn't the same as sending it. You can save the message for a while so that you can later come back and finish it. To send a message held in your Drafts folder, click the Drafts folder in the Mailboxes list and then double-click the message you want to send. Mail displays the message window — you can make edits at this point, if you like — and then click the Send button on the message window toolbar.



When you reply to a message, you can also *forward* your reply to another person (rather than the original sender). The new addressee receives a message containing both the text of the original message you received and your reply. To forward a message, click the Forward button (which bears a right-facing arrow) rather than Reply or Reply All on the Mail toolbar.

### Create and Send E-Mail

To compose and send a new message to someone else, follow these steps:



1. Click the New Message button on the Mail toolbar (which bears a pencil and paper icon). You can also choose File→New Message (or avail yourself of the handy ⌘+N keyboard shortcut).

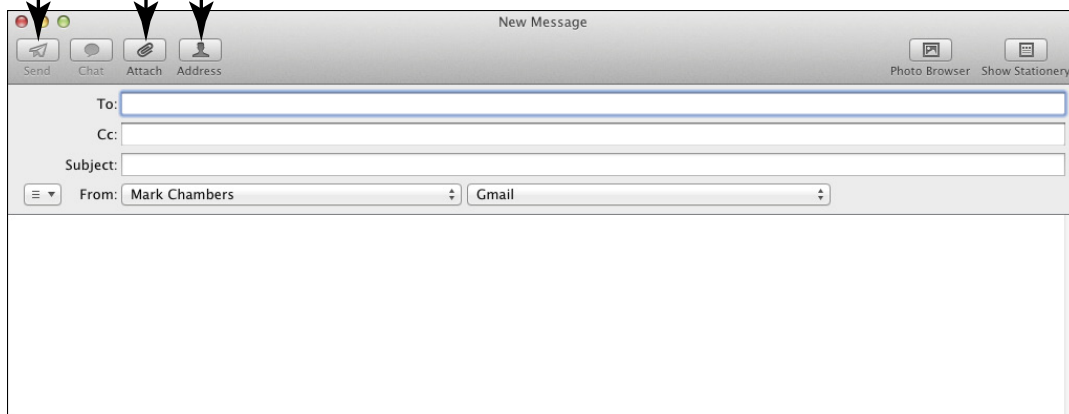
Mail opens the New Message window, as shown in Figure 15-7.

2. Enter the recipient's (To) address by taking one of these actions:
  - Type it directly in the To field.
  - Paste it after copying it to the Clipboard, which I discuss in Chapter 8.
  - Drag an e-mail address from your Address Book. (Read all about how to add Address Book contacts by using Mail, later in this chapter.)

Send your message.

Attach a file.

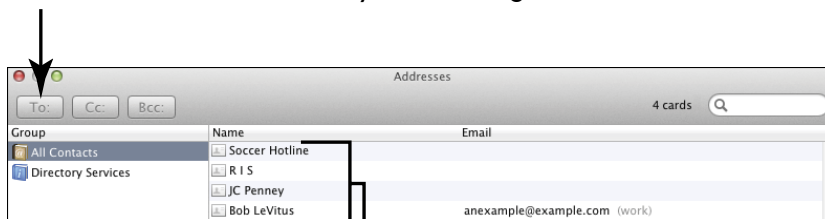
Open the Addresses window.



**Figure 15-7**

- Click the Address button, which shows you the Addresses window, as shown in **Figure 15-8**. The Addresses window displays the contacts you have in your Address Book that include an e-mail address. Click to select the address you want to use and then click the To button. To pick multiple recipients, hold down the **⌘** key while you select the multiple addresses. Click the Close button in the Addresses window to close it.

Click to add addresses to your message.



Select the address you want.

**Figure 15-8**

3. (Optional) To send “carbon” copies of the message to additional recipients, click in the Cc field. Again, you can type the addresses directly, use the contents of the Clipboard, or display the Addresses window.

If you use the Addresses window, select the addresses you want to use and click the Cc button. Then click the Close button in the Addresses window.

4. Click in the Subject field, enter the subject of the message, and then press Tab.

The text cursor now rests in the first line of the message text box, and you’re ready to type your message, my friend!

5. Type your message in the message box.
6. (Optional) Click the Show Stationery button at the far right of the message window toolbar to display the Stationery strip above the message text box, where you can choose one of the many e-mail message backgrounds that Apple supplies.

Stationery isn’t required, but it truly packs a visual wallop! Double-click a thumbnail in the strip to add it to your message; to display a different stationery category, such as a Greeting or Invitation, click the category buttons on the left side of the Stationery strip.



Not all e-mail applications on other computers correctly display a message with a stationery background, so if a recipient can’t open or read the message, avoid sending stationery to that person in the future. Also, it’s important to note that adding a stationery background significantly increases the message size (and therefore the transfer time to send and receive it, especially over a dial-up modem connection).

7. (Optional) After you finish typing your message, you can select text in the message body and apply different fonts or formats. (I cover formatting in the “Format E-Mail Messages” section, later in this chapter.)
8. (Optional) To add an attachment, click the Attach button on the toolbar. (Attachments are described in the following section.)
9. When you’re ready to send, click the Send button to immediately send the message, or press ⌘+S to store the message in your Drafts folder.

### Send an Attachment

Attachments are a fun way to transfer files by e-mail. However, you must remember these three vital caveats:

- ➡ **Attachments can contain viruses.** Even a message attachment that was sent by your best friend can contain a virus — either because your friend unwittingly passed one along or because the virus took control of your friend’s e-mail application and replicated itself automatically. (Ugh.)



Never — I mean *never* — send or receive attachments unless you have an up-to-date antivirus scanning application running. I discuss antivirus applications in Chapter 13.

- ➡ **Corpulent attachments don’t make it.** Most ISP mail servers have a 2–5MB limit for the total size of a message, and the attachment counts toward that final message size. Therefore, I recommend sending a file as an attachment only if it’s smaller than 5MB. If the recipient’s e-mail server sends you an automated message saying that the message was refused because



it was too big, this is the problem. To display a file's size before you send it, right-click the file's icon and choose Get Info from the shortcut menu. (A typical JPEG is about 1MB, so it's a good idea to send no more than two or three photos at once.)

➡ **Not all e-mail applications accept attachments.** Not all e-mail programs support attachments in the same way, and other e-mail programs are simply set for pure text messages. If the message recipient receives the message text but not the attachment, these are the likely reasons.

With that said, it's back to attachments as a beneficial feature.

While replying to a message (or creating a new message), you can add an attachment by clicking the Attach button on the toolbar — it's the one with the paper clip.

Mail displays a File Open sheet. Navigate to a file, select it, and click the Choose File button to add the file to the message.



If the recipient is running Windows, make sure that the Send Windows-Friendly Attachments check box is selected. This results in a slightly larger e-mail message, but helps ensure that PC e-mail programs, such as Outlook and Windows Mail, can correctly open your attachments.

### *Save an Attachment That You Receive*

Sometimes, you don't want to save (download) attachments that people send to you. For example, if Cousin Fred sends you a funny cartoon that you chuckle at but don't really need to save, you can safely delete it. But what if someone sends you an attachment, such as a picture of your grandkids, that you truly want to hang on to? Follow these steps to save an attachment that you receive in a message:

1. Click the message with an attachment in your message list.



If you're having trouble determining which messages have attachments, choose View⇧Message Attributes and then click the Attachments option from the submenu that appears, to toggle it on. Now every message with an attachment appears with a tiny paper clip icon displayed in its entry.

If Mail recognizes the attachment format, it displays or plays the attachment in the body of the message; if not, the attachment is displayed as a file icon.

2. To open an attachment that's displayed as a file icon, right-click the icon and choose Open Attachment from the shortcut menu.
3. To save an attachment, right-click the attachment (however it appears in the message) and then choose Save Attachment from the shortcut menu.

In the Save dialog that appears, navigate to the location where you want to save the file and then click Save. (Note that you can also change the filename to something you'll recognize before you click Save.)

## *Format E-Mail Messages*

Why settle for a boring, plain-text message when you can add special fonts and colors? Mail makes it easy to format your messages, much like you format text in a Pages document.

To change text formatting, choose Format⇧Fonts. From the window that appears, you can choose the font family, type size, and formatting (such as italic or bold) for the selected text. Click the Close button on the Fonts window to continue.

To apply color to selected text, choose Format⇧Colors and then click anywhere in the color wheel that appears to select that color. You can

also vary the hue by moving the slider bar to the right of the Colors window. After you find the color that expresses your inner passion, click the Close button in the Colors window to continue.

### *Add Address Book Contacts*

Lion comes equipped with a separate Address Book application, which you can run by using Launchpad. The Mac OS X Address Book works just like the paper variety, allowing you to save all sorts of contact data for each entry. If you receive a message from your niece Harriet and she isn't in your Address Book yet, you can easily add her to your Address Book contacts from within Apple Mail (rather than manually running the Address Book and creating a new entry by hand).

With the message selected in the message list, choose **Message**⇨**Add Sender to Address Book**. Mail automatically creates a new contact, and the person's name and e-mail address are added automatically to your Address Book. Could it be any easier?

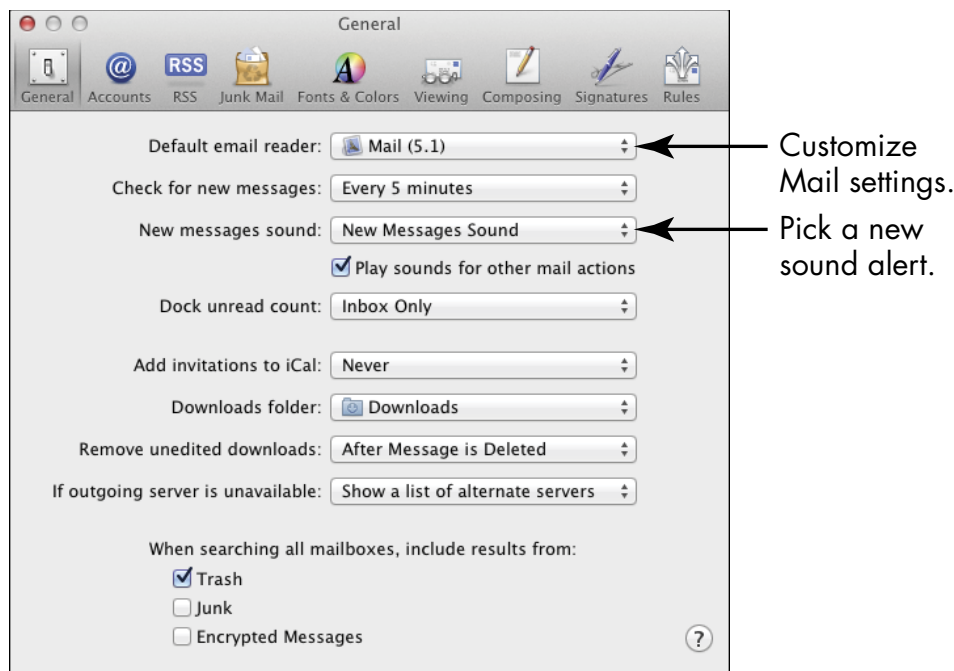
### *Customize Apple Mail*

Like all other Apple software, Mail is easily customized to your liking from the Preferences window (shown in **Figure 15-9**).

To choose a sound that plays whenever you receive new mail, choose **Mail**⇨**Preferences** and click the General button. Click the **New Messages Sound** pop-up menu and choose one of the sounds that Apple provides. Choose **None** from the pop-up menu to disable the new mail sound altogether.

By default, Mail automatically checks for new mail every five minutes. To change this delay period, display the General pane in the Preferences window, click the **Check for New Messages** pop-up menu, and then choose one of the time periods.

To disable automatic mail checking, choose **Manually**; you can click the **Get Mail** toolbar button to manually check your mail anytime you like. (For example, if you're using a dial-up analog modem connection, you may not fancy Mail taking control of the telephone line every five minutes.)



**Figure 15-9**

If you like, Mail can be set to automatically delete sent mail (and permanently erase messages that you relegate to the Trash). To configure these settings, click the Accounts button in the Preferences window toolbar, click to select an account, and then click the Mailboxes Behaviors tab. Then choose what you'd like:

- ➡ **Delete sent messages automatically:** Click the Delete Sent Messages When pop-up menu and choose a delay period or action. You can choose to delete mail after a day, a week, a month, or immediately after quitting Mail. Alternatively, you can leave this field set to Never, and Mail never automatically deletes any messages from the Sent folder.
- ➡ **Delete junk messages automatically:** Click the Delete Junk Messages When pop-up menu and choose a delay period or action. (These options are the same as the ones available for sent mail.) I discuss junk mail later in this chapter.

- ➡ **Delete messages from the Trash:** Make sure that the Move Deleted Messages to the Trash Mailbox check box is enabled, and then click the Permanently Erase Deleted Messages When pop-up menu and choose a delay period or action. Again, your choices are the same as for sent messages.

## *Add a Signature to All Outgoing Messages*

To add a block of text or a graphical image to the bottom of your messages as your personal signature, follow these steps:

1. Choose Mail⇨Preferences and click the Signatures button.
2. From the Signatures pane that appears, click the Add Signature button (which carries a plus sign) to display the new signature entry you see in **Figure 15-10**.
3. Click the signature name to open an edit box and then type an identifying name. Press Return to save the new name.
4. Click inside the text entry box to the right to move the cursor.
5. Type the signature itself in the text entry box or copy the signature to the Clipboard and paste it into the text entry box.

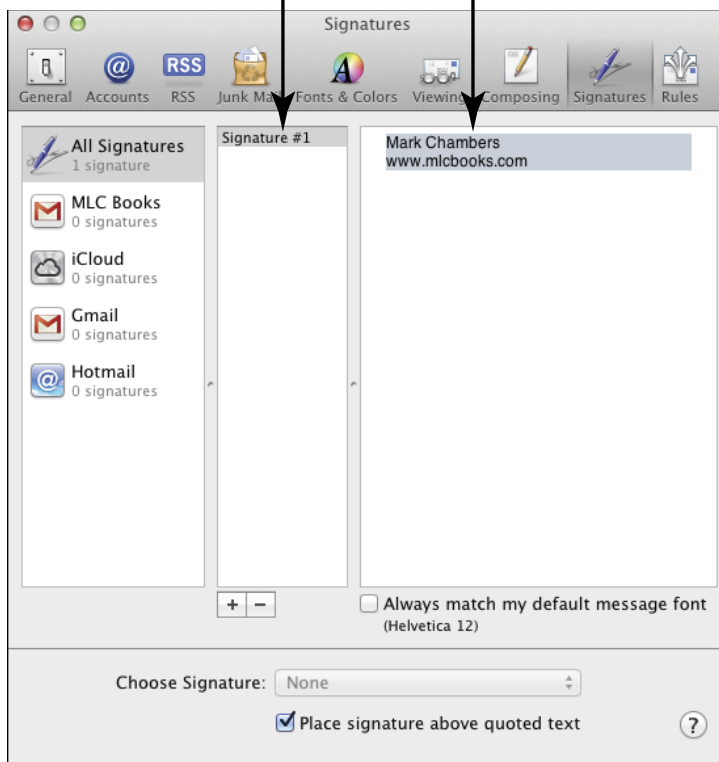


Because downloading a graphical image in a signature takes a long time — and because some folks still use plain-text e-mail — I recommend that you avoid the temptation to include graphics in your signature.

6. If you have multiple signatures, click the Choose Signature pop-up menu to choose which one you want to use or to use them all randomly or in sequence.

Type a name for your signature.

Type the text for your signature.



**Figure 15-10**



If you want your signature to appear above the quoted text in a reply, click to select the Place Signature above Quoted Text check box. (In e-mail jargon, *quoted* text refers to the original message text that's inserted into your reply. Mail adds the quoted text so that your recipient can keep track of the continuing discussion!)

## Use Folders

You can add new personal folders to the Mailboxes list to further organize your messages. For example, you can put into a special folder all messages from your quilting club that talk about patterns, making it easy to refer back to them as a group.

To create a new folder within the same mailbox account, click the Add button in the lower-left corner of the Mail window and choose New Mailbox from the pop-up menu that appears (or choose Mailbox⇨New Mailbox from the Mail menu). Choose On My Mac as your location and then type the name for your new folder in the Name box. Click OK to create the new personal folder. Remember: This folder only appears on your desktop Mail. If you check your mail via the Internet or your iOS device (iPhone, iPad, or iPod touch), you won't see this folder.

Messages can be dragged from the message list and dropped into a folder in the Mailboxes list to transfer them. Alternatively, you can move them from the Message list by selecting the messages you want to move, choosing Message⇨Move To, and then clicking to select a destination folder.

### *Handle Junk Mail*

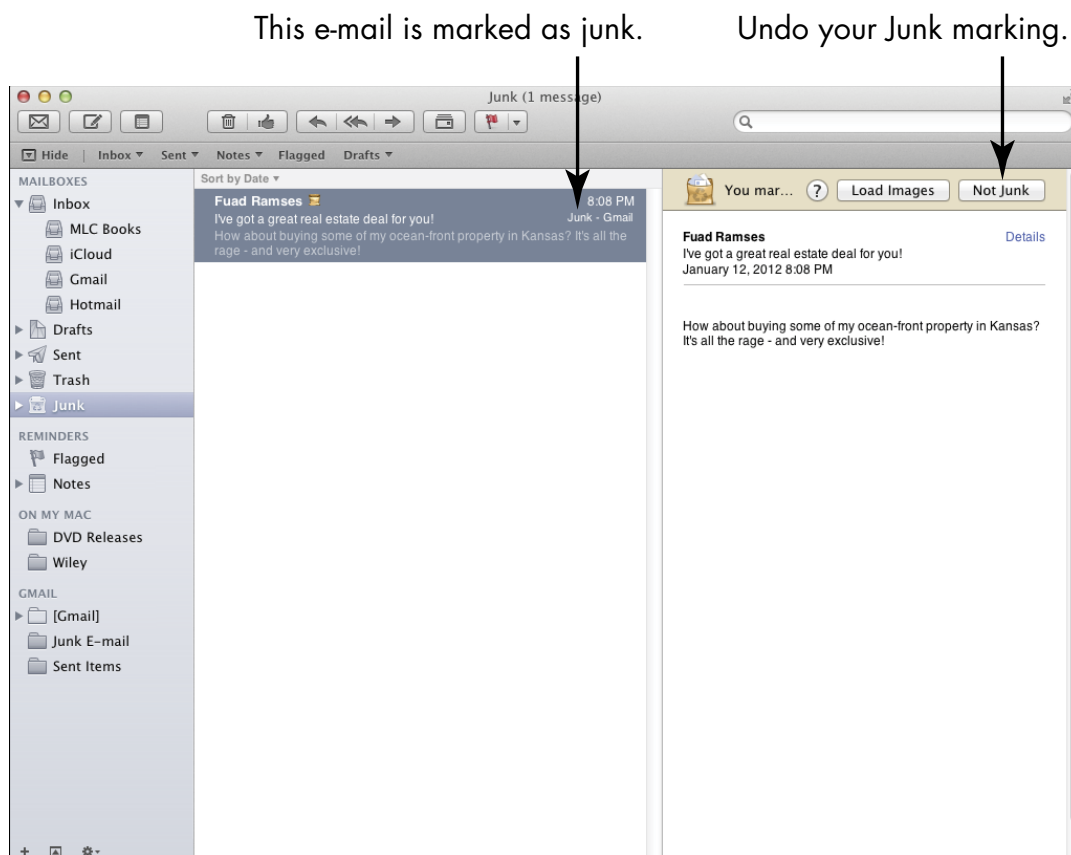
Unfortunately, everyone receives junk e-mail (or *spam*) these days, and because chucking the First Amendment is *not* an option, I guess we'll always have it. (Come to think of it, my paper mailbox is just as full of the stuff.)

Thankfully, Apple Mail has a net that you can cast to collect junk mail before you have to read it, and a separate Junk folder in your Mailboxes list (you can view the unscrupulous contents by clicking on the Junk folder icon). The two methods of handling junk mail are

- ➡ **Manually:** You can mark any message in the message list as junk mail. Select the unwanted message in the message list and then click the Junk button on the Mail window toolbar, which marks the message as junk. However, the junk message is not automatically moved to the Junk folder when it's marked manually. (If you like, you can drag it there for safe-keeping, or it can simply stay in your inbox.) If a message is mistakenly marked as junk but you want to keep it, click the message to display it in the

preview box and then click the Not Junk button at the top of the preview box (or click the Not Junk button in the Mail tool bar, which sports a thumbs-up icon), as shown in **Figure 15-11**.

- ➡ **Automatically:** Apple Mail has a sophisticated Junk Mail filter that you can train to better recognize junk. (Keep reading to discover how.) After you train Mail to recognize spam with a high degree of accuracy, turn it to full Automatic mode and it moves all those worthless messages to your Junk folder.



**Figure 15-11**





Note that marking a message in the Junk folder as Not Junk does not move it back to the inbox where it was originally received! If you want to restore the inoffensive message to its original inbox (or move it to another folder), drag the message over to the destination in the Mailboxes list.

You customize and train the Junk Mail filter from the Preferences dialog (available from your trusty Mail menu); click Junk Mail to show the settings. I recommend that you first try the option labeled When Junk Mail Arrives, Mark as Junk Mail but Leave It in My Inbox. Junk Mail then takes its best shot at determining what's junk. When you receive more mail and mark more messages as junk (or mark them as *not* junk), you're teaching the Junk Mail feature how to winnow the wheat from the chaff. Remember, with this setting junk messages aren't moved anywhere — they're just marked with a particularly fitting, grungy brown color, and they stay in your inbox.

After you're satisfied that the Junk Mail filter is catching just about everything it can, display the Mail preferences again and choose the Move It to the Junk Mailbox option. Mail creates a Junk folder and prompts you for permission to move all junk messages to this folder. After you review everything in the Junk folder, you can delete the messages it contains and send them to the Trash folder.



To save a message from junkdom, click the Not Junk button in the preview box and then drag the message from the Junk folder message list to a folder in the Mailboxes list.

If you don't receive a lot of spam — or you want to be absolutely sure that nothing is labeled as junk until you review it — click to deselect the Enable Junk Mail Filtering check box. (And good luck.)

To reset the Junk Mail filter and erase any training you gave it, visit the Junk Mail settings in Preferences again and click Reset. Then click the Yes button to confirm your choice.



By default, Mail exempts certain messages from Junk Mail status based on three criteria: if the sender is in your Lion Address Book, if you sent the sender a message in the past, or if the message is addressed to you with your full name. To tighten up your Junk Mail filtering to the max, you might want to disable these check boxes as well.

# Connecting with People Online

**T**hroughout human history, our drive has been to communicate — from the earliest cave paintings to written language and then to the telegraph, the telephone, and the mobile phone (including newer phones that connect to the Internet; let you check e-mail, take photos, play music; and more). I'm here to tell you that your Mac is the ultimate communications device, no matter whom you need to converse with or what the topic may be!

In this chapter, you find out how to

- ➡ Chat with someone by typing messages or talking over a microphone and even viewing each other by way of video.
- ➡ Add to and manage your collection of online friends (otherwise called a “Buddy List”).
- ➡ Start audio and video conversations across the Internet (“chatting”).
- ➡ Access online journals (blogs) and web discussion groups (forums).
- ➡ Start using web meeting sites (social networks) such as Facebook and MySpace.

## Chapter 16

### Get ready to . . .

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### *Check Your Equipment*

Forget that silly mobile phone and your complicated calling plan! By using your Mac, you can easily chat with your friends and family whether they're across the street or halfway across the world. Here's what you need to get started:

- ➡ **Your Mac:** It comes with iChat software preinstalled, allowing you to send and receive instant messages (IM) with other computer users.
- ➡ **An Internet connection:** (See Chapter 13.) For audio or video chat, make sure that you have a broadband connection.
- ➡ **A microphone for audio chat and a video camera for video chat:** If you have an iMac computer or a MacBook laptop (the most popular models), you have a built-in microphone for audio chat and a built-in iSight video camera for video chat. You're all set. (Some Apple monitors also have cameras and microphones built in.) If you have a MacPro or Mac mini, you need to buy these two devices separately and plug them into the correct port on your Mac — you find all the facts on ports in Chapter 2.



When you use video chat (either in FaceTime or through iChat), you *see* each other in glorious, full-color video! This fulfills the decades-old promise of the video telephone quite well, thank you. Audio chat is similar to talking on the phone, but without the expense of a calling plan. If you haven't used FaceTime yet, it's a full-tilt video chat system although both sides of the "conversation" have to be using Apple devices that support FaceTime. (As of this writing, that includes Macs, iPhone 4/4S smartphones, iPads, or iPod touch units.)

## Set Up iChat

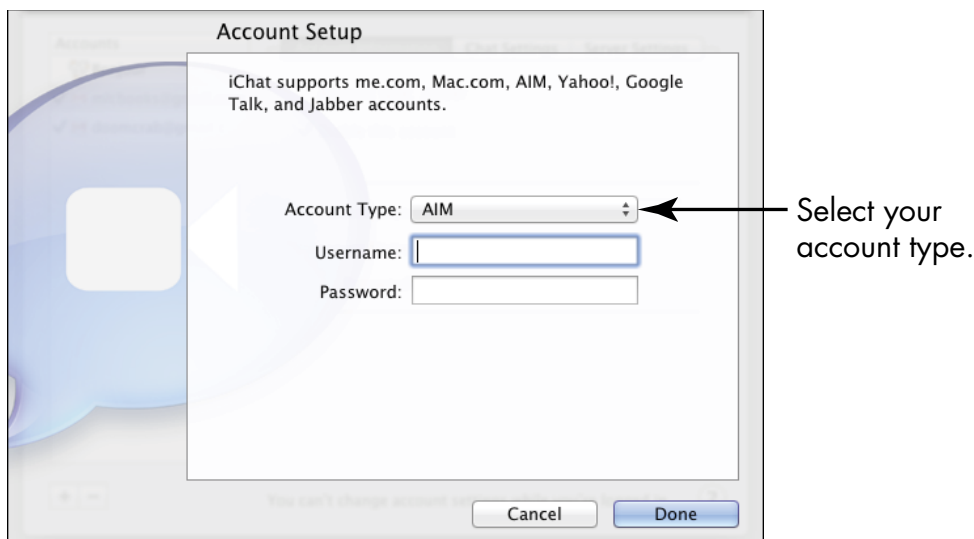
So why use iChat? When family and friends want to communicate with you by using their computers, they could certainly send e-mail — but that’s certainly not immediate, and you’d miss out on hearing or seeing them. iChat allows you to “plug in” to the popular world of computer Internet instant messaging, which many Mac owners have used before through various sources: AOLs AIM, Google’s GoogleTalk, Jabber, and Yahoo! Messenger.

Sending a text message to another person is practically instantaneous — hence the name — and many of these services allow you to also engage in audio chats (sound only) or video chats (sound and real-time video).

When you first run iChat, you have a little setup work to do. The following steps walk you through the process:



- 1.** Click the iChat icon on the Dock, and you’re prompted to create an iChat account. If you decided to not open an iCloud account during the Lion setup process, you can still get a free iChat account through Apple. (iCloud is the free online service offered by Apple, which I cover in Chapter 2.) Click the Get an iChat Account button and enter the required information on the Apple web page that appears.
- 2.** In the Account Setup dialog that appears, shown in **Figure 16-1**, select your account type and fill out the boxes, depending on which of the following options best fits your situation:
  - *You want to use the iCloud account that you set up when you first installed Mac OS X (referred to here as *me.com*). In this case, your Apple ID account name and password are entered automatically for you, and you’re good to go.*
  - *You want to use an existing chat account for AIM, GoogleTalk, Yahoo!, or Jabber instead: Click the Account Type pop-up menu and choose the correct service — and then enter the account information required for that service.*



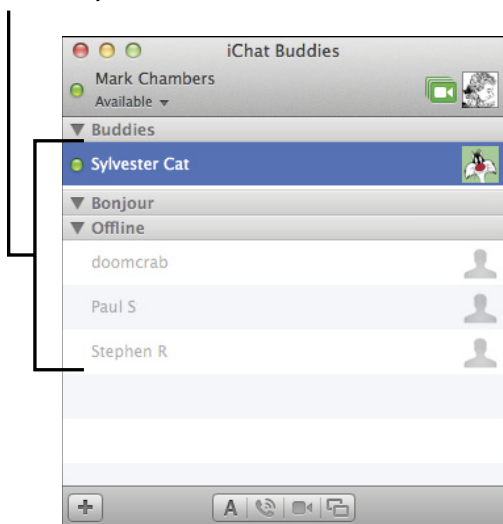
**Figure 16-1**

3. Click the Done button in the Account Setup dialog. iChat displays the iChat Buddies window, as shown in **Figure 16-2**. Although this figure shows my list already populated with (my) buddies, a new account will be empty.



After you configure iChat, you can always run it by clicking its icon from the Dock. From within Launchpad, click the iChat application icon.

A list of your buddies



## Add Friends to Your iChat Buddy List

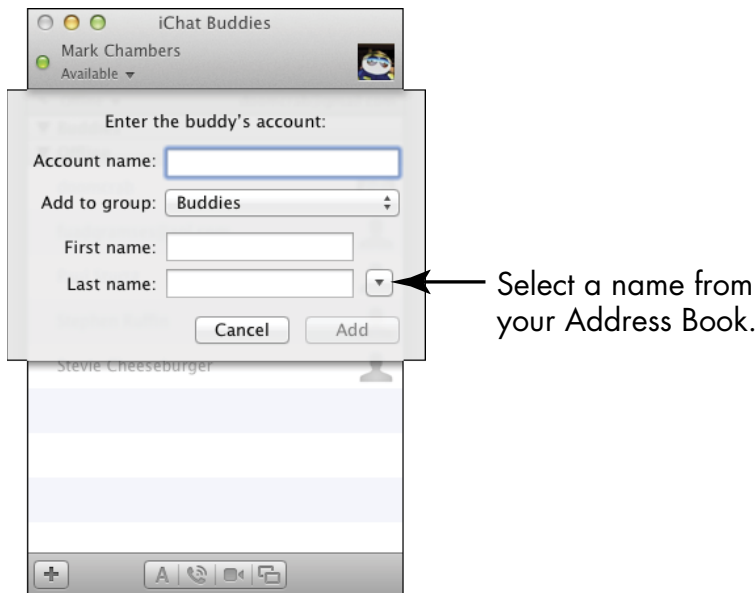
In iChat, a *buddy* is anyone whom you want to chat with, whether the topic is work related or your personal life. iChat keeps track of your buddies in its Buddy List.



Because iChat is tied closely to Address Book, if you have any potential buddies lurking in your Address Book who have instant messaging accounts, I recommend updating those contacts with their IM account information. (You can simply ask the person you want to add for this information.) It's much easier to allow iChat to pull the account information in automatically while creating a buddy than typing the account names manually!

To add a new buddy, follow these steps:

1. Open iChat by clicking its icon on the Dock.
2. From the iChat menu bar at the top of the screen, choose Buddies→Add Buddy to display the Add Buddy sheet, as shown in Figure 16-3.



**Figure 16-3**

3. To create a buddy entry from an Address Book contact who has an instant messaging username, click the down-arrow button next to the Last Name box to display the contacts list from your Address Book. Click the entry to select it.
4. To add a person who isn't already in your Address Book, type the person's instant messaging account name.
5. Click the Add button to save the buddy information.



Even when you add a new buddy and that name appears on the Buddy List, don't be concerned if the name literally fades out after a few seconds. The fading just indicates that the person is offline and unavailable. You can also tell when a person is available if her name appears next to a green bullet in the Buddy List. These indicators show a person's status, and your buddies can see your status, too. Find out more about status in the next section.

### *Set Your Status in iChat*

Your iChat status lets your iChat buddies know whether you're available to chat. The status options fall into one of two categories:

- ➡ **Online:** When you're *online*, folks can invite you to chat and communicate with you.
- ➡ **Offline:** When you're *offline*, you're disconnected. iChat isn't active, you can't be paged, and you can't chat.



Even when you're offline, you can click a buddy name directly, which automatically switches iChat to online mode and opens the paging window for that buddy. (Naturally, you have to have the proper network or Internet connection first.)

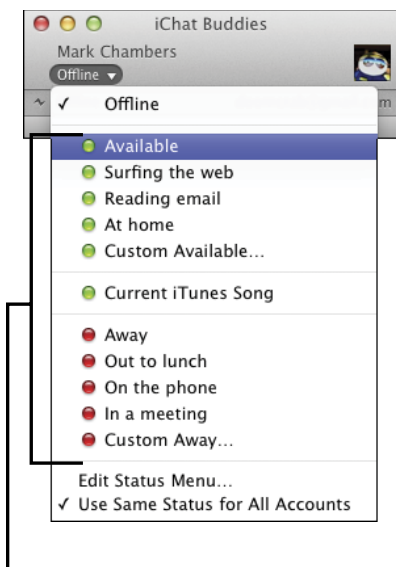


Now that you know what's going on behind the scenes, here's the scoop on the live options you can choose from:

- ➡ **Available:** You're at your Mac and willing to chat. In addition to plain old Available, Apple provides you with some more specific choices, such as Surfing the Web.
- ➡ **Away:** You can use Away mode whenever iChat is running and you're still online but not available. For example, if I'm away from my Mac for a few minutes, I leave iChat running but switch my status to Away. My buddies see a message saying that I'm away so that they don't bother trying to contact me. Apple also offers a few specific options for Away, too, such as In a Meeting.
- ➡ **A custom status:** You, too, can create a custom mode — such as Bored Stiff! or Listening to My Significant Other — and use it rather than the somewhat mundane choices of Available and Away. You find out how to create a custom status later in this section.

To choose an existing mode, follow these steps:

- 1.** Click the Mode button in the iChat Buddies window (which should read either *Offline* or *Online*). Modes with a green bullet are Available modes, and red bullet modes are Away modes. See **Figure 16-4**.
- 2.** If you chose an Away mode, when you return to your computer, simply move your mouse, and iChat intelligently inquires whether you want to return to Available mode.



Choose an existing mode.

**Figure 16-4**

To create a custom status, follow these steps:

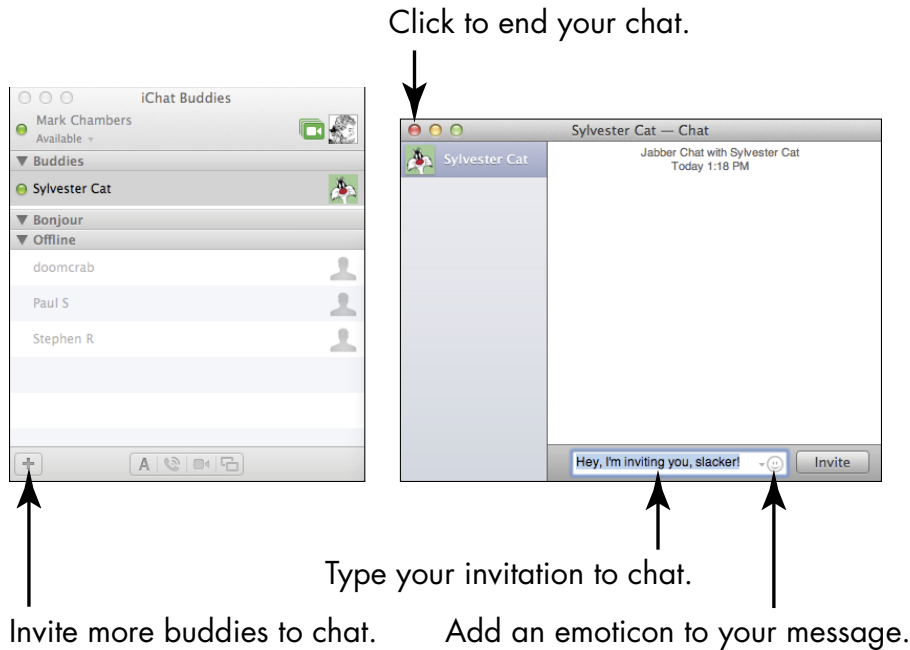
- 1.** In the iChat Buddies window, click the word *Available* beneath your name, and a drop-down menu appears.
- 2.** Click the *Custom Available* or *Custom Away* menu entries to create the new mode.
- 3.** In the edit box that appears, type the message you want to appear for the new mode.
- 4.** Press Return to automatically add the newcomer to your mode list. You can also switch modes from this pop-up menu.

### *Chat with a Buddy*

A basic text chat doesn't require a microphone or video camera on both ends — both sides of the conversation just rely on old-fashioned typing.

To invite someone to a text chat, follow these steps:

1. Select that person from the Buddy List.
2. Click the Buddies menu, and then choose Invite to Chat.  
Figure 16-5 shows a text invitation in progress.



**Figure 16-5**



You can invite additional buddies to enter the chat by clicking the plus button (+) in the lower-left area of the Participants list and choosing another buddy. If the Participants list isn't visible, choose View ⇨ Show Chat Participants.

3. Type your invitation text into the entry box at the bottom of the window.



If you want to use bold or italic text, highlight the text and press **⌘+B** for Bold (**B**) or **⌘+I** for Italic (*I*). You can also add an *emoticon* (a symbol that conveys emotion, in tech-speak, also called a *smiley*) to your invitation text: Click in the text where you want the

emoticon to appear, click the Smiley button to the right of the text entry field, and then choose the proper smiley from the list.

4. To send the invitation text, press Return.

If the chat is accepted, iChat displays a message saying that the buddy you invited has joined the chat and you now can begin the chat. You don't have to alternate sending messages back and forth between participants — everyone in a chat can compose and send messages at the same time — but I personally like to alternate when I'm chatting one-on-one.

If someone invites you to a chat, you experience the opposite side of the coin: A dialog appears to prompt you, and you can choose to accept or decline the invitation.

5. Click in the text entry box at the bottom of the Chat window, type a line of text, and then press Return to send it.



To send a file to someone during a chat — for example, a photo or a Pages document — simply drag the file into the message area.

6. When you're done with your conversation, click the red Close button at the upper left of the Chat window to end the chat.

### *Start an Audio Chat*



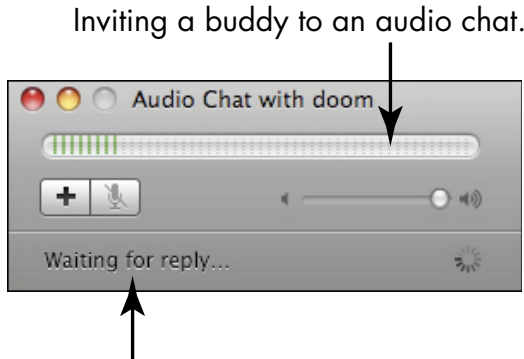
If the green phone icon appears next to both your name and your buddy's name in the Buddies list, you can enjoy a two-way audio (or voice) chat.



If your Mac has a microphone hooked up but you don't see the phone icon, click the Video menu in the iChat menu bar and make sure that the Audio Chat Enabled menu item is checked.

To invite a buddy to an audio chat, follow these steps:

1. Select that person from the Buddy List.
2. Click the Buddies menu, and then choose Invite to Audio Chat (or One-Way Audio Chat, if only one of you has a microphone). An Audio Chat window opens with a Waiting for Reply message, as shown in **Figure 16-6**.



**Figure 16-6**

3. After your buddies accept your invitation, you can begin speaking. (No need to press a button to speak — just talk normally into the microphone.)

To change the volume of your outgoing audio, drag the volume slider under your name in the Audio Chat window to the left. To change the volume of your buddy's voice, drag the volume slider under that name in the Audio Chat window to the left. (If you're not hearing any audio after adjusting the volume, make sure that your speakers are on and that your Mac's sound isn't muted.)

4. To end your audio chat, click the red Close button at the top left of the Audio Chat window.

### *Start a Video Chat*



When you use iChat, you can jump into a real-time, two-way video chat room, complete with audio. To do so, both you and your buddy (or buddies) must have Apple's FaceTime camera or another brand of web camera connected to your Macs. If that's the case, you see video icons next to her name in your Buddy List (as well as next to your own name at the top of the list).



If your Mac has a microphone or video camera hooked up but you don't see the video icon, click the Video menu and make sure that the Video Chat Enabled menu item is checked.

Starting a video chat is similar to starting an audio chat:

- 1.** Select that person in the Buddy List.
- 2.** Click the Buddies menu and choose either Invite to Video Chat or Invite to One-Way Video Chat, depending on the available hardware.
- 3.** If your buddy accepts the chat, a Video Chat window appears and you can begin to talk while also seeing facial expressions, the new baby, and whatever else is going on over the video stream.
- 4.** (Optional) Click the Effects button to choose from a range of effects for your outgoing video (like black and white, sepia, x-ray, or thermal camera). Click a thumbnail to apply that effect to your video and then click the Close button at the top left of the Video Effects dialog to return to the Video Chat window.
- 5.** When you're done chatting, click the red Close button at the top left of the Video Chat window.



As with an audio chat, a prompt appears if you're invited to a video chat, and you can accept or decline. (You even see a video preview of the person inviting you.)

## ***Conversing with FaceTime***

Although iChat's standard video chat is downright nifty, it has limits: You're confined to your instant messaging buddies, and those folks may not have the necessary video hardware. With Apple's FaceTime technology, however, you can video chat with owners of iOS devices (think iPhone, iPod touch, and iPad) and other Macs without the constraints of instant messaging accounts. And if they can run FaceTime, they're *guaranteed* to have the right video hardware!

At the time of this writing, FaceTime-compatible devices include

➡ **Macs running Lion**

Mac owners running Snow Leopard 10.6.6 or later can also buy the FaceTime application from the App Store.

➡ **An iPhone 4 or 4S running iOS 4.1 or higher**

➡ **An iPad 2**

➡ **A fourth-generation iPod touch running iOS 4.1 or higher**

You do need a Wi-Fi connection to use FaceTime with a mobile device — a 3G cellular connection (from your cellular provider) will not work — and your computer requires either a wired or Wi-Fi (wireless) connection to the Internet.



To launch FaceTime, click the jaunty-looking video camera icon on the Dock. The first time you use the application, you have to enter your Apple ID (which I show you how to create in Chapter 2, as part of the Setup Assistant) and your e-mail address. The folks you chat with on the other end use that same e-mail address to call you via FaceTime. iPhone 4/4S owners can be called, using their telephone numbers.



To change the e-mail address that other FaceTime users use to call you, choose FaceTime⇨Preferences and click the E-mail link under the heading You Can Be Reached For Calls At.

After you've signed in, FaceTime displays your Address Book Contacts list by default. To initiate a call with any contact, click the name in the list. FaceTime displays the e-mail and telephone numbers for the contact (once again, taken from your Address Book). Click the e-mail or telephone number that FaceTime should use, and the connection process begins. To return to the Contacts list and choose another person, click the All Contacts button at the top of the window.

When the call is accepted, you'll see a large video window with a smaller "picture-in-picture" display, as shown in **Figure 16-7**. The video from the other person fills the large window, and the video that you're sending to them appears in the small display. To end the FaceTime call, click the End icon.





**Figure 16-7**

### *Share on a Blog (An Online Journal)*

In its purest form, a *blog* is simply an online journal kept on the web by an individual or group — at least, that's what they started as several years ago. Most blogs are now online podiums, where personal opinion is king. (**Remember:** *Anyone* can put up a blog — no matter how wildly inaccurate or biased the content they present may be.) You can keep up with people you know or your favorite organizations or writers if they keep a blog. The following tips help you understand what a blog is and how it works:

➡ A blog can contain text, photos, audio, and video.

- ➡ A blog is basically a website with a special format. You visit a blog by typing its web address into your Safari browser. Chapter 14 explains using Safari to check out websites.
- ➡ You can find blogs that focus on any topic that interests you: For example, politics (of course), gardening, travel, and photography are well represented on the Internet.
- ➡ Some blogs allow you to add a comment to a post. To do so, you'll typically click the Comment button or link next to that post. Just keep in mind that whatever you post is public, and everyone on the Internet can read it.

### *Communicate on Message Forums*

Unlike a blog, a message forum is more like a conversation — think of a series of public e-mail messages. On a message forum, however, an original topic message leads to replies from multiple forum members. These discussions can last for weeks (I've been part of topics that have spanned months, including literally dozens of replies.)

Forums are known as a source of information and recommendations on a particular topic, like Mac troubleshooting or genealogy. For example, I often use my favorite photography forum to gather opinions on cameras and lenses before I buy. I also enjoy reading the various tips and “spirited” conversations from professional photographers on all sorts of optical topics.

Forum message bases include a number of features, depending on the software used to host the forum. For example, the forum site likely keeps track of the messages you read, enabling you to read just the new messages on the topics you choose. You likely can format your messages as you like, with color, italic, and emoticons.

Suppose that you need tips on how to fine-tune a slide show within iPhoto. Follow these steps:

1. Visit Apple's iPhoto forums at [www.apple.com/support/iphoto](http://www.apple.com/support/iphoto).
2. Click the Support Communities link to display the iPhoto forum page.
3. To read a discussion, just click the topic line (which appears in bold blue type).



If you don't see the topic you're interested in, you can perform a search. Click in the Search Communities box at the top-right side of the page and type your search term. Because I'm interested in a specific iPhoto feature, I would type **slideshow**. Then press Return to display discussions on your particular topic.

4. To start a new discussion, type the question or subject into the Ask Your Question text box, and then click the Submit My Question to the Community link. The website prompts you to log in, using the Apple ID you created during registration — most forums require you to create a user account before you can reply to a discussion or post a new topic.

Again, anyone can host a forum message base. Companies offer them to allow discussions among employees, and it's easy for a club to offer a forum for its members. As with a blog, you find both free and commercial forum hosting sites by making a simple Google search at [www.google.com](http://www.google.com).

## *Network with Others*

I'll be honest: I find social networking sites such as Facebook ([www.facebook.com](http://www.facebook.com)) and Twitter (<http://twitter.com>) simply addictive!

They make the following activities so easy:

- ➡ **Search for friends and family who are also members of the network.** The list includes old friends you lost touch with over the years. For example, you can search for members from your hometown or high school.
- ➡ **Share photos and commentary with everyone.** These services make it easy to share photos by providing you with your own photo page that other users can see. You can choose the images you want to share with everyone. You can also join in simple discussions with others by posting messages on their pages.
- ➡ **Play games with network contacts.** Games on a social network site are usually quick to play and involve a lot of users, so competition can be heavy on the more-popular games! For example, Facebook offers you the chance to build your own country, or engage in battles with others as a superhero.
- ➡ **Find fun activities.** I use Facebook to check on local live concerts in my area, as well as throw virtual “snowballs” at others and swap favorite jokes.
- ➡ **Share your contact list with others.** If you know people who are friends in real life (or went to the same school or worked at the same company), you can recommend them to each other so that they can become friends online as well.



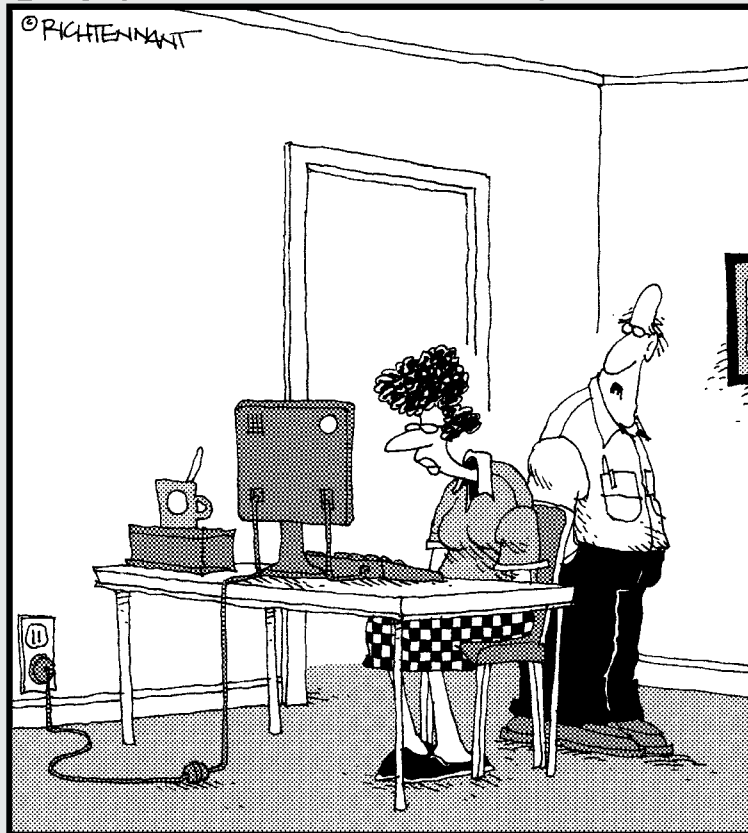
Both Facebook and MySpace are free to join, and you can feel safe knowing that your personal information is secure. (You should never post personal information, however, such as your address or telephone number, in your public member record.)

# Part V

# Taking Care of Your Computer

The 5<sup>th</sup> Wave

By Rich Tennant



"No, that's not the icon for iCal, it's the icon for iCan't, the database of reasons you forgot an appointment."



# Protecting Lion

**T**he wise Mac owner is aware of the security issues that surround today's computers — from the Internet and from unauthorized use directly from the keyboard!

If you're concerned that your Mac is vulnerable to attacks by Bad CyberGuys, rest assured that your computer is surrounded by defenses that you can't even see. In this chapter, you find out how to

- ➡ Keep Lion current with the latest security updates from Apple.
- ➡ Protect your data and applications behind your Lion firewall.
- ➡ Configure FileVault to protect your hard drive.
- ➡ Configure your Mac for the tightest login security.

If some of this vocabulary is new to you, or maybe you've heard about a firewall but aren't quite sure what one is, you're in good hands here.

## Chapter 17

### Get ready to . . .

- ➡ Understand Computer Security ..... 330
- ➡ Configure and Run Software Update ..... 330
- ➡ Customize the Lion Firewall..... 332
- ➡ Configure and Run FileVault..... 335
- ➡ Configure Secure User Options ..... 339

### *Understand Computer Security*

Computers now face three major security challenges:

- ➡ **Attacks from the Internet:** A *hacker* (a computer user who wants to take control of your computer) can use your Internet connection to monitor your communications or receive copies of your data.
- ➡ **Viruses:** You've probably heard of *viruses*, which are applications that can damage Lion or your files or slow down your Mac. Although viruses are far less common on Macs than on Windows machines, you should invest in a good antivirus application to ensure that your computer remains pristine. Lion doesn't come with a built-in antivirus application, but I use the excellent freeware antivirus application ClamXav2, available from [www.clamxav.com](http://www.clamxav.com).
- ➡ **Unauthorized users:** Whether a user is your niece at your desktop keyboard or someone who has stolen your MacBook laptop, you want to protect your private documents and prevent anyone from using your Mac without your permission.

With the right security safeguards in position, you can rest easy, knowing that your Mac is well protected.



Although you might not consider creating a backup of your Mac as a “security safeguard,” it *definitely* is. With a full backup safely stored in your home or office, you're protected in case your files and data are stolen, damaged, or destroyed. Hey, life happens.

### *Configure and Run Software Update*


I prefer that my Mac take care of cleaning up after itself, so updating Lion with the latest security fixes should be automatic as well. In



Mac OS X Lion, operating system updates are performed by the Software Update application.

Software Update uses the Internet, so you need an Internet connection to shake hands with the Apple server and download any updates. (The faster the connection, the better.) To see how to get online, see Chapter 13.

You can find Software Update in two convenient spots:

- ➡ **On the Apple menu:** Click the Apple menu (the  icon at the far left of the Finder menu) and then choose Software Update, which displays the Update dialog and alerts you to any new updates that are available.
- ➡ **In System Preferences:** Click the System Preferences icon on the Dock, and then click the Software Update icon to display the Software Update pane, as shown in **Figure 17-1**.



Set how often your Mac checks for updates.

Download critical uploads automatically.

**Figure 17-1**

If you take the System Preferences route, you can set Software Update to check for updates automatically:

1. In the Software Update pane within System Preferences, mark the Check for Updates check box to enable it.
2. Choose the frequency from the Check for Updates pop-up menu.



Software Update covers every Apple application, so I usually configure it to check for updates once per day just to make sure that I don't miss anything.

3. Select the Download Updates Automatically check box.

If something needs to be updated, the program alerts you. Critical updates are automatically downloaded, and minor updates are displayed for your confirmation before they're downloaded. You're prompted for your account password before the updates are installed.



You can even also check for updates immediately from the Software Update pane in System Preferences by clicking the Check Now button.

## Customize the Lion Firewall

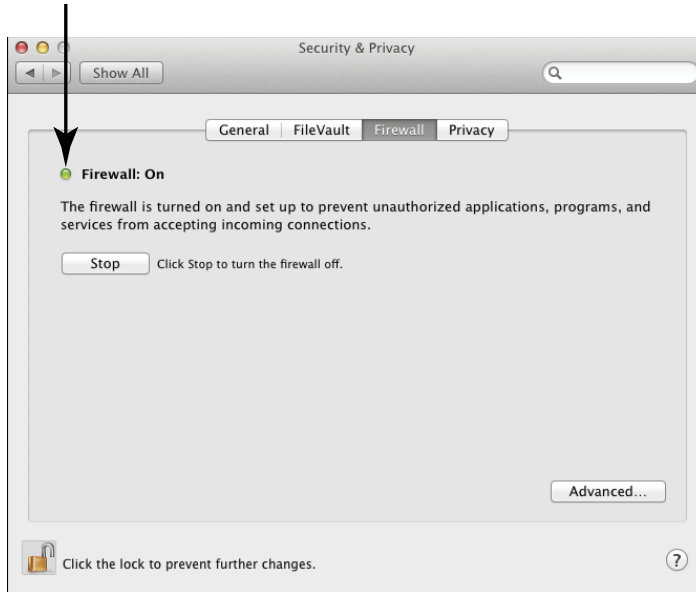
Lion's built-in software *firewall* acts as the wall surrounding your castle — I mean, your Mac — by allowing in the communications you want while preventing unknown communications from potential threats. The firewall works with your Internet connection and with any networks you might have joined.



To display the Firewall settings, click the System Preferences icon on the Dock and then click the Security & Privacy icon. Click the Firewall tab to display the settings in **Figure 17-2**.

If your firewall hasn't yet been turned on, click the Start button to start the ball rolling. (In the figure, the Start button has toggled to Stop because I have my firewall already on.)

Select this option for your firewall.



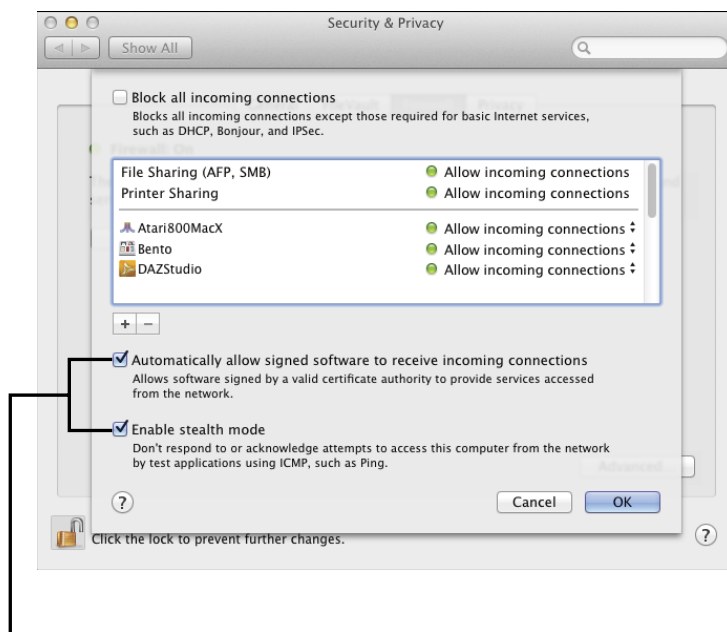
**Figure 17-2**



Is the Start button disabled? Don't panic — just click the padlock icon in the lower-left corner. If Lion prompts you for your Admin user account password, type it and then click Unlock.

Click the Advanced button, and Lion presents you with three options you can set (see Figure 17-3):

- ➡ **Block All Incoming Connections:** I recommend not using this option because turning it on reduces the data you receive, cutting off access to the Internet for virtually all of your applications. (In other words, blocking *all* incoming Internet connections is overly drastic security that prevents you from doing many of the nifty things I demonstrate in this book). Use this feature only if you suspect that your Mac is the target of an Internet hacking attack.



Enable these two settings for best security.

**Figure 17-3**

- ➡ **Automatically Allow Signed Software to Receive Incoming Connections:** Enable this one. Now, software you've installed that's accompanied by a valid *security certificate* (including any application from Apple and most major third-party software developers) is automatically added to the Allowed list you see on the Advanced sheet. If an application without a security certificate tries to access the Internet, your Mac displays a dialog prompting you for confirmation, and you can decide yes or no.
- **Yes:** Manually add an application to the Allowed list. Click the button with the plus sign at the bottom of the list and then navigate to the application that needs to communicate with the outside world. Click the application to select it and then click Add. Remember: Only third-party applications you install yourself will likely need to be added to the Allowed list, because all the applications that Apple includes with your Mac are already on the list.

- *No*: Delete an application and return it to blocked status. Select it in the Allowed list and click the button with the minus sign.



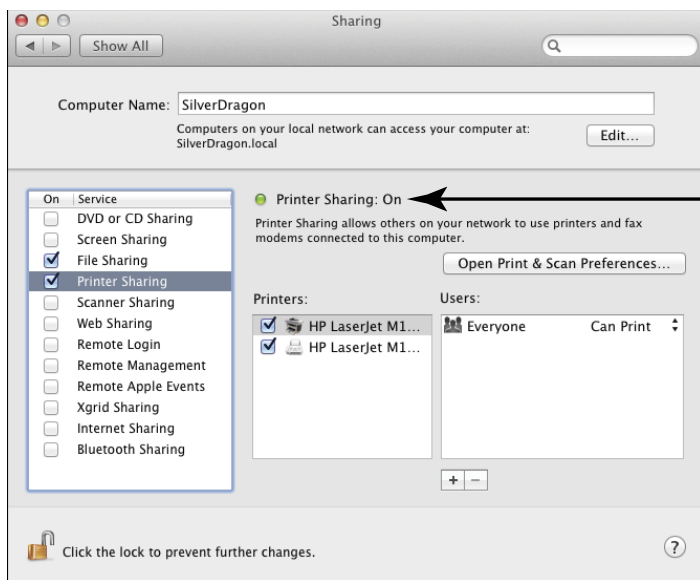
You can edit the settings in a specific application by clicking the pop-up menu on the right side of the entry. By default, the setting is Allow Incoming Connections (including both your local network and the Internet). However, you can also choose Block Incoming Connections to prevent that application from receiving any communications.

- ➡ **Enable Stealth Mode:** Here's an option I recommend that you turn on. Stealth mode helps prevent hackers from attacking your Mac by preventing it from responding to simple identification queries across the Internet. Hackers often search the Internet for available computers that automatically respond to such queries.

If you suddenly can't connect to other computers or share files that you originally could share, review the settings that you enabled from this pane: They might be the culprits. You can also verify that the correct sharing services are still enabled in the Sharing pane within System Preferences, as shown in **Figure 17-4**. (When you enable a service through the Sharing pane, Lion automatically adds that service to the Allowed list. For example, when I turn on Printer Sharing on the Sharing pane, Lion adds a Printer Sharing entry to the firewall's Allowed list.) Open the System Preferences window and click the Sharing icon, and make sure that the services you want to provide are selected.

## ***Configure and Run FileVault***

As I mention earlier in this chapter, every Mac owner should be interested in securing personal files from prying eyes. Granted, this isn't a problem if you're the only one using your Mac. However, if you're sharing a computer with others or your MacBook is a mobile beast, you might want a little more protection for those all-important tax records and that journal you're keeping.



**Figure 17-4**

Never fear: Lion offers the *FileVault* feature, which provides hard drive encryption that prevents just about anyone except the NSA or FBI from gaining access to the files on your hard drive. You can enable the FileVault feature from the Security & Privacy pane in System Preferences, as shown in **Figure 17-5**.



**Figure 17-5**

To configure FileVault, follow these steps:



1. Click the System Preferences icon on the Dock.
2. Click the Security & Privacy icon and then click the FileVault tab.
3. Click the Turn on FileVault button to display the Enable User sheet shown in **Figure 17-6**. If your system has multiple user accounts, each user must enter her password to be able to access your encrypted drive (because FileVault uses your login account password as your primary encryption password.) Then, all accounts in the list should have a check mark next to them.
4. Click Continue.
5. Make sure to write down the recovery key that Lion displays, and store that key in a secure spot. (Note that the key is case-sensitive.)



**Figure 17-6**



If you have a printer available, you can also print a hard copy of the recovery key. Press **⌘+Shift+3** to take a screen shot while the recovery key is visible and Lion saves the screen shot to your Mac desktop. Double-click on the screen shot icon to load the image in Preview, and then press **⌘+P** to print. (Don't forget to drag the screen shot file to the Trash afterward, and store the printed copy in your secure spot.)

### 6. Click Continue to begin the encryption process.

I love this feature, and I use it on all my Macs running Lion. Yet, a risk is involved (insert ominous chord here). To wit:

*DO NOT* forget your login password, and make doggone sure that your admin user has a copy of that all-important recovery key!

Mac OS X displays a dire warning for anyone who's considering using FileVault: If you forget these passwords, you can't retrieve *any* data from your Mac's hard drive. *Period*. As Jerry Reed used to say, "It's a gone pecan."

I should also mention that FileVault protection slows things down somewhat when you're loading or saving a very large document — 100MB (megabytes) or more — to your hard drive.



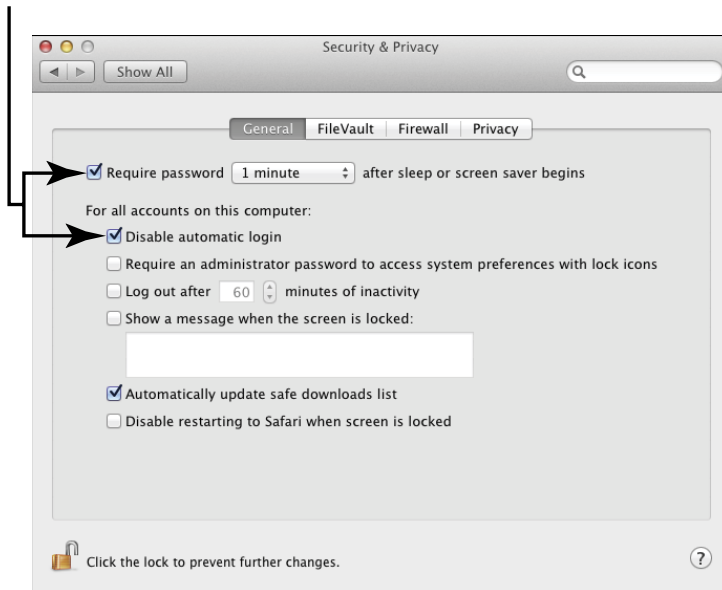
To take full advantage of an encrypted hard drive, you need to disable automatic login (as I discuss in the next section). Think about this possible security backdoor: From the Users & Groups pane, you've set your Mac to automatically log you in every time you boot your computer. This is the very definition of Not Secure because your login account password automatically decrypts the FileVault data! Therefore, make sure that you actually have to log in to access your account.



## Configure Secure User Options

You can also configure Lion for tighter login security, making it much harder for anyone to sit down at your Mac and “break in” to your system. The secure login options are found within the System Preferences Security & Privacy pane, so click the System Preferences icon on the Dock and click the Security & Privacy icon. Click the General tab to display the settings in **Figure 17-7**.

Select these security options.



**Figure 17-7**



If you're an admin-level user, you can set the global security features, in the For All Accounts on This Computer section, which affect all user accounts.

For tighter security, I recommend that you enable these options:

- ➡ **Require Password After Sleep or Screen Saver**  
**Begins:** Select this option to add an extra layer of password security to a laptop (or a Mac in a public area). Mac OS X then requires that you enter your login password before the system returns from a sleep state or exits from a screen saver. The pop-up menu specifies the amount of time that must pass before your password is required.
- ➡ **Disable Automatic Login:** Enable this option to force a full login every time you boot your Mac. (Laptop owners, take note: Turn on this option to prevent a thief from accessing your data!) As I mention in the preceding section, you should also disable automatic login if you're using FileVault encryption.
- ➡ **Automatically Update Safe Downloads List:** Select this option to allow Lion to automatically update the data files it uses to mark downloads as safe from malicious applications and spyware.

# Maintaining Your Mac

**A**lthough your Mac doesn't roam the highway like your car does, a computer still needs regular maintenance. Over time, regular use (and unexpected events, such as power outages) can produce problems ranging from hard drive errors to slower browser performance.

Don't worry, there's no oil filter to change! In this chapter, you find out how to

- ➡ Detect and correct errors in your Mac's file system.
- ➡ Repair permissions errors that can prevent applications from loading and running properly.
- ➡ Back up your important files and folders with an inexpensive USB flash drive.
- ➡ Trim those unnecessary and outdated files from your drive to reclaim space.

## Chapter 18

### Get ready to . . .

- ➡ Scan a Drive for Errors ..... 342
- ➡ Fix File Permission Problems ..... 345
- ➡ Back Up Important Files and Folders ..... 346
- ➡ Remove Unnecessary Files ..... 348

### *Scan a Drive for Errors*

Lion's Disk Utility is a handy tool for troubleshooting and repairing your hard drive (whether you're noticing that your Mac has slowed down considerably, or you have problems opening files and applications). You can find it in the Utilities folder within the Applications folder. From Launchpad, click the Utilities folder and then click the Disk Utility icon.

In the left column of the Disk Utility window, you can see

- ➡ The *physical* hard drives in your system (the actual hardware)

- ➡ The *volumes* (the data stored on the hard drives)



You can always tell a volume because it's indented underneath the physical drive entry.

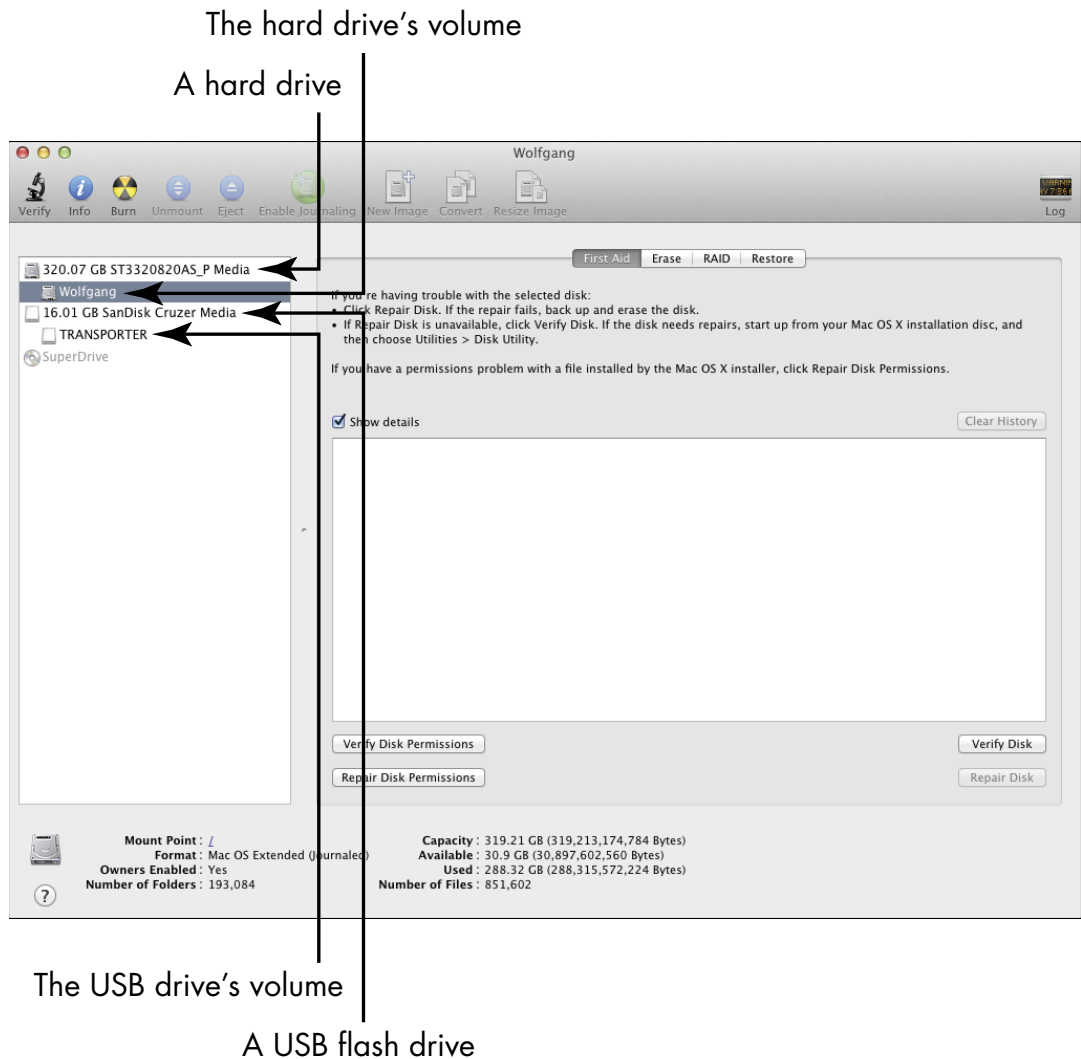
- ➡ Any CD or DVD loaded on your Mac

- ➡ USB or FireWire flash drives

*Flash drives* (like a thumb drive) are external hardware devices that you can add to your Mac for additional storage room or as a secure place to back up your data.

For example, in **Figure 18-1**, I have one hard drive (the 320.07GB entry) and one USB flash drive (the 16.01GB entry). The hard drive has one volume (Wolfgang), and the USB drive has one volume (Transporter).

Disk Utility can use Verify Disk to check the format and health of both hard drives and volumes — and, if the problem can be corrected, use Repair Disk to fix any error.



**Figure 18-1**

Using Disk Utility to repair your hard drive carries a couple of caveats:

- ➡ **You can't repair the boot disk or the boot volume.** This statement makes sense because you're using that disk and volume right now. (The *boot volume* is usually your Mac's internal hard drive, where Lion is installed.)

To verify or repair your boot hard drive, you need to boot your Mac from Lion's Recovery HD volume. Hold down the Option key immediately after you hear the startup chord to display the Mac OS X boot menu, and choose the Recovery HD volume. When the Recovery window appears, run Disk Utility. Because you've booted the system from the Recovery HD volume, you can verify and repair problems with your start-up hard drive.

You should be able to select your boot hard drive or volume, and the Verify Disk and Repair Disk buttons should be enabled.

➡ **You can't repair CDs and DVDs.** Because CDs and DVDs are read-only media, they can't be repaired (at least by Disk Utility).

If your Mac is having trouble reading a CD or DVD, wipe the disc with a soft cloth to remove dust, oil, and fingerprints. If that technique fails, invest in a disc-cleaning contrivance of some sort. Look for a CD/DVD cleaning kit.

If you need to verify and repair a disk or volume, follow these steps:

1. Save all open documents and reboot from either an external drive or Lion's Recovery HD volume (as described earlier).
2. Choose which drive your Mac boots from by clicking the System Preferences icon on the Dock. Then click the Startup Disk icon, select a drive from the list, and click Restart.
3. To repair a disk or volume *other* than your boot drive or volume, double-click the Disk Utility icon in the Utilities folder. From Launchpad, click the Utilities folder and then click the Disk Utility icon.

- 4.** In the list on the left side of the Disk Utility window, click the disk or volume that you want to check.
- 5.** Click the Repair Disk button.
- 6.** If changes were made (or if you had to boot from a disc or external drive), reboot after repairing the disk or volume.

## ***Fix File Permission Problems***

Shifty-eyed, sneaky, irritating little problems can bother your hard drive: *permissions errors*. Incorrect disk and file permissions can

- ➡ Make your Mac lock up.
- ➡ Make applications act goofy (or refuse to run).
- ➡ Cause strange behavior within a Finder window or System Preferences.

Permission errors are usually introduced on your system by a faulty application installer. Sometimes the application itself has a bug that produces errors when it tries to open or close files. Fortunately, you don't have to investigate the cause of a permission error. (That's good because you and I aren't likely to understand such technogibberish, anyway.) You just need to know that Disk Utility fixes the errors.



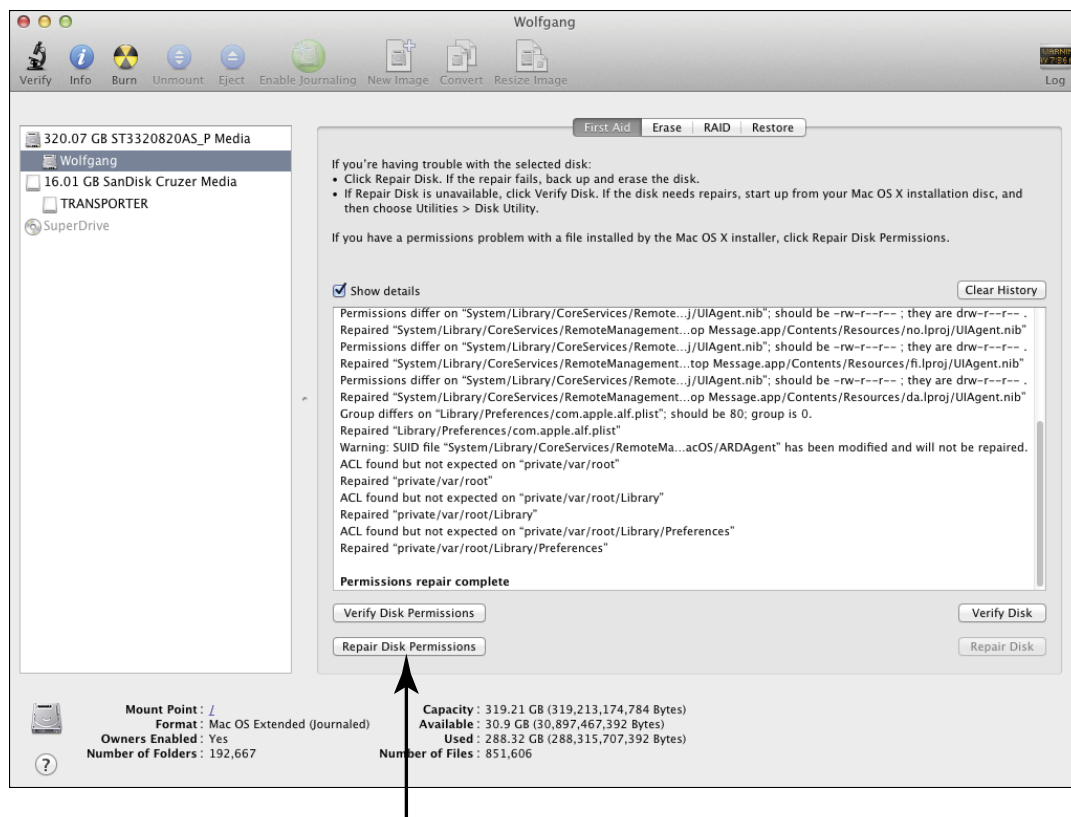
To keep Lion running at its best, fix permissions errors at least once per week.

To fix any permissions errors on your system, follow these steps:

- 1.** Click Launchpad and click the Utilities folder.
- 2.** Click the Disk Utility icon.
- 3.** Click the volume on the left that you want to check. (In this case, it's a named partition, such as Macintosh HD,

which appears under your physical hard drive.) Figure 18-2 illustrates my hard drive Mac volume, musically named Wolfgang in honor of Mozart.

4. Click the Repair Disk Permissions button. Disk Utility does the rest and then displays a message about whatever it has to fix. (When will someone invent a *car* with a Repair Me button?)



Click here to fix permissions problems.

**Figure 18-2**

## Back Up Important Files and Folders

Have you ever accidentally deleted a file or folder that was very important to you, like your genealogy data files or your Great American



Novel in progress? It's truly a painful experience. You can avoid that heartache with an inexpensive USB flash drive and a little preparation!



I call this process a “down and dirty” backup, and it doesn't protect your entire system automatically like Lion's built-in Time Machine backup system. However, it's much cheaper than buying an external 500GB USB hard drive, and there's no setup involved. Computer owners have been using this simple trick ever since the invention of the floppy disk. If you do decide to use Time Machine, you'll find complete instructions on how to set things up in the Lion Help system (which I discuss in Chapter 7).

If you don't already have a USB flash drive handy, drop by your local electronics or computer store and buy one. Make sure that the drive you choose is labeled as compatible with Mac OS X, and it should provide at least 8GB of storage capacity.

Then you can use your USB flash drive to back up your important files:



- 1.** Plug the drive into your Mac's USB port.

The drive should now show on your Desktop, and in the Devices section at the left side of any Finder window.

- 2.** Drag the files you want to back up to the USB drive icon in either location. You can drag one file at a time, or an entire folder's worth of files.



With a “down and dirty” backup, you're only copying those files that you *absolutely* can't afford to lose. For example, before I travel I typically open my Documents folder on my MacBook and copy the files I'll use on the trip to my USB drive. Even if my MacBook is lost or stolen, I'll still have that USB backup in my pocket or suitcase.

3. When you're done copying files, eject the flash drive by right-clicking on the flash drive icon and choosing Eject from the pop-up menu.

Store that drive in a safe location (repeating the process again as necessary to “freshen” your backup files). Restoring a file is as easy as plugging in the flash drive and copying the files back to your Mac's hard drive.

### *Remove Unnecessary Files*

If you're running low on drive space (and you've already deleted any unneeded downloads), it may be time to consider deleting “old” applications to reclaim some space! In contrast to Windows 7, Mac OS X doesn't have a stand-alone utility for uninstalling software. It doesn't need one because virtually all Macintosh applications are self-contained in a single folder or series of nested folders.

Because of this rule, removing an application is *usually* as easy as deleting the contents of the installation folder from your hard drive (for example, removing the Quicken folder to uninstall Quicken). You find the application's installation folder within your Application folder. Choose Go⇧Applications (or press ⌘+Shift+A) to jump there directly.

But don't just delete that folder immediately. Take a second to make sure, and always check the application's README file (this usually has the oh-so subtle filename of README) and documentation for any special instructions before you delete any application's folder! If you've created any documents in that folder that you want to keep — maybe you plan to reinstall the application later — don't forget to move them before you send the folder and its contents to the Trash. In fact, some applications may come complete with their own uninstall utility, so checking the README and documentation may save you unnecessary steps.



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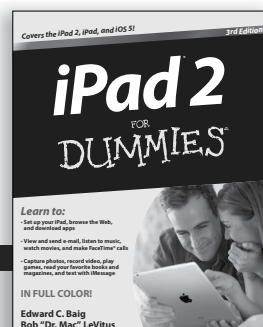
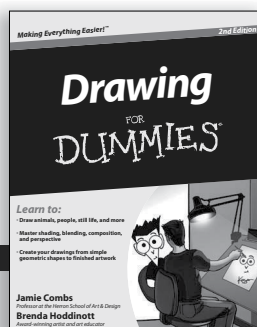
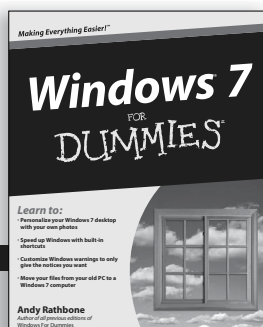
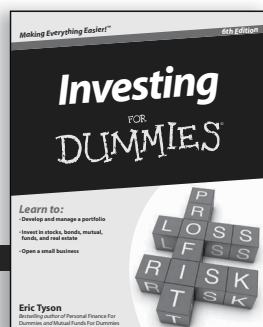
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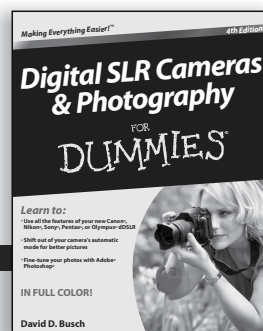
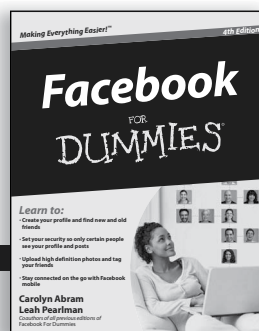
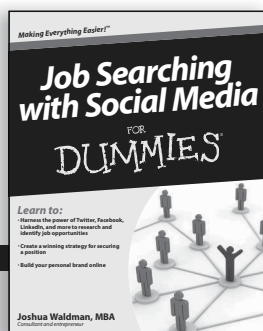
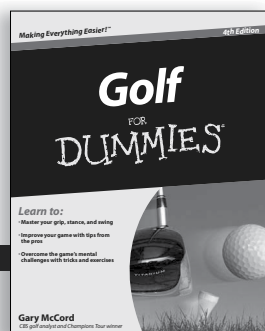
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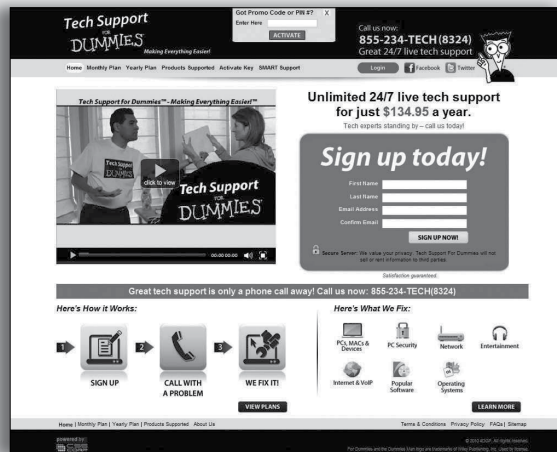
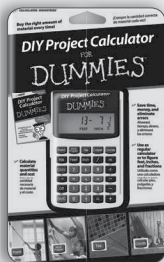
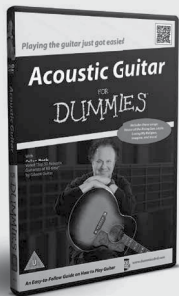


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