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Keith Underdahl



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***Mac OS[®] X
Snow Leopard[™]
Just the Steps[™]***
FOR
DUMMIES[®]

by Keith Underdahl



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Mac users have always been a loyal group, and for good reasons. Since Apple first started producing Macintosh computers in the 1980s, the company has placed an emphasis on quality, ease of use, and stability. Modern Macs running the latest operating system, OS X, are among the most powerful and dependable personal computers you can buy, and they're versatile enough to meet virtually any personal or professional need you may have.

About This Book

Macs are user friendly, but they're still computers, so you must follow certain steps to complete tasks, like setting up an e-mail account, accessing a Wi-Fi hotspot, transferring music to an iPod, customizing the OS X interface, creating a network, and almost any other computer task you can imagine. This book provides the steps you need to get up and running quickly, without having to pore through extra narratives or examples that you probably don't need anyway. And because a picture is worth a thousand words, all the steps in this book are accompanied by figures that walk you visually through each task.

Why You Need This Book

Whether you're new to Macs or you just want a handy quick reference to OS X Snow Leopard, this book helps you get to work quickly and efficiently. Each task covers a specific subject, and most steps take only a minute or two to follow. This book also provides crucial tips that you won't find in your Mac's built-in help system.



Introduction

Conventions used in this book

→ When you have to access a menu command, I use the ⇨ symbol. For example, if you have to open the File menu and then choose Open, I say choose File⇨Open.

→ Internet addresses are presented like this: `www.dummies.com`. I leave off the `http://` part of Web addresses because you usually don't have to type it anyway.



When you see this icon, the text includes helpful tips or extra information relating to the task.

How This Book Is Organized

I organized the chapters of this book into several basic parts:

Part I: Using OS X

The Mac OS X operating system is accessible and easy to use right out of the box. But if you want to customize the way OS X looks and behaves, the chapters in this part show you how. Chapters also show you how to manage system preferences and work with files and folders, which is especially helpful if you're new to Macs.

Part II: Getting to Work in OS X

Macs aren't all about iPods and movies. This part shows you how to use some of the handy programs that are included with OS X, as well as how to use productivity programs, such as word processors and presentation programs. I show you how to use and customize the OS X *Dashboard*, an innovative tool that gives you instant access to notepads, calculators, weather updates, sports scores, and more. And I show you how to clean up desktop clutter with another great OS X Snow Leopard feature called *Spaces*.

Part III: Going Online with Your Mac

If you're like most people, the Internet is one of the main reasons you use a computer in the first place. In this part, I show you how to browse the Web, exchange e-mail, chat, and even create your own Web pages.

Part IV: Using Multimedia

A modern Mac running OS X Snow Leopard is one of the most powerful multimedia devices you can buy. With iLife programs that come bundled with new Macs, you can watch DVDs; manage and play your music library; send music to iPhones, iPods, and other MP3 players; organize and improve digital photos; and make your own movies.

Part V: Networking Your Mac

If you have more than one computer, you'll probably want to connect those computers at some point so that they can share files, printers, Internet connections, and other resources. This part shows you how to set up networks between all your computers, even if some of those computers are Windows PCs.

Part VI: Extending Your Mac's Capabilities

As powerful and versatile as most Macs are right out of the box, they can be even more so. In this part, I show you how to use Bluetooth peripherals with your Mac, and how to upgrade your Mac with more memory and storage. One chapter even shows you how to install the Microsoft Windows operating system on your Mac.

Get Ready To . . .

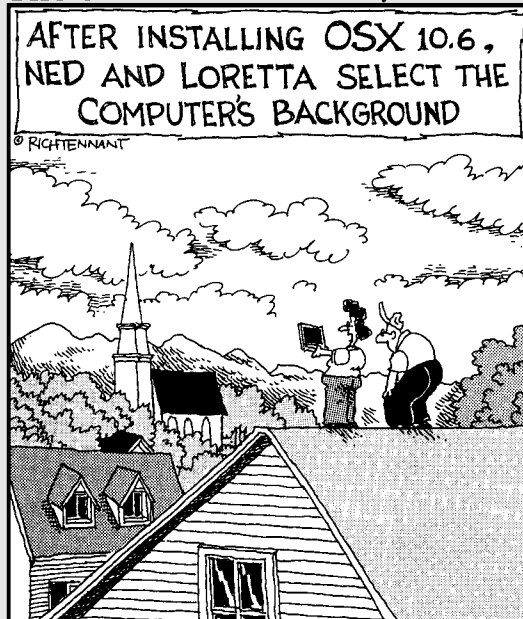
If you're ready to fire up your first Mac or you're a long-time user and need quick steps to access advanced features, a task in this book is ready to help you.

Part I

Using OS X

The 5th Wave

By Rich Tennant



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

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Customizing OS X

Apple is rightfully proud of the user interface design incorporated into the Macintosh OS X family of operating systems. The interface is easy to use, and it's also easy to customize so that your Mac looks and behaves the way you want.

This chapter shows you how to customize various parts of the OS X interface, including

- ➔ **Desktop:** You can change the color scheme of your Desktop or use a picture as your background.
- ➔ **Display:** You can also change the size of the Desktop display, use a custom screen saver, and adjust the way the clock appears.
- ➔ **Dock:** The OS X Dock normally resides at the bottom of the screen and gives quick access to your most commonly used programs. You can move the Dock, add or remove items, and change the way the Dock appears.
- ➔ **Keyboard and accessibility:** Mac OS X can accommodate most accessibility needs, and you can change common keyboard shortcuts.
- ➔ **Exposé:** Switch quickly between programs with this OS X tool.
- ➔ **Spaces:** If you're tired of constantly re-arranging your Desktop, create and easily move between multiple virtual workspaces using Snow Leopard's Spaces feature.



Chapter 1

Get ready to . . .

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Access System Preferences

1. Open the Apple menu by clicking the Apple icon in the upper-left corner of the screen.
2. Choose System Preferences from the Apple menu to reveal the System Preferences window, as shown in Figure 1-1.



You can also open System Preferences from the Dock.

3. Click a preference icon to open a group of settings.



To return to the main System Preferences window, click the Show All button at the top of any individual preferences pane.



Figure 1-1: System Preferences

Modify the Desktop Appearance

1. Open System Preferences and then click the Appearance icon.
2. In the Appearance preferences pane (see Figure 1-2), click the Appearance pop-up menu and then choose a color scheme for the overall appearance of the interface.
3. Click the Highlight Color pop-up menu and choose a highlight color for selected text.
4. Use the Place Scroll Arrows radio buttons to choose whether you want scroll arrows right next to each other or placed at the top and bottom of scroll bars.
5. Select other scroll bar options as desired.

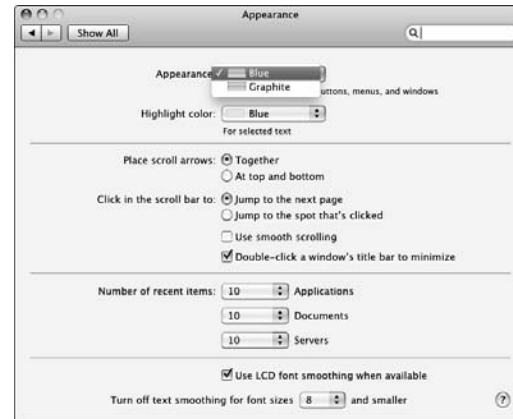


Figure 1-2: The Appearance preferences pane



If you find that your computer freezes momentarily or responds slowly when scrolling through documents, deselect the Use Smooth Scrolling option.

- Next to Number of Recent Items, choose the maximum number of items that are displayed from the pop-up menus for Applications, Documents, and Servers.
- Click the Show All button to return to the System Preferences menu pane.
- Click the Desktop & Screen Saver icon.
- In the Desktop & Screen Saver pane that appears, click the Desktop tab to bring Desktop settings to the front (see Figure 1-3), if they aren't shown already.
- Click a picture folder on the left side of the Desktop tab and then choose an image or swatch on the right to use as your Desktop background. Choices include
 - Desktop Pictures:** These are standard background graphics supplied with OS X.
 - Themed images:** OS X also includes stock photos of nature scenes, plants, black and white images, as well as abstract images, which can be used as desktop backgrounds.
 - Solid Colors:** Choose a color swatch to make your Desktop background a solid color.
 - iPhoto:** Select an image from a picture event in your iPhoto library, as shown in Figure 1-4.
 - Pictures Folder:** Here you can choose any image from your Pictures folder, even if it isn't in your iPhoto library.
- Using the pop-up menu at the top of the Desktop tab, choose whether you want to tile smaller images or stretch them to fill the whole screen.



Select the Change Picture check box at the bottom of the preferences pane to automatically change the background image periodically. By using this feature, you can turn your Desktop into a slideshow using the pictures in the currently selected folder.

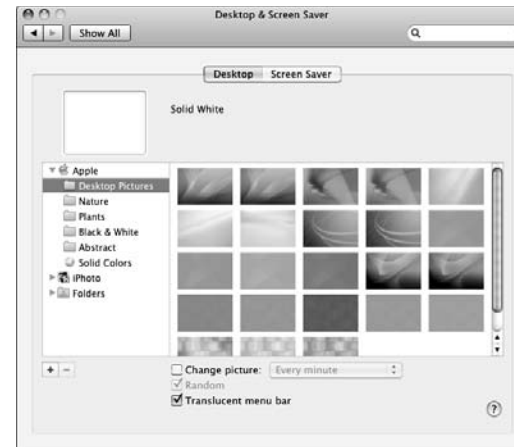


Figure 1-3: The Desktop settings



Figure 1-4: Picking your Desktop background

Change the Display Size

1. Open System Preferences and then click the Displays icon.
2. In the Displays pane that appears, click the Display tab to bring Display settings to the front, if they aren't shown already.
3. Choose a resolution on the left side of the window, as shown in Figure 1-5.
4. If your Mac has a built-in monitor, use the Brightness slider to adjust the display brightness.
5. Choose a refresh rate in the Refresh Rate pop-up menu.



In general, you should use the highest available settings in the Refresh Rate pop-up menu. Reduce it only if you see distortion or other display problems.



If you connect a second display to your computer — for example, an external monitor or a multimedia projector — open the Displays settings and then click the Detect Displays button. OS X detects the new display and allows you to adjust its settings as well.

6. Click the Color tab to bring the Color settings to the front, as shown in Figure 1-6.
7. Choose a Display Profile on the left side of the screen.



Which display profile you use depends primarily on your hardware. See Chapter 4 for more on choosing display profiles.

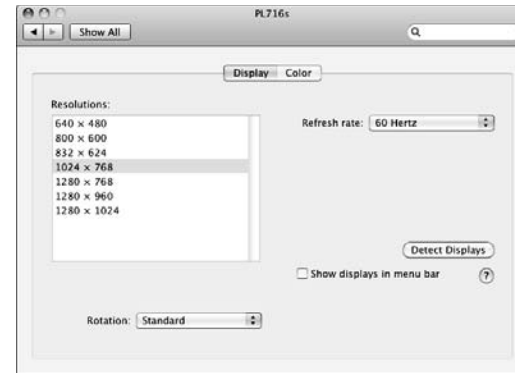


Figure 1-5: Changing the display resolution and refresh rate

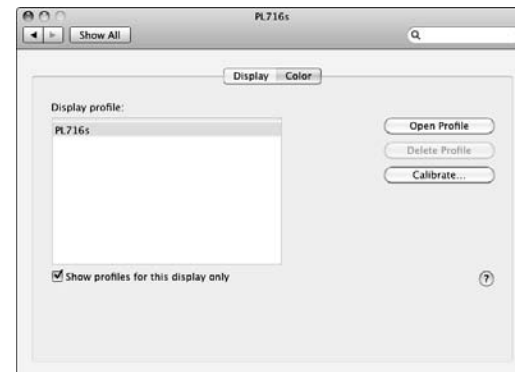


Figure 1-6: Choosing a color profile

Customize Keyboard Shortcuts

1. Quit any open applications by using $\text{⌘}+\text{Q}$.
2. Open System Preferences and then click the Keyboard & Mouse icon to open the Keyboard & Mouse preferences pane, as shown in Figure 1-7.
3. Click the Keyboard Shortcuts tab to bring the Keyboard Shortcut settings to the front, as shown in Figure 1-8.
4. Choose a shortcut category from the menu on the left. Categories are organized into major OS X features.
5. Double-click the shortcut you want to change. Make sure you double-click the actual shortcut listed on the far right, not the command listed in the middle.
6. Press the new keyboard shortcut that you want to use for the command.



If the shortcut you want to use is already assigned to a different command, a yellow warning triangle appears next to the duplicated shortcuts. If you see the yellow warning triangles, at least one shortcut must be changed.

7. To disable a keyboard shortcut, remove the check mark next to it.
8. Close the Keyboard & Mouse preferences pane to save your changes.



If you're unhappy with the keyboard shortcuts you've customized or if you're using a pre-owned computer that was customized by someone else, open the Keyboard Shortcuts settings and click the Restore Defaults button. This restores all keyboard shortcuts back to their factory defaults.

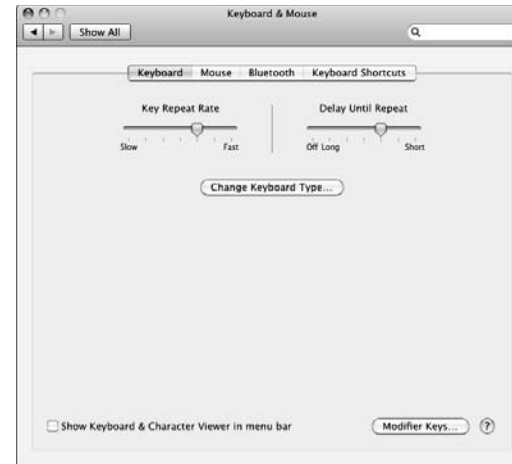


Figure 1-7: The Keyboard & Mouse preferences pane

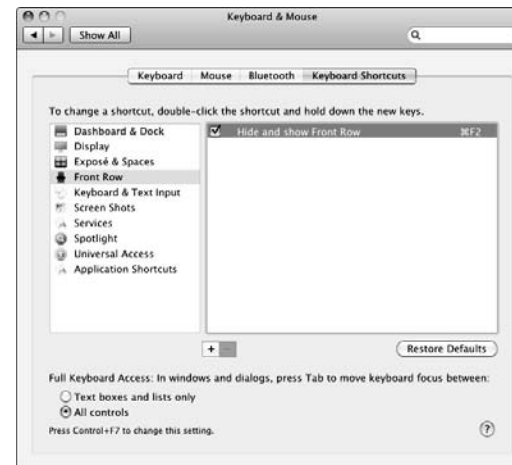


Figure 1-8: Customizing keyboard shortcuts

Add and Remove Dock Icons

1. Double-click the desktop icon for your hard drive and then click Applications under Places in the Sidebar on the left side of the Finder. This action opens the Applications folder, as shown in Figure 1-9.
2. Locate the icon for the program that you want to add to the Dock.



In some cases — such as Apple iWork or Microsoft Office applications — you may need to open a subfolder to find a program's icon. Look closely at the icon; if the icon looks like a folder, it's a folder.

3. Click and drag the program's icon to the Dock, as shown in Figure 1-9. The place where you drop the icon on the Dock will be that icon's location. (Keep in mind that applications must be to the left of the divider.)
4. To launch an application from the Dock, simply click the appropriate icon. The application launches.
5. To remove an icon from the Dock, click and hold the mouse button on the icon until a pop-up menu appears, as shown in Figure 1-10.



If you're using a two-button mouse, simply right-click the Dock icon you want to remove instead of clicking and holding.

6. While still holding down the mouse button, move the pointer over Remove from Dock and then release the mouse button. The icon disappears from the Dock.



Figure 1-9: Clicking and dragging application icons to the Dock



Figure 1-10: Removing an icon from the Dock

Move and Hide the Dock

1. Open System Preferences and then click the Dock icon.
2. In the Dock preferences pane, as shown in Figure 1-11, move the Size slider to change the Dock size.



You can also change the Dock size at any time by clicking and dragging up or down on the thin vertical line near the right side of the Dock.

3. If you want to use Dock magnification — a useful feature that magnifies icons when you hover the mouse pointer over them — place a check mark next to Magnification and adjust the slider as desired.
4. Choose a Dock position by clicking the Left, Bottom, or Right radio buttons. Figure 1-12 shows the Dock on the left side of the screen.



If you have a widescreen monitor, you may find that putting the Dock on the left or right side of the screen makes more efficient use of screen real estate.

5. If you don't like the bouncy feedback provided by Dock icons when you launch a program, remove the check mark next to Animate Opening Applications. An arrow still shows you when the program is launching.
6. To automatically hide the Dock when it isn't in use, place a check mark next to Automatically Hide and Show the Dock. To reveal the hidden Dock, simply move the mouse pointer to the bottom (or left or right, as appropriate) of the screen.

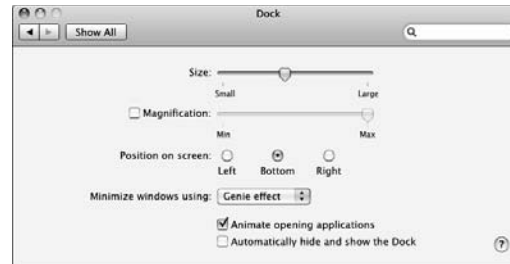


Figure 1-11: The many ways to customize the Dock

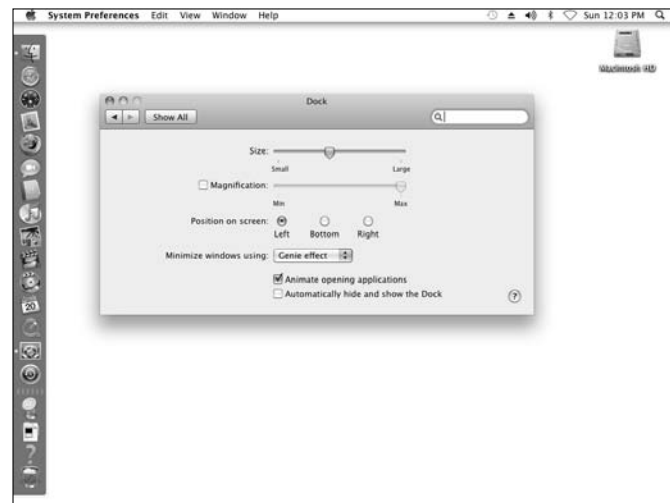


Figure 1-12: Repositioning your Dock to the side

Make OS X Accessible

1. Open System Preferences and then click the Universal Access icon.
2. To adjust settings for visual impairments, click the Seeing tab to reveal the Seeing settings, as shown in Figure 1-13.
3. To enable *VoiceOver* — a basic screen-reader program built-in to OS X — select the On radio button below VoiceOver.



If you aren't happy with how VoiceOver sounds, click the Open VoiceOver Utility button. There you can change the voice, pitch, speed, and other characteristics of VoiceOver.

4. To enable screen zooming, select the On radio button below Zoom. Press Option+⌘+= to zoom in on an area of the screen, and press Option+⌘+- to zoom back out.
5. Use the settings below Display to change the appearance and use of color on-screen.
6. Click the Hearing tab to reveal audio options, as shown in Figure 1-14.
7. If you can't hear alert sounds from the computer, place a check mark next to Flash the Screen When an Alert Sound Occurs.



Click the Flash Screen button to test the screen flash.

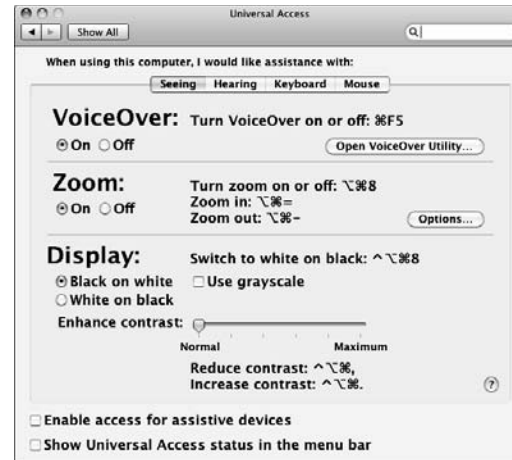


Figure 1-13: Settings that help you see your Mac



Figure 1-14: The Hearing tab and its audio options

8. Click the Keyboard tab to adjust keyboard options, as shown in Figure 1-15.
9. To enable Sticky Keys, select the On radio button next to Sticky Keys. The Sticky Keys feature allows you to use modifier keys, such as Shift, Function, Control, Option, and \mathcal{A} , without simultaneously pressing multiple keys.



If you need Sticky Keys only occasionally, place a check mark next to Press the Shift Key Five Times to Turn Sticky Keys On or Off. This option gives you an easy way to quickly enable or disable Sticky Keys.

10. To create a delay between when a key is first pressed and when it's accepted by the computer, select the On option next to Slow Keys. Use the Acceptance Delay slider to change the length of the delay.
11. Click the Mouse (or Mouse & Trackpad if you have a laptop) tab to open pointer device settings, as shown in Figure 1-16.
12. If you want to use a numeric keypad in place of a mouse, select the On option next to Mouse Keys.



If your keyboard doesn't include a dedicated keypad — this is usually the case with laptops — you can purchase a USB (Universal Serial Bus) keypad at most computer and office supply stores.

13. Use the Initial Delay and Maximum Speed sliders to fine-tune the behavior of the Mouse Keys feature.
14. If the mouse cursor is too small, use the Cursor Size slider to change the size of the cursor. The Cursor Size slider works with Mouse Keys as well as a conventional mouse or trackpad.



If you're giving a presentation with your Mac and a digital projector, you may want to increase the size of the mouse cursor so that the cursor can be used as an on-screen pointer during the presentation.



Figure 1-15: Settings for how your keyboard behaves

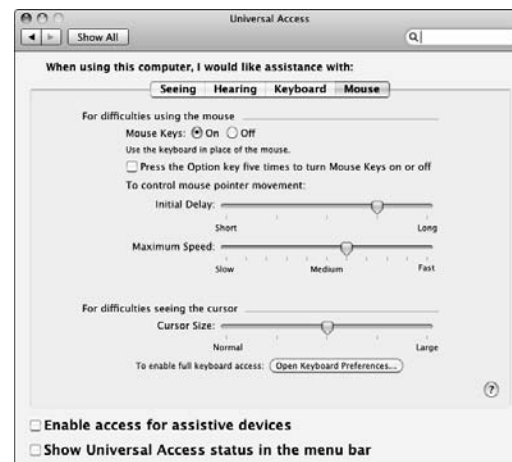


Figure 1-16: Settings for the mouse pointer

Activate a Screen Saver

1. Open System Preferences and then click the Desktop & Screen Saver icon.
2. Click the Screen Saver tab to reveal screen saver settings, as shown in Figure 1-17.
3. Scroll through the list of screen savers and click a screen saver to preview it in the area to the right.



To create a screen saver with photos from your iPhoto library, choose Library in the Screen Savers list. Alternatively, scroll down the Screen Savers list and click Choose Folder and then browse to a folder containing pictures you want to use.

4. Use the Start Screen Saver slider to change when the screen saver appears. If you choose 15, for example, the screen saver appears only after the computer is inactive for 15 minutes.
5. To configure a hot corner for activating your screen saver, click the Hot Corners button.
6. Decide which corner you want as the hot corner and then choose Start Screen Saver in that corner's menu, as shown in Figure 1-18.
7. Click OK to close the hot corner options. To test the hot corner, move the mouse pointer all the way to the corner you selected. The screen saver begins.



If you don't want to use a screen saver, move the Start Screen Saver slider to Never.

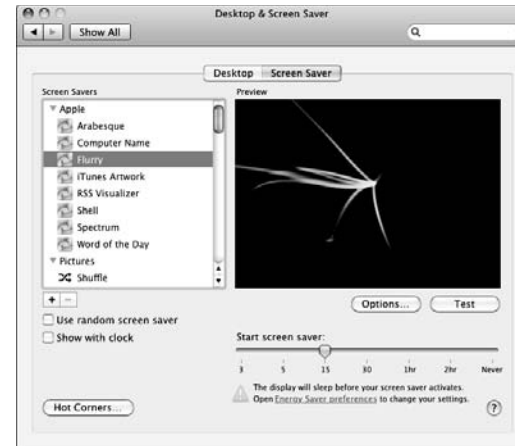


Figure 1-17: The Desktop & Screen Saver preferences pane



Figure 1-18: Creating a hot corner to quickly activate a screen saver

Display 24-Hour Time

1. Open System Preferences and then click the Date & Time icon.



You can also open the Date & Time control panel by clicking and holding the clock in the upper-right corner of the screen and then choosing Open Date & Time from the contextual menu that appears.

2. Click the Clock tab to bring Clock preferences to the front, as shown in Figure 1-19.
3. Select the Use a 24-Hour Clock check box to display time in 24-hour format.



If you're displaying time in 24-hour format, the Show AM/PM option is automatically disabled.

4. Adjust other clock options as desired and then click the Date & Time tab to show the calendar and time setting options, as shown in Figure 1-20.



Some clock options — such as Analog display — aren't compatible with a 24-hour clock.

5. If you want the computer to automatically synchronize its clock with an online date and time source, make sure that Set Date & Time Automatically is selected. Choose a source based on your geographical location.



Figure 1-19: Customizing the way time is displayed on your computer

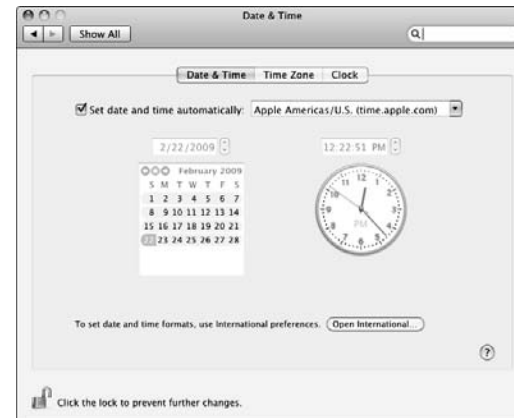


Figure 1-20: Letting your computer automatically check and set the time

Access Programs Quickly with Exposé

1. Open System Preferences and then click the Exposé & Spaces icon.
2. Click the Exposé tab to bring Exposé settings to the front.
3. Select a hot corner that you want to use for switching between open programs and then choose All Windows from that corner's pop-up menu. In Figure 1-21, I've chosen All Windows in the upper-right corner.



You can assign different functions to each corner of the OS X desktop. For example, you may want to assign the screen saver to one corner, and the Dashboard to another.

4. Close the Exposé & Spaces preferences pane.
5. Move the mouse pointer to the corner you selected as the Exposé hot corner. A window for each active program appears, as shown in Figure 1-22.
6. Click the program window you want to bring to the front. The selected program becomes active as its space fills the screen; meanwhile, those other programs are still running.



You can also quickly switch between open applications by holding down the \mathcal{E} key and then pressing Tab. A small window appears in the middle of the screen with an icon for each open application. Keep pressing Tab until the desired program is highlighted and then release the \mathcal{E} key.

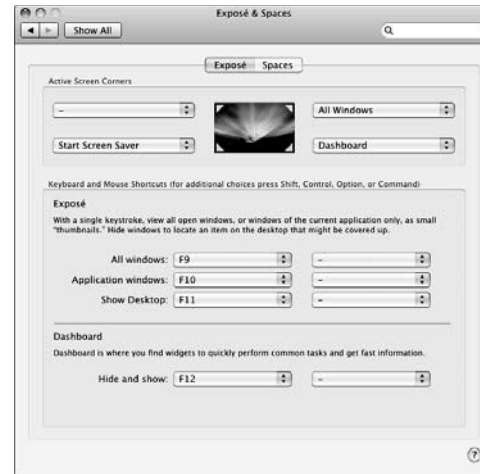


Figure 1-21: Select a hot corner



Figure 1-22: Click the program window you want to open

Set Up Spaces

1. Open System Preferences and then click the Exposé & Spaces icon.
2. Click the Spaces tab to view the Spaces options, as shown in Figure 1-23.
3. Place a check mark next to Enable Spaces.



To switch between Spaces more easily, place a check mark next to Show Spaces in Menu Bar. A Spaces icon and number appear in the menu bar. Click the Spaces icon and then select a new space from the menu that appears to jump to that space.

4. To add spaces, click the plus sign next to either Column or Row. In Figure 1-23, a row and column have been added.
5. If you want to use only a certain program in a certain space — for example, you may set up a separate space just for the DVD player — click the plus sign under the Application Assignments list and then choose Other from the menu that appears.
6. In the Selection dialog that appears, as shown in Figure 1-24, select an application and then click Add. The application is added to the Application Assignments list.
7. In the Application Assignments list of the Spaces window, click the Space number corresponding to the added application and choose a space to which the application should be assigned.



You can create assignments for any application, but they're most effective for multimedia applications that might compete with each other, such as iTunes and the DVD Player. If iTunes is in Space 3, audio from iTunes goes away when you switch to the DVD Player in Space 4 and vice versa.

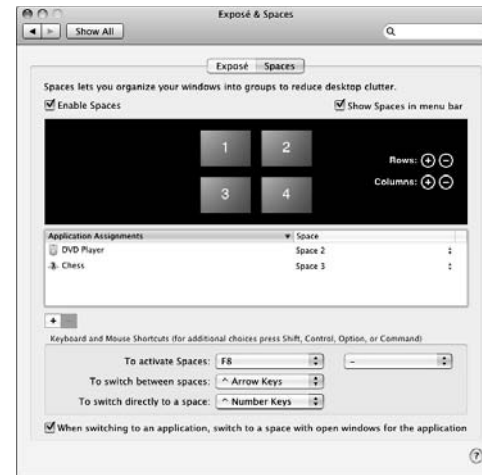


Figure 1-23: Enabling and configuring Spaces for your desktop

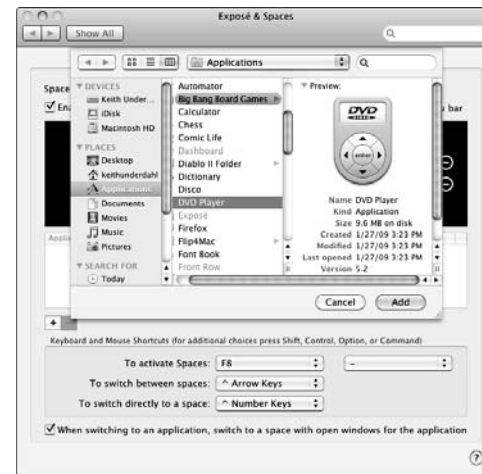


Figure 1-24: Assigning applications to specific spaces

Switch between Spaces

1. To switch between spaces, use one of the following techniques:

- Press F8 to activate Spaces, as shown in Figure 1-25, and then click the space that you want to open.



You can change the Spaces hot key by opening the Spaces preferences pane and selecting a different function key from the To Activate Spaces pop-up menu. (Refer to Figure 1-23.) F8 is the default hot key for Spaces.

- Click the Spaces number in the menu bar (if shown) and then select a Space number from the menu that appears.
 - Launch a program that has a dependency to a specific space. The previous section shows you how to set up dependencies.
2. To move an application window from one space to another, activate the Spaces feature and then click and drag a window to a new space, as shown in Figure 1-26.



Figure 1-25: Spaces on your Desktop



Figure 1-26: Drag windows between spaces

Creating and Managing User Accounts

After you get a new computer, you'll probably want to customize it to fit your needs and personality. You may tweak the Desktop appearance, add favorite programs to the Dock, and set up e-mail and chat programs for your personal accounts. But what if your computer is shared by other people?

The Macintosh operating system allows you to easily set up multiple user accounts on your computer, and this chapter shows you how. Personal user accounts have several advantages:

- ➔ Each user can customize the way the operating system looks and behaves without affecting other users.
- ➔ Users can set up and use their own e-mail and Internet accounts. Private files and communications stay private.
- ➔ User accounts can help prevent unauthorized persons from using the computer.
- ➔ Parents can control how their children use the computer.



Most security and account-related settings require an administrator password. If you see a lock icon in the lower-left corner of a preferences pane, click it to enter your administrator account name and password.

Chapter 2

2

Get ready to . . .

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Disable Automatic Login

1. Open System Preferences and then click the Accounts icon.
2. In the Accounts preferences pane, click Login Options in the left pane.
3. In the Automatic Login pop-up menu, choose Off, as shown in Figure 2-1.
4. Next to Display Login Window As, select one of the following options:
 - **List of Users:** A list of users appears in the login window. Users click a name and then enter a password to log in.
 - **Name and Password:** The login window simply shows empty Name and Password fields. This option is less convenient but slightly more secure.

Require a Password to Wake the Computer

1. Open System Preferences and then click the Security icon.
2. In the Security preferences pane, select the Require Password check box.
3. Choose a time interval, as shown in Figure 2-2. This interval is sort of like a grace period between when the computer goes to sleep and a password is required.



Figure 2-1: The Accounts preferences pane



Figure 2-2: The Security preferences pane



If you haven't already disabled Automatic Login, a warning message suggests that you do so if you require a password to wake the computer from sleep or a screen saver.

Create a New User Account

1. Open System Preferences and then click the Accounts icon.
2. In the Accounts pane, click the plus sign in the lower-left corner — just above the Lock icon. The new account dialog appears, as shown in Figure 2-3.
3. Enter a name and a short name for the account.



The short name is used for system folders. If you don't like the short name that's generated automatically, change it now because you can't change the short name after you create the account.

4. Enter a password twice and add a password hint for the new user.



If you're not sure whether your password is secure enough, click the key button next to the Password field to open the Password Assistant. The Assistant grades the quality of your password and suggests alternatives if necessary.

5. Choose an account type in the New Account menu.



Administrator rights allow you to create new accounts, install programs, and change other important system settings, so choose carefully when deciding who will and will not get administrator rights on your computer. Most accounts should be Standard or Managed with Parental Controls. Sharing accounts give read-only access and should mainly be used for remote network users.

6. Click Create Account. The new account appears in the accounts list, as shown in Figure 2-4.



Figure 2-3: Adding the new account



Figure 2-4: The new Soren account



If the user has a MobileMe (formerly known as .Mac) account, you may enter the MobileMe account name in the Accounts preferences pane shown in Figure 2-4.

Change Account Settings

1. Open System Preferences and then click the Accounts icon.
2. Click the account name for which you want to change settings in the pane on the left.
3. Adjust basic account settings, such as administrator rights.
4. To change the account's picture, click the picture.
5. Choose a picture from the menu that appears, as shown in Figure 2-5.



If you want to use your own picture, click Edit Picture and then click the Choose button in the Images window that appears. Browse to the photo you want to use. If your computer has an iSight or a built-in camera, you'll also be given the option to take a picture using it.

Change a Password

1. Open System Preferences and then click the Accounts icon.
2. In the left pane, click the account name for which you want to change the password and then click the Reset Password button.
3. In the Reset Password dialog that appears, as shown in Figure 2-6, enter a new password twice and add a hint.
4. Click the Reset Password button to set the new password.



Figure 2-5: Many possible account pictures



Figure 2-6: Resetting the password for a user account



Click the key button if you need suggestions for a secure password.

Switch Quickly between Accounts

1. Open System Preferences and then click the Accounts icon.
2. Click Login Options at the bottom of the accounts list in the pane on the left.
3. In the login options that appear, select the Enable Fast User Switching check box, as shown in Figure 2-7.
4. From the View As pop-up menu, choose how you want users to appear on the switching menu — Name, Short Name, or Icon — and then close the Accounts window.



Fast user switching makes it easier to switch between users, but it isn't necessary. Don't enable fast user switching if your computer has limited memory or you don't want to allow multiple users to log in simultaneously.

5. To switch to a different user, click the username in the upper-right corner of the menu bar.
6. In the User Switching menu that appears, as shown in Figure 2-8, choose a username to switch to that user. (The user's password may be required to log in.)



Figure 2-7: The Login Options pane



If you don't enable fast user switching, you must log out of the current account before switching to a new user. Choose Apple → Log Out to log out of the current account and then use the standard OS X login screen to log in to a different account.



Figure 2-8: Switching to a new user

Set Up Parental Controls

1. Open System Preferences and then click the Parental Controls icon.
2. Click the account name for which you want to set up parental controls, select the Enable Parental Controls check box, and then click the Enable Parental Controls button.



You can't set up parental controls on administrator accounts.

3. To control what applications the user can access, click the System tab, select the Only Allow Selected Applications check box, and then select or deselect applications in the list box, as shown in Figure 2-9.
4. Place check marks next to system features that the user is allowed to use. In Figure 2-9, the user isn't allowed to burn CDs and DVDs or administer printers but can modify the Dock.
5. To limit who the person can correspond with by e-mail or iChat, click the Mail & iChat tab and then place a check mark next to the services you want to limit.
6. In the e-mail address list, click the Add button (it looks like a plus sign) and then type the name and e-mail address that you want to allow into the new dialog that appears.
7. Click the dialog's Add button to add the user to the list of allowable iChat or Mail partners, as shown in Figure 2-10.

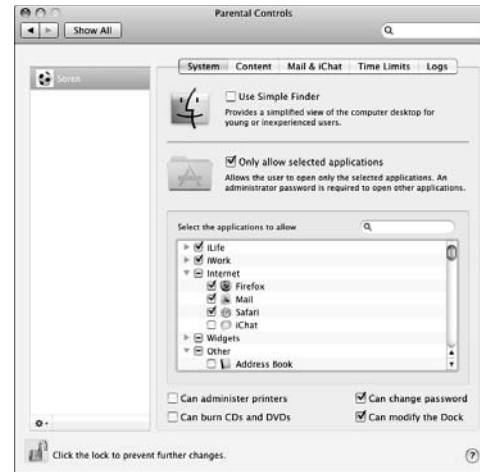


Figure 2-9: The System tab of the Parental Controls window



Figure 2-10: The Mail & iChat tab

8. Select the Send Permission Requests To check box and then enter your e-mail address, as shown in Figure 2-10. You will be notified if your child attempts to contact someone you haven't allowed, and you'll have the option to authorize or decline the contact.
9. To limit your child's access to offensive Web sites or content, click the Content tab.
10. Select the Hide Profanity in the Dictionary check box to block access to offensive words in the OS X Dictionary program.
11. Select an option for limiting Web sites:
 - **Allow Unrestricted Access to Websites:** This option places no limits on Web site access.
 - **Try to Limit Access to Adult Websites Automatically:** Safari attempts to identify and limit access to adult Web sites. This works most of the time but not always.
 - **Allow Access to Only These Websites:** This reveals a list of Web sites, as shown in Figure 2-11. The user can visit only sites in this list. Click the plus sign under the list to add more Web sites.
12. To manage the amount of time your child spends on the computer, click the Time Limits tab.
13. Select the Limit Computer Use To check boxes under Weekdays and Weekends and then use the sliders to set the maximum time, as shown in Figure 2-12.
14. Under Bedtime, select the School Nights and Weekends check boxes and then use the clock menus to set a bedtime for computer use.



Figure 2-11: The Content tab of the Parental Controls window

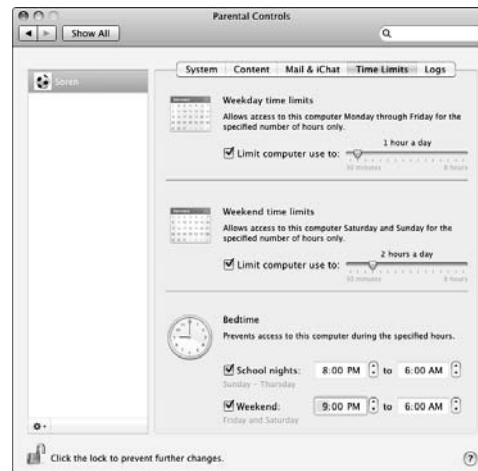


Figure 2-12: The Time Limits tab

Delete a User Account

1. Back up any important files and data that may be stored in the user's personal folders.



To back up the user's files, you need to either log in to the computer as that user or use your administrator password to access the account.

2. After you back up any important files, open System Preferences and then click the Accounts icon.
3. Click the user account name that you want to remove.
4. Click the Delete User button, which is located under the accounts list and looks like a minus sign.
5. In the dialog that appears, confirm that you actually want to delete the account, as shown in Figure 2-13.



If you choose to save the user's home folder in a disk image, the user's files are retained in a disk image that can easily be backed up to a recordable DVD or external hard drive. If you choose to delete the home folder, all the user's files and settings are deleted immediately.



Figure 2-13: Deleting an account

Managing Files and Folders

Consider all the things for which you use your computer: You compose e-mail, browse the Internet, edit photos, play music, type memos, and more. Many of these tasks involve files that are stored on your hard drive.

The Macintosh operating system makes managing your files easy. The Mac OS X component that helps you browse and manage files is the *Finder*. The Finder runs at all times in the background, and you can open Finder windows from the Dock or any time you double-click the icon for a hard drive or folder. The Finder lets you quickly perform basic tasks, like creating folders and moving or deleting files. The Finder also lets you perform more advanced tasks, such as customizing a file's icon or changing the default program you use to open a file.

This chapter shows you how to manage files with the Finder. It also shows you how to use other OS X file management tools, including

- ➔ **Spotlight:** This is a powerful tool for searching files, programs, and even system settings.
- ➔ **Trash:** Deleted files are sent to the Trash. If you accidentally delete a needed file, you can usually recover it from the Trash.
- ➔ **Burn folders:** Back up important files to recordable CDs or DVDs by using Burn folders.
- ➔ **Time Machine:** Time Machine makes it easy to back up your entire computer on a regular basis.



Chapter

3

Get ready to . . .

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Search Your Computer with Spotlight

1. Click the Spotlight icon in the upper-right corner of the OS X menu bar. The Spotlight icon looks like a magnifying glass.
2. Type a query. When you type, top results appear in a menu below Spotlight. Choose a result in the menu to open it.
3. To view a more detailed list of results, choose Show All from the Spotlight menu to open the Spotlight window, as shown in Figure 3-1.



To search a specific location (such as an external hard drive or your Pictures folder), select the location in the sidebar on the left side of the Spotlight window.

4. If Spotlight searches resources that you prefer not to search, open System Preferences and click the Spotlight icon.



You can also open Spotlight Preferences by choosing Spotlight Preferences in the Spotlight menu.

5. In the Spotlight pane, remove check marks next to resources that you don't want searched.
6. To block certain folders from being searched, click the Privacy tab near the top of the Spotlight pane.
7. Click the Add button (it looks like a plus sign) near the bottom of the Privacy tab and then browse to the folder you want to block from being searched.
8. Select the folder and click Choose. The blocked folder appears in the list, as shown in Figure 3-2.



Figure 3-1: The Spotlight window



Figure 3-2: Settings in the Spotlight pane

Associate Files with Different Programs

1. Open the Finder and browse to a file for which you want to change the program association.
2. Click the file once to select it but don't double-click the file or open it.
3. With the file selected, press **⌘+I**.



You can also open the Info window by selecting the file and then choosing **File** → **Get Info**, or right-click the file and choose **Get Info** from the menu that appears.

4. In the Info window, click the small arrow to the left of **Open With** to expand the file opening options, as shown in Figure 3-3.
5. Click the pop-up menu under **Open With** and choose a different program.



If you don't see the desired program listed in the menu, choose **Other** from the bottom of the menu and then browse the **Applications** folder to find the program you want to use to open the file.

6. If you want to change program association for all files of a given type, click **Change All** below the **Open With** menu.
7. Click **Continue** in the dialog shown in Figure 3-4 to apply the global change.

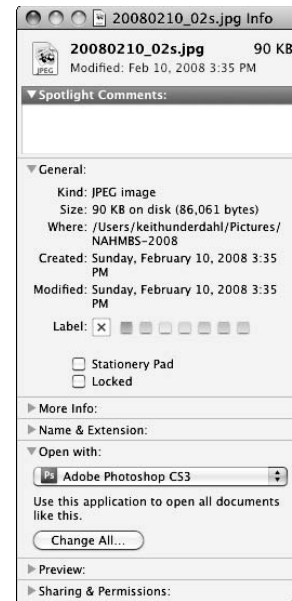


Figure 3-3: Changing a file's program association



Make sure you select a program that's appropriate for opening the file. For example, if the file is a picture, you probably want to associate it with a graphics program like iPhoto or Adobe Photoshop. A word processing program, like Apple Pages, isn't the best program to open and edit photos in.



Figure 3-4: Making global program associations

Change a File's Icon

1. Open an image file containing the image you want to use as a file's icon.



Ideally, the icon image should have some relevance to the document. For example, if the document is a PDF file containing information about your company, you may want to change the file's icon so that it uses your company logo.

2. Select the image and then copy it. If you're viewing the image in the OS X Preview program, click and drag a box around the image and then choose **Edit** → **Copy**, as shown in Figure 3-5.
3. Close the image.
4. Open Finder and browse to a file for which you want to change the program association.
5. Click the file once to select it but don't double-click the file or open it.
6. With the file selected, press **⌘+I**.
7. Click once on the current icon image in the upper-left corner of the Info window to select it.
8. With the old icon selected (a border appears around the icon when it's selected), press **⌘+V** to paste in the new icon image, as shown in Figure 3-6.
9. Close the Info window. As you can see in Figure 3-6, the new icon image appears immediately in the Finder.

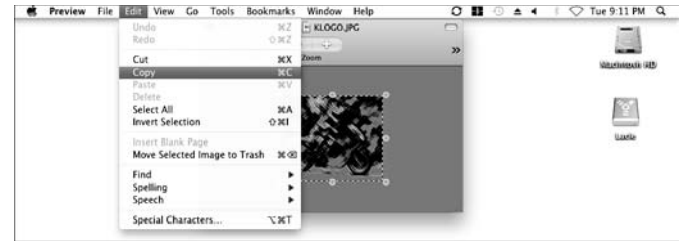


Figure 3-5: Copy an image



Figure 3-6: Paste the image onto a file's icon



You can follow these same steps to change a folder's icon as well as a file's icon.

Customize the Finder

1. Click the Finder button on the Dock to open the Finder.
2. Click the Actions menu in the toolbar (it looks like a toothed gear) and choose Show View Options.



Make sure that no folder or file in the Finder is selected. If an item is selected, the Action menu lists commands specific to that item, and the Show View Options choice isn't available.

3. In the View Options dialog that appears, customize appearance settings, such as icon sizes and labeling.
4. Close the View Options dialog, and with the focus still on the Finder, choose **Finder** ⇨ **Preferences**.
5. Click the Sidebar icon at the top of the Finder Preferences window that appears and then deselect items that you don't want to appear in the Finder Sidebar, as shown in Figure 3-7. For example, if you don't use Apple's MobileMe service, you may want to deselect the iDisk check box so it doesn't needlessly take up Finder space.
6. Close the Finder Preferences window and then, with the focus still on the Finder, choose **View** ⇨ **Customize Toolbar**.
7. In the Toolbar Customization dialog that appears, as shown in Figure 3-8, click and drag buttons to the Finder toolbar. In Figure 3-8, I added the Separator, New Folder, Path, and Get Info buttons to the toolbar. Click Done after you're finished making changes.



To remove items from the toolbar, simply click and drag them from the toolbar to the Toolbar Customization dialog. You can easily add them back later if you want.

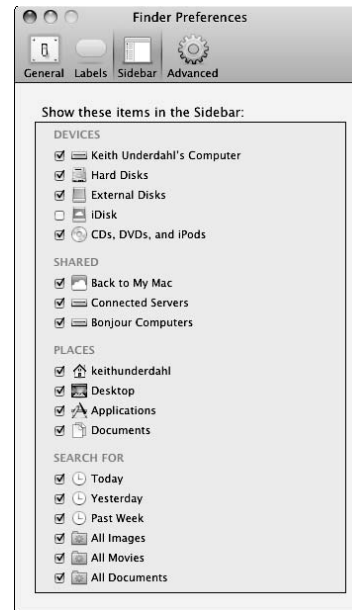


Figure 3-7: The Finder Preferences window



Figure 3-8: The Toolbar Customization window

Create Folders

1. Open the folder in which you want to create a sub-folder. If you want to create a new folder on the Desktop, click in an empty area of the Desktop to ensure it has the current focus.
2. Press **⌘+Shift+N** to create a new folder. As you can see in Figure 3-9, the new folder is named Untitled Folder.
3. Type a new descriptive name for your folder.



To keep sensitive files secure, store them in subfolders that you create on the Desktop or in the Documents folder under Places in the Finder Sidebar. Folders created on external hard drives may be accessible to anyone who uses your computer.

Rename Groups of Files

1. Make sure all the files you want to rename are together in a single folder. The folder should contain only the files you want to rename.
2. Open the Finder and then open the Applications folder.
3. In the Applications folder, open the AppleScript folder, open the Example Scripts folder, and then open the Finder Scripts folder. A list of Finder scripts appears, as shown in Figure 3-10.



OS X comes with many handy scripts to help you automate various tasks. Poke around the AppleScript folder to find others that may be useful to you, but read the instructions for each script carefully to make sure you don't cause some damage.

4. To trim text from filenames, double-click `Trim File Names.scpt`. The Script Editor launches.



Figure 3-9: A new, untitled folder



Figure 3-10: Several Finder scripts

- Open the folder containing the files you want to modify.



Make sure that the folder containing the files you want to rename is in front of all other windows. The front-most window is the one to which the script is applied. If no folder window is open, the script renames files on the Desktop.

- Click the Run button in the Script Editor window.
- Enter the text string you want to trim from the filenames, as shown in Figure 3-11.
- If the text string is to be removed from the beginning of each filename, click Trim Start. Click Trim End if you want to trim the end of each filename.
- To add text to the filenames, open the Add to File Names .scpt script.
- Confirm that the folder containing the files you want to rename is in front of all other windows.
- Click Run in the Script Editor window.
- Type the text string you want to add to the filenames, as shown in Figure 3-12.
- To add the string to the beginning of each filename, click Prefix. To add the string to the end, click Suffix.
- After you're done running scripts and renaming files, click the Script Editor window and then press $\text{⌘}+\text{Q}$ to quit the Script Editor and ensure that scripts are not inadvertently run later.



If you're renaming files for use on a Web site, use the underscore character instead of spaces in the names. Also, remember that filenames on the Internet are usually case sensitive.

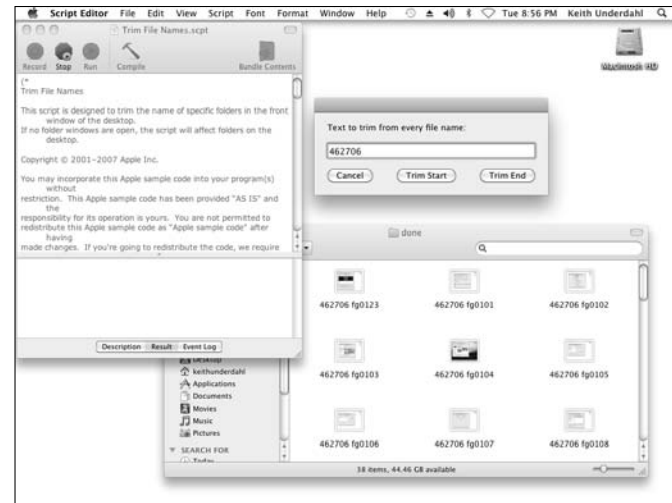


Figure 3-11: Using the Trim File Names script



Figure 3-12: Using the Add to File Names script

Trash Files or Folders

1. Locate a file or folder that you want to delete.
2. Click and drag the file to the Trash icon on the Dock.



If you have a two-button mouse, you can also right-click a file and choose Move to Trash from the contextual menu that appears.



You can immediately undo an accidental trashing by pressing **⌘+Z** or choosing **Edit**→**Undo**.

3. To see what's in the Trash, click the Trash icon on the Dock. A Finder window displaying the contents of the Trash appears, as shown in Figure 3-13.
4. If you want to restore an item from the Trash, click and drag the item to a new, safe location.
5. To empty the Trash, press **⌘+Shift+Delete** or choose **Finder**→**Empty Trash**. You can empty the Trash only when the focus is on the Finder. If the focus is on another application, the **⌘+Shift+Delete** command won't work.
6. When you see the confirmation warning, as shown in Figure 3-14, click **OK**. Items in the Trash are deleted permanently.



Figure 3-13: The contents of the Trash window



Figure 3-14: A warning that emptying the Trash is permanent



If you're tired of always confirming yes, you actually do want to empty the Trash, open a Finder window and choose **Finder**→**Preferences**. Click **Advanced** in the Preferences window that appears and then deselect the **Show Warning before Emptying the Trash** check box.

Back Up Files to a CD

1. In the Finder or simply on the Desktop (the menu bar at the top of the screen must say Finder), choose File→New Burn Folder. A new Burn folder appears.
2. Type a name for the Burn folder. The name will be the disc volume name when the disc is recorded.
3. Click and drag files and folders to the Burn folder.
4. To review the items in the Burn folder, double-click the folder to open it.
5. To find out how much space will be required to store the files in the Burn folder, look at the Minimum Disc Size reading at the bottom of the Burn Folder window, as shown in Figure 3-15.



Remember, most CDs can hold 700MB of data and most DVDs hold up to 4.7GB of data. To burn DVDs, your computer must have a SuperDrive or external DVD burner. Dual-layer DVDs can hold up to 8.5GB of data and require a dual-layer DVD burner. Most Apple SuperDrives produced since 2007 support dual-layer discs.

6. After you're done adding files, click the Burn button in the top-right corner of the Burn Folder window.
7. When you're prompted to do so, insert a blank, recordable disc of the appropriate size.
8. Choose a burn speed, as shown in Figure 3-16, and then click Burn.

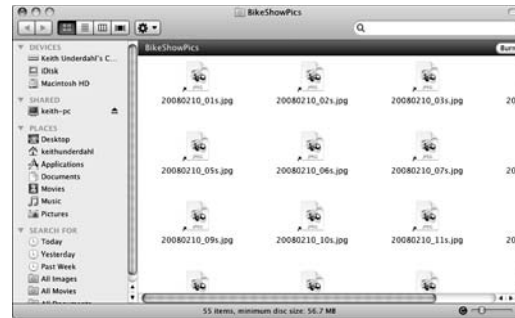


Figure 3-15: A Burn Folder window



Figure 3-16: Setting your burn speed



Recording errors are less likely to occur at slower burn speeds. Unless you're in a hurry, choose the slowest burn speed possible.

Back Up Your Computer with Time Machine

1. If you have an external hard drive, connect it to your computer and prepare it for use, as I describe in Chapter 22.



An external drive isn't required for using Time Machine, but files that are backed up to an external drive will be safer in case a component inside your computer fails. Without an external hard drive, you must create a second partition on your internal hard drive to use Time Machine.

2. Open System Preferences and then click the Time Machine icon.
3. Next to Back Up To, click Select Disk.
4. Select a drive to which you want backups to be saved, as shown in Figure 3-17.



If storage space is a major concern, select the Automatically Delete Backups Older Than check box and then select a time frame. Shorter time frames use less disk space.

5. Click Use for Backup to return to the main Time Machine preferences pane.
6. If you have a folder containing large files that don't need to be backed up, click Options, click the Add button (it looks like a plus sign) on the Do Not Backup tab that appears, and then browse to the desired folder. Select the folder and click Exclude, as shown in Figure 3-18.
7. To start a backup immediately, click Back Up Now and then close the Time Machine preferences pane. Backups occur silently and don't interfere with your other work.



Figure 3-17: Selecting a volume to which backups are saved

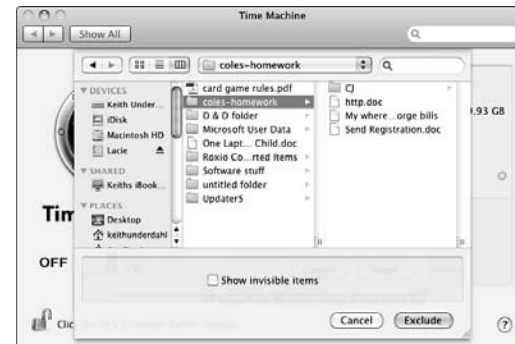


Figure 3-18: Determining what's backed up by Time Machine

Restore Files with Time Machine

1. Click the Time Machine icon on the Dock.
2. In the Time Machine screen that appears, as shown in Figure 3-19, click the arrows in the lower-right corner of the screen to move to earlier backups.



You can also click a screen in the main window to jump directly to it. Each screen in the background represents a different backup time. You can also move through backups by clicking the graduated scale along the right side of the Time Machine screen.

3. Use the Finder window and its Sidebar to browse to the file that you want to restore. If you can't find the desired file, go back in time to an earlier backup.



Click **Only Show Changes** to display only those files that have changed since the backup was performed. For example, if you edited a file yesterday, backups of that file from two or three days ago don't contain your edits.

4. When you find the file that you want to back up, select it and click **Restore** in the lower-right corner of the Time Machine window.



Click **Cancel** if you want to close Time Machine without restoring a file.

5. Check the restored file to make sure it's the one you want. If the restored file has the same name as an item that's currently on your computer, the restored file assumes the proper name and the existing file has (*original*) tacked onto its name, as shown in Figure 3-20.



Figure 3-19: Moving back in time using Time Machine

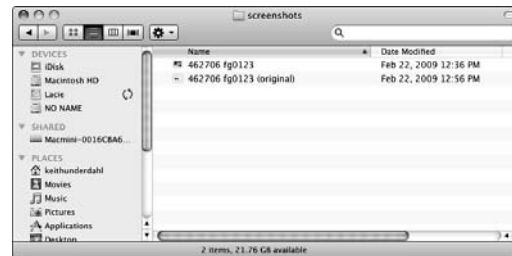


Figure 3-20: Comparing current and restored versions of files

Suppress Desktop Icons for CDs and iPods

1. Open the Finder (or click an empty area of the Desktop) and choose **Finder** → **Preferences**.
2. Click the **General** tab and then remove the check mark next to **CDs, DVDs, and iPods**, as shown in Figure 3-21.
3. Close the Finder Preferences window.



You can still eject discs and iPods by using the **Eject** commands in **iTunes** and **DVD Player**, by pressing the **Eject** key on your keyboard, or by clicking the **Eject** symbol next to the item in a **Finder Sidebar**.



Figure 3-21: Suppressing certain Desktop icons

Adjusting System Preferences

The Macintosh computer is known for its ease of use, but “easy” doesn’t mean simplistic. Beneath the friendly exterior of OS X is a powerful operating system that you can configure for almost any task, and it doesn’t hurt that you can use your Mac with a wide variety of peripheral hardware as well.

This chapter shows you how to configure the system software for your specific needs and hardware. Tasks show you how to take command of both the internal hardware in your Mac and the peripherals attached to it. Specific tasks include

- ➔ **Internal components:** Operating system tools help you make the most efficient use of your laptop’s batteries, decide which disk is used to boot the system, and update the OS X software.
- ➔ **Peripherals:** Your Mac can work with a variety of printers, monitors, keyboards, and audio devices. Configuring peripherals in OS X is easy.

The tasks in this chapter show you how to control your computer’s hardware with OS X software tools. The final task also shows you more about the specifications and performance of your computer, which is important if you decide to make some upgrades. If you want to upgrade the actual hardware of your Mac, see Chapter 22.



Chapter

4

Get ready to . . .

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Save Energy with Power Settings

1. Open System Preferences by choosing Apple⇨System Preferences.
2. Click the Energy Saver icon.
3. If you have a laptop, choose Battery from the Settings pop-up menu and then choose a power saving profile from the Optimization pop-up menu.
4. Adjust the sliders to change when the computer and monitor will go to sleep, as shown in Figure 4-1.



The monitor uses a lot of power, so it's a good idea to let the display sleep after a few minutes of inactivity. This is especially true if you have a laptop running on battery power. When the computer sleeps, the hard drive, memory, and processor turn off.

5. If other computers on your network use printers or hard drives on your computer, select the Wake for Network Access check box. This allows network computers to use shared printers and resources even if your Mac has gone to sleep.



If you have a portable Mac, review additional laptop-specific options such as whether to display the battery icon in the menu bar and whether you want the monitor to dim slightly before going to sleep.

6. Click the Schedule button. If you want the computer to wake or start at a certain time each day, select the Start Up or Wake check box and then choose dates and times for automatic startup, as shown in Figure 4-2.
7. If you have a laptop, choose Power Adapter from the Settings For pop-up menu and then repeat Steps 3–6 to adjust settings for when your computer is plugged in to wall power.

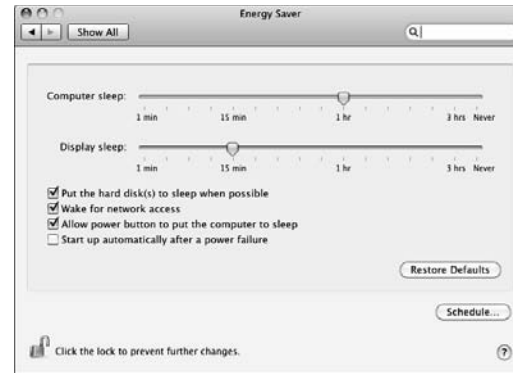


Figure 4-1: The Energy Saver preferences pane

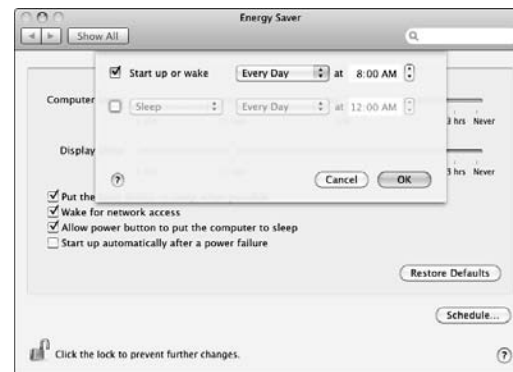


Figure 4-2: Scheduling your computer to start or sleep automatically

Update System Software

1. Make sure that your computer is connected to the Internet and close all open applications.



Look at the Dock and make sure that you quit all programs. Running programs have a small, bluish-white dot below their icons. You can't quit the Finder, but you can quit everything else.

2. Choose Apple⇨Software Update. The Software Update application launches and checks the Internet for updates, as shown in Figure 4-3.
3. When a list of available updates appears, as shown in Figure 4-4, review each item and remove check marks next to items that you don't want to update.



If you're not sure what an item is, click it once. A description of the update appears in the bottom section of the Software Update window.

4. Click the Install button at the bottom of the Software Update window to begin downloading the updates.
5. Enter your administrator password in the dialog that appears and then click OK.
6. Read and accept any license agreements that appear. After you accept all the agreements, a status window shows you the download progress of your updates.



When you review the list of updates, look for ones that say they must be installed separately. These should be downloaded individually, which means you may have to run Software Update a couple of times.



Software Update runs automatically when you restart your Mac, but not when you sleep or hibernate the computer. If you don't restart your Mac very often, manually run Software Update at least once a week to ensure that you get critical updates to OS X and your other software.



Figure 4-3: Software Update seeking updates



Figure 4-4: A list of available updates

Select a Startup Disk

1. Open System Preferences and then click the Startup Disk icon.
2. Select the disk you want to use when the computer starts up, as shown in Figure 4-5.
3. If you want to restart the computer right now using a different disk or operating system, click Restart. Otherwise, simply close the Startup Disk window.

Manage Printers

1. Open System Preferences and then click the Print & Fax icon.
2. To add a printer, click the Add button (it looks like a plus sign) below the list of available printers.
3. At the top of the dialog, click the button that corresponds to the type of printer that you want to add, as shown in Figure 4-6. For example, click Windows if you're adding a printer connected to a Windows PC on your network, or click IP to add a network printer with an IP address.



Workplace printers are often connected directly to a network. Check the printer's control panel or a wall placard near the computer for the printer's IP address.

4. If you're connecting to a network printer, select the name of the computer to which the new printer is connected. In Figure 4-6, keith-pc is a network computer.



Figure 4-5: Selecting the startup disk

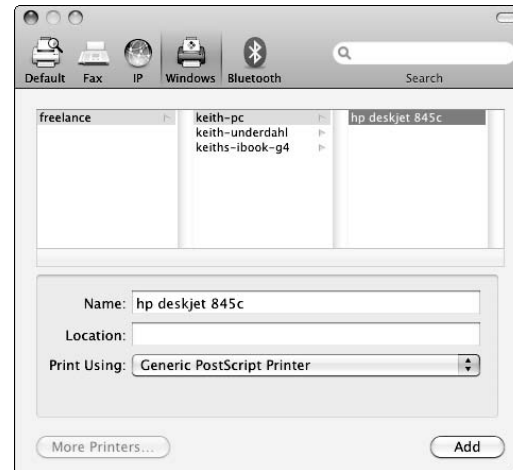


Figure 4-6: Selecting the computer to which the printer is connected



Normally, it's necessary to manually add network printers only. Printers installed directly to your computer following the printer manufacturer's instructions should already appear in your list of printers.

5. When you're prompted to enter a name and password, enter a username and password that are valid on the computer to which you're trying to connect. Click OK.
6. Select the name of the printer that you want to add.
7. From the Print Using pop-up menu, choose Select a Driver and then choose the model name in the list that appears, as shown in Figure 4-7. Click OK and then click Add to return to the Print & Fax window, as shown in Figure 4-8.



If your printer's manufacturer or model isn't listed in any menu, choose Generic PostScript Printer from the Print Using pop-up menu.

8. In the list of printers, as shown in Figure 4-8, check the status of your newly added printer. A green dot next to the printer's name means that the printer is ready to use.
9. To set a specific printer as your default printer, choose that printer in the Default Printer pop-up menu, as shown in Figure 4-8.
10. To adjust printer-specific settings, select the printer and click Options & Supplies. The Printer Options and Supplies utility runs, with options and settings tailored to the printer. Here you can change the name and model of the printer, its location, and other details.

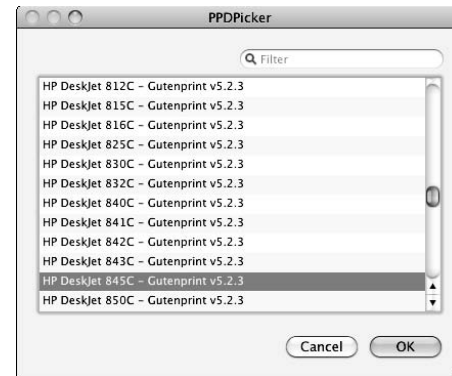


Figure 4-7: Selecting a printer to add

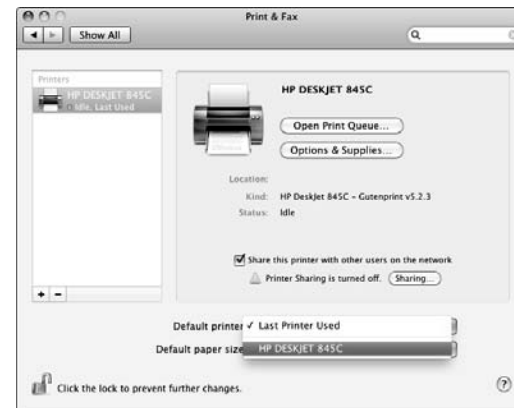


Figure 4-8: The Print & Fax window

Calibrate the Display Color

1. Open System Preferences and then click the Displays icon.
2. Click the Color tab to open the color preferences for your monitor.
3. In the list box on the left, select a profile that matches your monitor or display, as shown in Figure 4-9.



If you're not sure which profile is compatible with your monitor, place a check mark next to Show Profiles for This Display Only. Incompatible profiles disappear from the list.



Color calibration is usually necessary only if you have special color needs — for example, you're editing video for broadcast or performing professional graphics production — or if you're not satisfied with the color performance of your monitor.

4. Click the Calibrate button.
5. Read the instructions in the Display Calibrator Assistant and then click Continue.



Don't use the Expert mode unless your monitor performs poorly and you're experienced with color calibration.

6. Follow the Assistant's instructions to calibrate colors. Slider controls such as the Select Gamma slider, shown in Figure 4-10, help you fine-tune the color calibration for your monitor.
7. On the last screen of the Display Calibrator Assistant, click Done to create your new calibrated color profile.

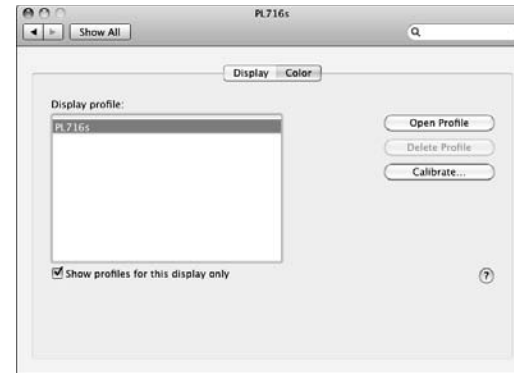


Figure 4-9: Selecting a color profile

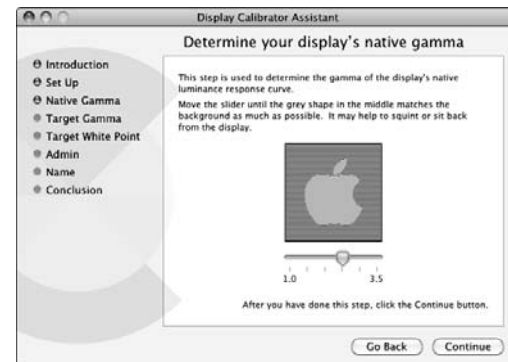


Figure 4-10: Calibrating your display



If your Mac is connected to a TV monitor as part of a home media center, select 2.2 Gamma on the Select Target Gamma screen of the wizard.

Change Keyboard and Mouse Settings

1. Open System Preferences and then click the Keyboard icon.
2. Click the Keyboard tab to bring keyboard settings to the front, as shown in Figure 4-11.
3. Adjust the Key Repeat Rate and Delay Until Repeat sliders to change how characters repeat when you press and hold keys.
4. Click the Show All button to return to System Preferences, and then click the Mouse icon (or the Trackpad icon if you have a laptop).



If you're using a laptop, the Mouse button appears only if a mouse is connected to the computer.

5. Use the sliders to adjust the tracking speed, double-click speed, and scrolling speed (if appropriate), as shown in Figure 4-12.
6. Adjust other device specific settings, including
 - **Two-button mouse:** If you have a two-button mouse, you can choose whether the right or left button is the primary button.
 - **Trackpads:** Newer Apple trackpads incorporate multi-fingered scrolling. You can also enable clicking by tapping on the trackpad.



Figure 4-11: Changing the keyboard repeat rate



If you want to customize the modifier keys, click the Modifier Keys button and use the menus to change how the modifier keys are mapped. For example, if you use a keyboard originally designed for Windows PCs, you may need to swap the Control and Option keys.

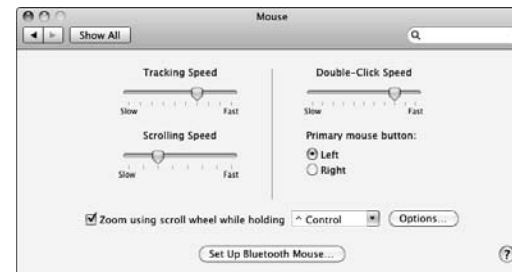


Figure 4-12: Fine-tuning the mouse or trackpad

Adjust Audio Settings

1. Open System Preferences and then click the Sound icon.
2. Click the Sound Effects tab to bring sound effect settings to the front.
3. Select a new alert sound from the list box, as shown in Figure 4-13.
4. Choose whether you want interface sound effects, Front Row sound effects, or audible feedback to play when you adjust the volume.
5. Click the Output tab to choose which speakers are used for audio output and to adjust the speaker balance, as shown in Figure 4-14.



In some cases, an operating system bug can cause audio balance to change inadvertently when you adjust volume with the function keys. If your speakers don't seem to be balanced properly between the left and right channels, open the sound output settings and double-check the volume.

6. Click the Input tab if you need to adjust the input volume for your computer's microphone. Speak normally and watch the Input Level indicators to fine-tune the microphone level.



The Input Level indicators light up to the middle and upper part of the scale during speech. If the level is too low, your voice will be too quiet. If the level is too high and the indicators routinely bounce off the top of the scale, audible distortion may occur.

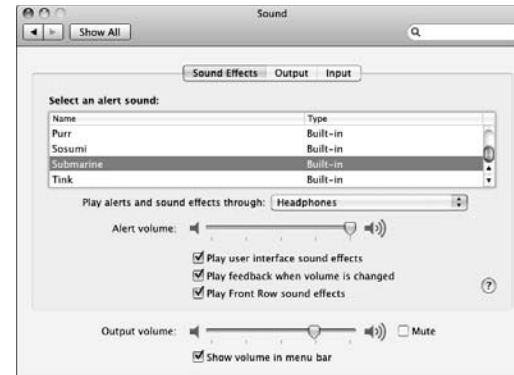


Figure 4-13: The Sound Effects tab of the Sound window

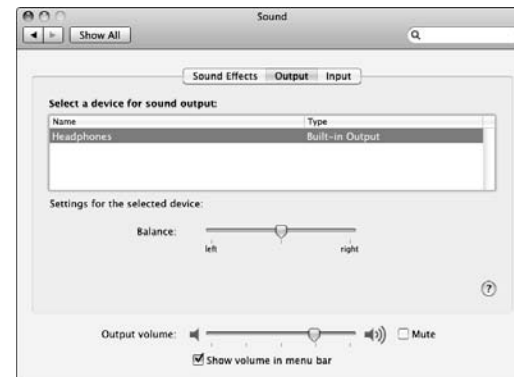


Figure 4-14: The Output tab of the Sound window

Check System Specifications and Performance

1. Choose Apple>About This Mac and then click More Info.
2. In the System Profiler window that appears, click Disc Burning under the Hardware heading in the Contents listing on the left.



If you're not sure whether your computer has a Combo drive for burning CDs or a SuperDrive for burning both CDs and DVDs, check the Disc Burning properties. If you see a DVD-Write section, your Mac has a SuperDrive. If +R DL is listed next to DVD-Write, your drive supports dual layer DVDs.

3. In the Contents pane on the left, click the Memory item under the Hardware heading to check the size and status of your system memory, as shown in Figure 4-15. The Status column lists the status of each memory slot.



The processor in Intel-based Macs performs best when each memory slot has a memory module of the same size and speed.

4. Click AirPort Card under the Network heading to see what kind of AirPort card (AirPort or AirPort Extreme) you have.
5. Click Applications under the Software heading as shown in Figure 4-16, and note the system listed in the Kind column. Most applications are one of four kinds:

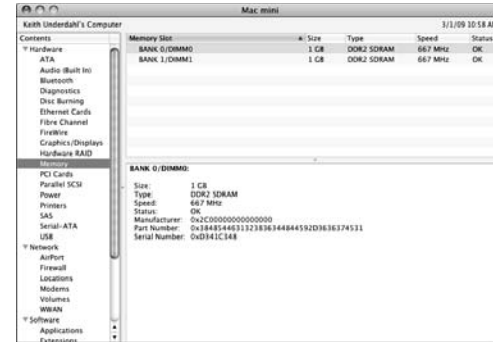


Figure 4-15: Checking out your computer's memory

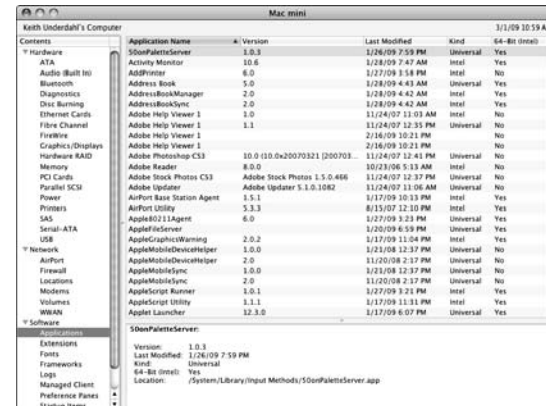


Figure 4-16: Checking the system compatibility of your applications

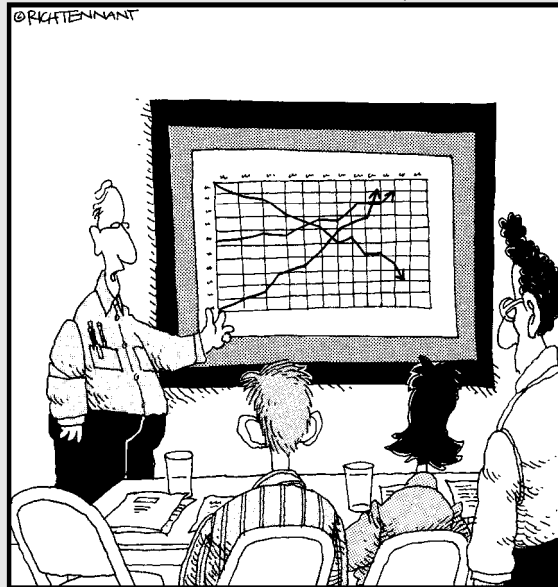
- **Classic:** Requires OS 9 to be installed
 - **PowerPC or Native:** Compatible with OS X running on PowerPC-based Macs
 - **Intel:** Compatible with OS X running on Intel-based Macs
 - **Universal:** Universal binary, compatible with PowerPC- and Intel-based Macs
6. Review other categories as needed.

Part II

Getting to Work in OS X

The 5th Wave

By Rich Tennant



"The top line represents our revenue, the middle line is our inventory, and the bottom line shows the rate of my hair loss over the same period."

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Utilizing OS X Applications

Personal computers first became popular in the 1980s, well before the days of iPods and social networking Web sites. Why did people spend hundreds or even thousands of dollars on primitive computers like the Apple II, TRS-80, IBM PC, and early Macintosh? Even before digital multimedia and the online world came into power, computers were powerful tools to help organize data, type reports, and store information.

Today, most people take it for granted that computers help them compose letters, track schedules, and manage contacts. And with a Mac, you really *can* take these things for granted because new Macintosh computers come with an array of free programs to help you accomplish common tasks. These handy programs live in the OS X Applications folder, and this chapter shows you how to use some of them. This chapter shows you how to

- ➔ Keep a personal schedule with iCal.
- ➔ Manage names, addresses, and other contact information with the Address Book.
- ➔ Edit text files with TextEdit.
- ➔ Store and organize pictures with iPhoto (a free program on most new Macs, or available as part of iLife).
- ➔ Expand your vocabulary with the built-in dictionary.
- ➔ Save any file as a PDF for easy online sharing.



Chapter

5

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Open the Applications Folder

1. Open the Finder: Click the Finder icon on the Dock or double-click the hard drive icon on your Desktop.
2. Click Applications under Places in the Finder Sidebar to open the Applications folder, as shown in Figure 5-1.
3. To launch an application, simply double-click its icon in the Applications folder.



In some cases, you may need to open a subfolder before launching an application. For example, if you have Microsoft Office installed, you may need to open the Office subfolder in the Applications folder before opening a program, such as Word or Excel.



Figure 5-1: The Applications folder in OS X

Plan Your Life with iCal

1. Open the Applications folder and then double-click the iCal icon.



You may also be able to launch iCal from the Dock.

2. In the Calendars menu on the left side of the iCal window, select the check boxes next to the calendars you want to display. For example, if you want only your home schedule to display, remove the check marks next to all the other calendars.
3. To create a new calendar (in addition to the default calendars), choose File⇒New Calendar and then type a name for the calendar, as shown in Figure 5-2.
4. To add a calendar event, first select the calendar to which it should be added.



Figure 5-2: The iCal application

- In the month calendar shown in the lower-left corner of the iCal window, click the day on which you want to create the event.



Use the arrows above the calendar to move to a different month. Click the Day, Week, or Month tab at the top of the window to change how calendar events are displayed.

- In the main calendar window, double-click a day or click and drag a box around the time of your event or appointment and then type a name for the event, as shown in Figure 5-3.
- To see details of an event, double-click the event in the main calendar and then choose Edit from the menu that appears. Information about the event appears in a pop-up window, as shown in Figure 5-4.
- To invite other people to the event, click in the Invitees text box and enter an invitee's e-mail address, as shown in Figure 5-4.



After you enter an e-mail address, click the e-mail address to change options such as making the meeting optional or removing the attendee. Type additional e-mail addresses in the Invitees text box to invite multiple attendees.

- Click Done or Send to close the Event window.



Use the Calendar pop-up menu in the Event window to move events from one of your calendars (such as Home) to another calendar (such as Work).

- To remove an event from iCal, simply click the event once to select it and then press the Delete key.



Figure 5-3: Adding events to the calendar



Figure 5-4: Easily view by month and invite attendees



If you delete an event by accident, you can undo the deletion by choosing Edit->Undo.

Add Contacts to Your Address Book

1. Open the Applications folder and then double-click the Address Book icon to launch the Address Book.



You can also launch the Address Book from other applications, such as iCal and Apple Mail or from the Dock.

2. To add a new person to the Address Book, click the Add a New Card button, which looks like a plus sign and is located below the list of names.
3. Type the person's name, company, phone numbers, addresses, and other information, as shown in Figure 5-5.
4. To edit an entry later, simply click the name of the person you want to change and then click the Edit button under his or her card information.
5. To add a picture to a person's Address Book card, click the name in the list and then double-click the picture icon next to the name.
6. In the picture chooser that appears, as shown in Figure 5-6, click Choose. Use the Open dialog that appears to find and select an image on your hard drive.
7. Zoom in on the image by using the Zoom slider below the picture and then click and drag the image left or right and up or down to reposition it. The area in the central box will be used in the Address Book.
8. Click the Set button.
9. To remove a person from your Address Book, select the name in the Name list and then choose Edit→Delete Card.

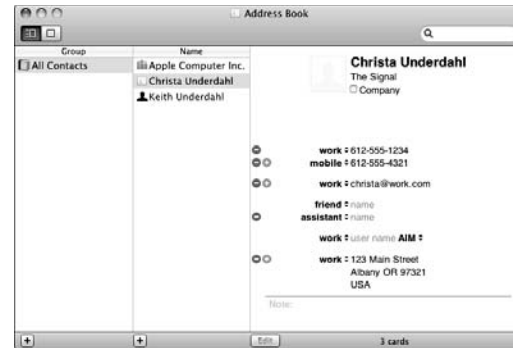


Figure 5-5: Adding a contact to the Address Book

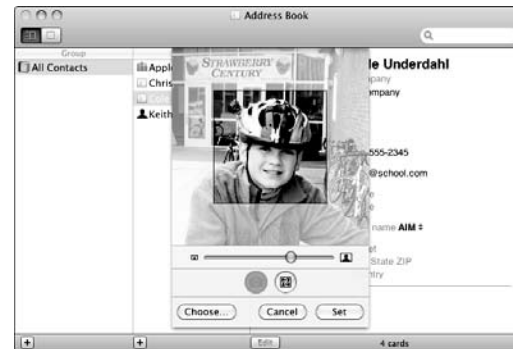


Figure 5-6: Adding personal photos to Address Book cards

Edit Text with TextEdit

1. Open the Applications folder and then double-click the TextEdit icon.
2. Begin typing text, as shown in Figure 5-7.
3. To change the size or formatting of text, click and drag over a passage of text to select it and then choose **Format** → **Font**. Make a selection from the Font panel to change the size of text or apply characteristics, such as **bold** or *italics*.



You can change alignment and spacing of text by choosing **Format** → **Text**.

4. To save your work, choose **File** → **Save**. Choose a folder in which to save the file, enter a name, and then click **Save**.
5. To print your text, choose **File** → **Print**. Select a printer, specify the pages to print and the number of copies of each, and then click **Print**.
6. If you're not happy with the default text size or appearance, choose **TextEdit** → **Preferences** to open the Preferences window, as shown in Figure 5-8.
7. Choose whether you want the default format to be Rich Text or Plain Text. Rich Text allows you to format text so that it looks nice, but Plain Text is required for certain types of files, such as Hypertext Markup Language (HTML) files.
8. To change the default text appearance, click the Change button next to either Plain Text Font or Rich Text Font. In the Font picker, choose different default fonts, styles, and sizes, as desired.



Figure 5-7: The TextEdit application



If you ever need to edit raw HTML markup, TextEdit is a better choice than other word processing programs such as Apple Pages or Microsoft Word.

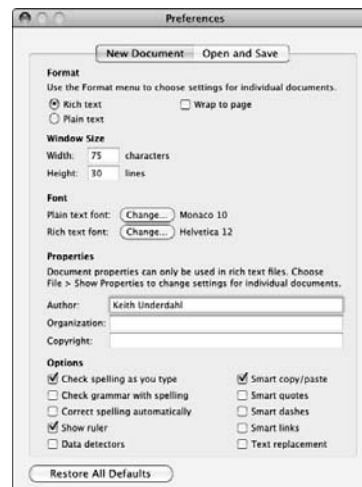


Figure 5-8: The Preferences window for TextEdit

Organize Pictures with iPhoto

1. Open the Applications folder and then double-click the iPhoto icon. If you're launching iPhoto for the first time, you're asked whether you want to use iPhoto when you connect a digital camera to the computer. Click a button to make a choice.



You may also open iPhoto from the Dock.

2. Connect your digital camera to your computer's Universal Serial Bus (USB) port and turn on the camera. The camera should be in picture viewing mode, not picture taking mode.
3. When iPhoto detects photos on your camera, as shown in Figure 5-9, type a name and description for the event.
4. Click Import All to begin importing all photos from your camera, or select certain images and click Import Selected to only import certain photos.



To import pictures that are already on your hard drive into iPhoto, choose File→Add to Library. Use the Open dialog that appears to browse and import photos.

5. To create a new album in which to organize certain pictures, choose File→New Album and then type a descriptive name for the album.
6. Click and drag photos from the Library window to the new album, as shown in Figure 5-10.



To copy multiple photos, first click and drag a box around the photos you want to move. After a group is selected, you can click and drag that group to a new album.

7. Click the name of an album to view its contents.

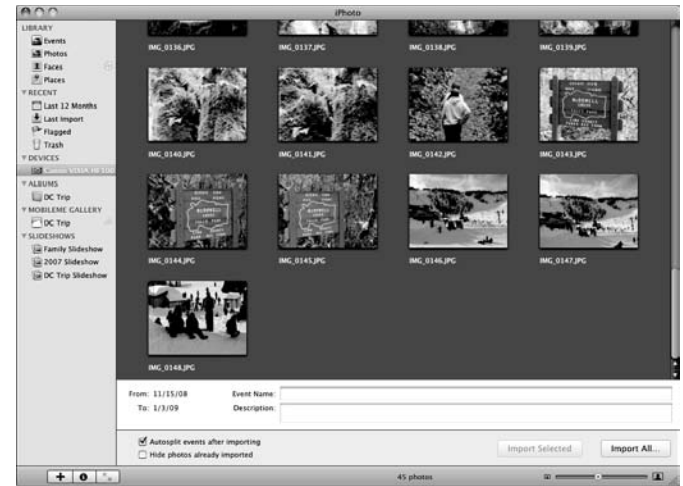


Figure 5-9: The iPhoto application



Figure 5-10: An album with several pictures

Create PDF Files

1. Create a document in any application. The document can be text, a picture, or almost anything else, and it can be created in a bundled OS X application or a third-party application.
2. After you're done editing the file, choose File⇨Print.
3. Click the PDF button and then select Save as PDF from the drop-down menu that appears, as shown in Figure 5-11.
4. Type a filename for the PDF file in the Save As text box.
5. Choose a location in which to save the PDF file from the Where menu.
6. Click the Save button.
7. Locate the saved PDF file and double-click it to open it. If you have a PDF reader program (such as Adobe Reader) installed, the PDF file might open in that program, as shown in Figure 5-12. Otherwise, the PDF file opens in Preview.



If you don't have Adobe Reader installed on your computer, visit www.adobe.com to download it for free. Although the OS X Preview program can open and display PDFs, Preview isn't compatible with some PDF features, such as cross-document links and multi-volume searching.



Figure 5-11: Creating a PDF file

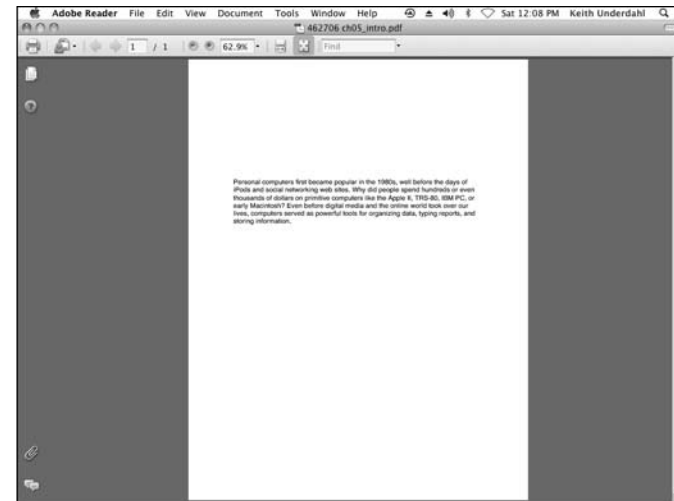


Figure 5-12: Viewing a PDF file

Look Up Words in the Dictionary

1. Open the Applications folder and then double-click the Dictionary icon.
2. Start typing a word in the search box of the Dictionary window, as shown in Figure 5-13. Type slowly and note the list of words that appears and is narrowed down with each letter you add. If the word you type isn't in the dictionary, you see a warning and suggestions, as shown in Figure 5-13.
3. Double-click a word in the list to view its definition, as shown in Figure 5-14.
4. Scroll down the page to find derivatives, etymology, and synonyms.
5. To return to the previous Dictionary window, choose History⇨Back.



The Dictionary is interactive. If you see a word in a definition that you don't understand, simply double-click the word. That word's Dictionary entry appears.



To change the preferred reference tool (Dictionary, Thesaurus, Wikipedia, or others) or pronunciation guide, choose Dictionary⇨Preferences. In the Preferences window, you can change these and other Dictionary settings.

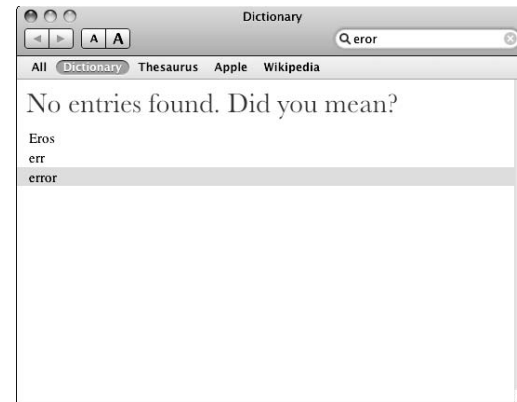


Figure 5-13: The Dictionary window

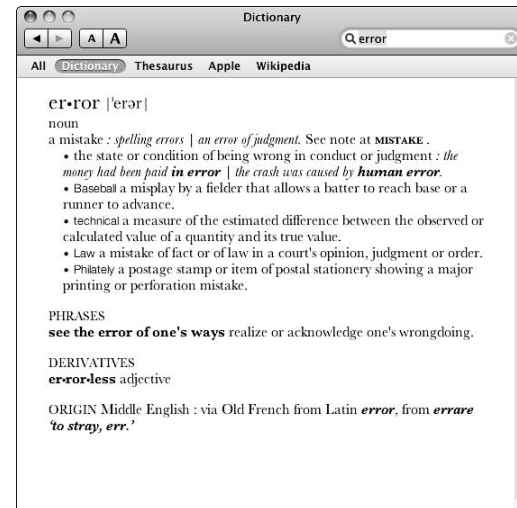


Figure 5-14: A definition in the Dictionary

Quit an Application

1. To see whether an application is still running, look at the Dock. Icons with arrows below them — such as TextEdit and Preview, as shown in Figure 5-15 — are still running, even if you closed all documents in that program.
2. To quit an application, first click the application's icon on the Dock to make the application active.
3. Click the name of the application (for example, TextEdit or Preview) on the menu bar and choose Quit from the menu that appears, as shown in Figure 5-16.



You can also press **⌘+Q** to quickly quit an active program.



Make a habit of quitting programs after you're done using them. Each program that's left running uses up some memory and other system resources. Unlike Windows programs, most Macintosh applications don't quit when you simply click a window's red Close button.



Figure 5-15: Applications on the Dock

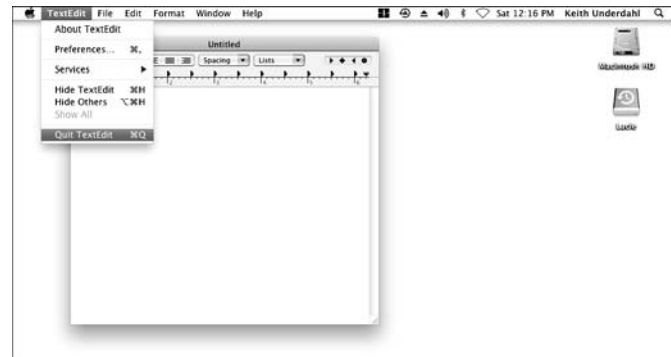


Figure 5-16: Quitting an application

Using Productivity Software

You probably have some Windows-using friends who say things like, “I would use a Mac, but the programs I need aren’t available for OS X.”

Given this perception, it comes as a surprise to many people that, in fact, a lot of applications *are* available for OS X, including ubiquitous Microsoft Office applications like Word, PowerPoint, and Excel. If you have work to get done, your Macintosh is up to the task.

Applications, such as word processors, spreadsheet programs, and presentation programs, are often called *productivity* programs. Apple offers its own suite of productivity programs — *iWork*. *iWork* is more affordable than Microsoft Office and includes *Pages* (a word processor), *Keynote* (a presentation program), and *Numbers* (a spreadsheet program).

This chapter shows you how to use *iWork* applications, but many of the basic techniques apply to Microsoft Office as well. To order *iWork*, visit your local Apple retailer or see www.apple.com/iwork. Tasks show how to create and edit new presentations and word processing documents with *iWork* applications.



Free trials of Apple *iWork* and Microsoft Office are pre-installed in the Applications folders of most new Macs. For more on using Microsoft Office applications for OS X, check out *Microsoft Office 2008 for Macs For Dummies* by Bob LeVitus (Wiley Publishing, Inc.).

Chapter

6

Get ready to . . .

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Create a New Pages Document

1. Launch Pages from the iWork subfolder in the Applications folder.



If this is your first time launching iWork, click Try to evaluate iWork free for 30 days.

2. Choose a template for your new document, as shown in Figure 6-1. To choose a template, click a document category in the list on the left and then scroll through the available templates on the right. When you find the template you want to use, click the template to select it and then click the Choose button.



To create another new document at any time in Pages, choose File→New.

3. Begin typing text, as you would in any word processor or text editing program.
4. To save the document, choose File→Save.
5. In the Save As dialog that appears, type a name for the document. If you want to choose a different folder as your Save location, click the arrow to the right of the Save As field to display a small Finder-like pane, as shown in Figure 6-2.
6. After you name the file and select the folder where you want to save it, click Save.



Save your document frequently while you work. To quickly save a document, press **⌘+S**.

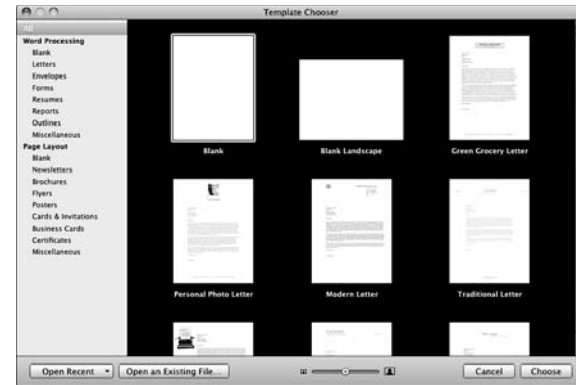


Figure 6-1: Many helpful document templates



Figure 6-2: The Save As dialog

Style Text in Pages

1. Click to place the cursor in the paragraph to which you want to apply formatting.
2. Click the Style menu and choose a style, as shown in Figure 6-3.
3. To change the alignment of text, place the cursor in the desired paragraph and choose Format⇧Text. Choose an alignment option, such as Center or Justify.



The Formatting toolbar also includes alignment buttons to help you quickly align text left, right, centered, or justified.

4. To create a bulleted or numbered list, select each line of text in the list and then click the List button on the far-right end of the Formatting toolbar — directly under Fonts. Choose a list style from the submenu that appears.
5. To change the style of a smaller passage of text, click and drag over the text to select it. Figure 6-4 shows some text selected.
6. Choose font face, style, size, and color options using the Formatting toolbar menus. In Figure 6-4, I'm about to make the selected text bold.



You can also access font properties and other appearance settings by choosing Format⇧Font.

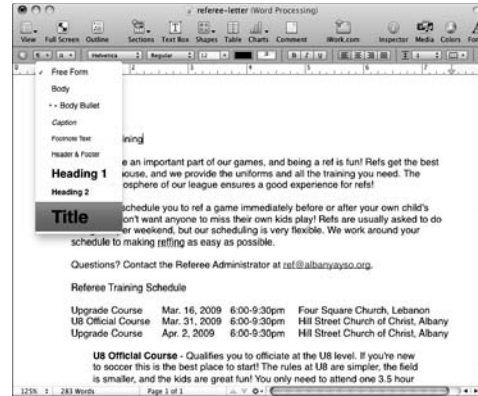


Figure 6-3: The Style menu

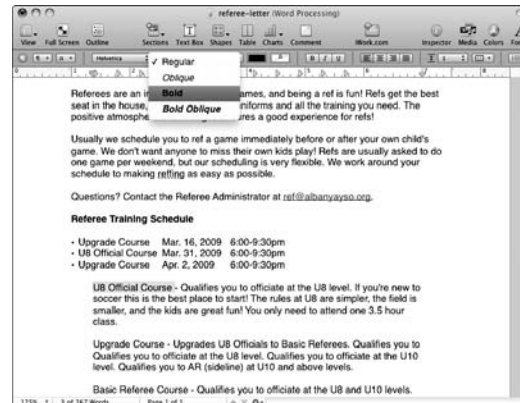


Figure 6-4: Applying bold to text

Insert a Photo into a Pages Document

1. With Pages open, create a document into which you want to insert a photo.
2. Place the cursor where you want to insert the photo.
3. Choose Insert⇨Choose.
4. In the dialog that appears, browse to the photo you want to insert.
5. Click the photo to select it, as shown in Figure 6-5, and then click the Insert button to include it in the document.



If the image doesn't fit well into your document, click and drag the corner handles of the image to resize it.



Figure 6-5: Choosing the photo to insert



To create a PDF file of your document, click the PDF button in the lower-left corner of the Print window and then choose Save as PDF from the drop-down menu that appears.

Print a Pages Document

1. Compose a document in Pages, as I describe earlier in this chapter.
2. Choose File⇨Print.
3. In the Print dialog that appears, click the down arrow to expand the print options.
4. Enter the number of copies and select other print options, as shown in Figure 6-6.
5. Click the Print button to begin printing.

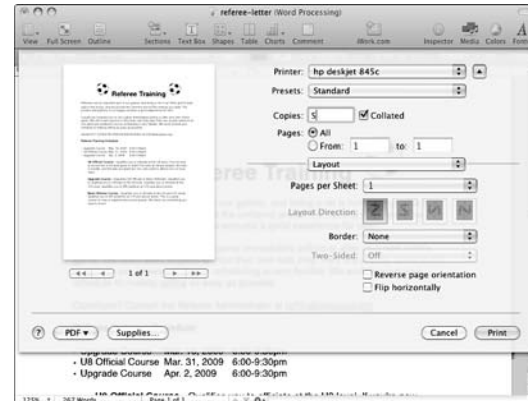


Figure 6-6: Choosing printing options

Start a New Keynote Presentation

1. Open the iWork subfolder in the Applications folder and then double-click Keynote to launch the program.



If this is your first time launching iWork, click Try to evaluate iWork free for 30 days.

2. Choose a template for your new presentation from the Theme Chooser window, as shown in Figure 6-7. Scroll through the list of available templates. When you find the template you want to use, click the template to select it.
3. Select a size for your slides from the Slide Size pop-up menu, located in the lower-right corner of the Theme Chooser window.



If your presentation will be viewed in a large room via a projector with average lighting and resolution, stick with a relatively small slide size, such as 1024 x 768 or 800 x 600. Larger slide sizes may result in text that's hard to read from the back row.

4. Click the Choose button to create a new presentation by using your chosen template and slide size.
5. Type a title and subtitle for your presentation in the provided text boxes on the first slide.
6. Choose File⇧Save.
7. In the Save dialog that appears, enter a filename for your presentation, as shown in Figure 6-8.
8. Choose a folder in which to save the presentation in the Where menu and then click Save.



Figure 6-7: The Theme Chooser window

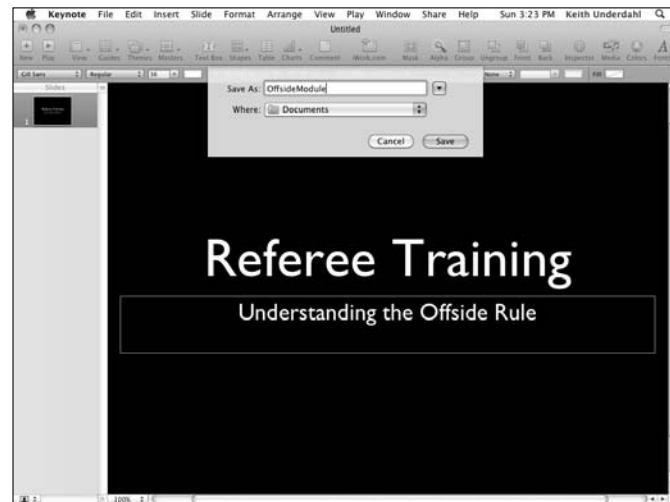


Figure 6-8: The Save dialog

Insert Slides

1. Open a Keynote presentation.
2. Click the New button in the upper-left corner of the Keynote window to insert a new slide, as shown in Figure 6-9.
3. To open a specific slide, click the slide in the Slides list on the left side of the screen.
4. To change the order of slides, click and drag slides up or down to new positions. Slides at the top of the list appear first when the slideshow is played.
5. To quickly change the layout or format of a slide, click the Masters button and choose a new master, as shown in Figure 6-10. Choosing a new master quickly reformats the appearance and styling of all your slides.
6. Click in the text areas and type text for your new slide.



To delete a slide, select the slide and choose **Edit**→**Delete**. If you have a two-button mouse, you can also right-click a slide and choose **Delete** from the contextual menu that appears.



To quickly create a new slide based on an existing slide, open the existing slide and choose **Edit**→**Duplicate**. An exact copy of the slide is added to the presentation.

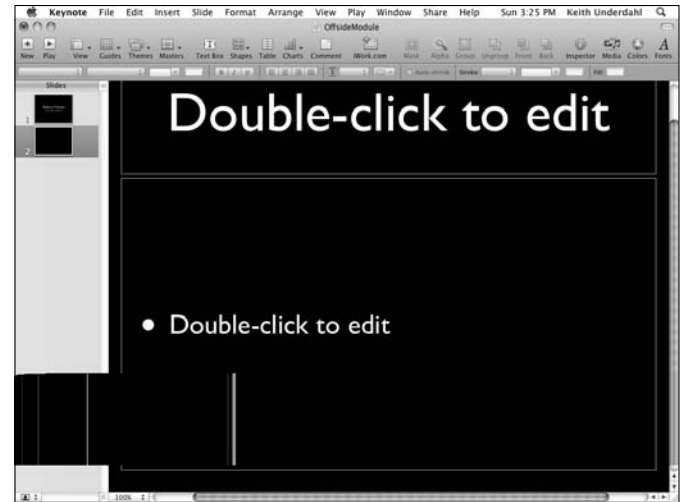


Figure 6-9: The Keynote window

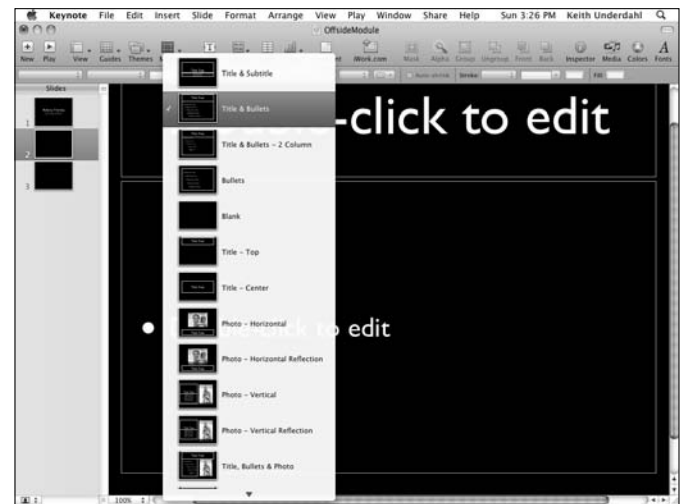


Figure 6-10: The Masters menu

Format Text

1. Enter text into a text box on a slide.



To add a new text box to a slide, click the Text Box button on the Keynote toolbar. Click and drag the text box to the desired location and resize the box by using the handles on the sides and corners.

2. Click and drag over a passage of text to select it.
3. To change the size or style of the text, choose a font, style, and size from the menus on the Formatting toolbar, as shown in Figure 6-11.



For more advanced control over text formatting, select some text and click the Fonts button on the Keynote toolbar. The Font panel opens with menus and options to control virtually every aspect of the font's appearance.

4. To change the color of text (or any object), select the text and then click the Colors button on the Keynote toolbar.
5. Use the Color picker, as shown in Figure 6-12, to select a new color.



If you prefer to adjust color with sliders or specific numeric values rather than the circular color picker, click the Sliders button (the second button from the left) near the top of the Color picker.



Remember to maintain strong contrast between text and background colors. Text that looks okay on your computer monitor may be unreadable on a dim projector in a bright room. White text on a dark background works best on most projectors.

6. Close the Color picker after you're done changing colors.

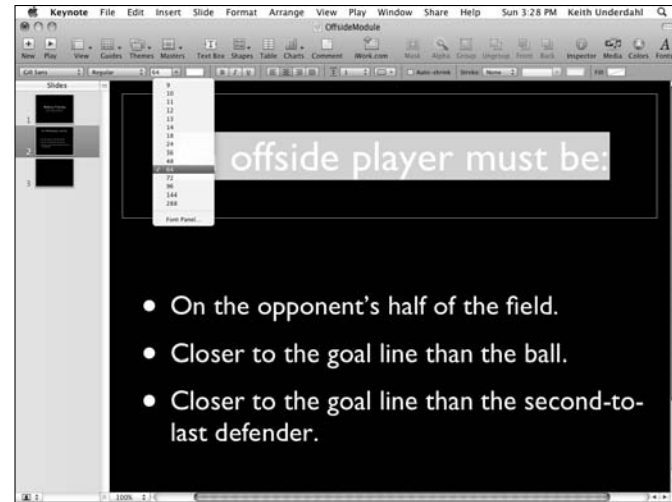


Figure 6-11: Formatting text in a text box



Figure 6-12: The Color picker

Add Graphics to Presentations

1. Open a Keynote presentation and select a slide on which you want to draw some basic graphics.
2. Click the Shapes button, as shown in Figure 6-13, and choose a shape that you want to draw.
3. When the shape appears on the screen, click and drag the corner and side handles to change the shape size.
4. To insert a photo, choose Insert⇧Choose.
5. Browse to the image file that you want to insert. Select the image file and then click the Insert button.
6. Click and drag the image to a new location, as shown in Figure 6-14.
7. Click and drag the corner handles of the image to resize it.



Don't make pictures too small because the people sitting in the back row must be able to see them, too.

8. If a shape or image blocks part of another image or object, select the image and choose Arrange⇧Bring Forward or Arrange⇧Send Backwards, as appropriate. Repeat until all graphics and objects on the slide are stacked in the proper order.

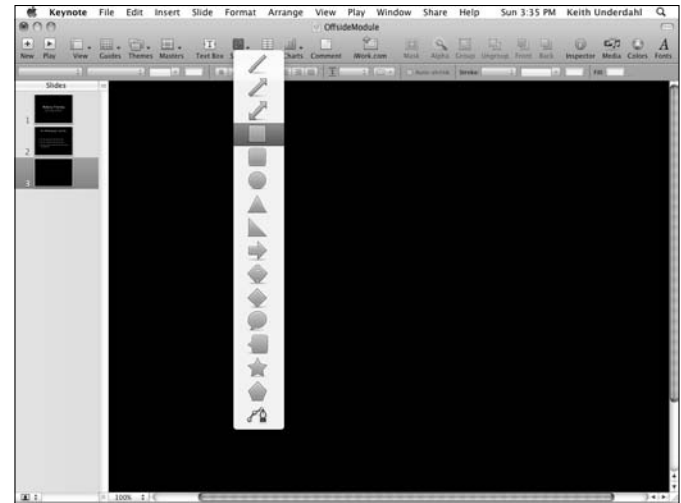


Figure 6-13: The Shapes menu

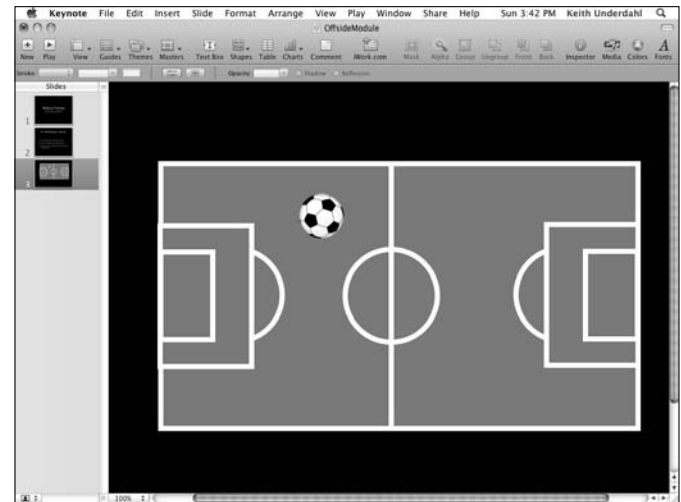


Figure 6-14: An image placed on a slide

Present a Keynote Presentation

1. Connect your Mac to a projector, if needed.



You may need to use a special VGA adapter between your Mac and the projector cable. Apple offers VGA adapters, which allow you to connect most Macs to analog computer monitors or multimedia projectors.

2. Open the presentation that you want to play in Keynote.
3. Click the first slide in the presentation so that it's selected.
4. Click the Play button or choose Play⇨Play Slideshow to play the slideshow. (Figure 6-15 shows a slideshow in progress.)
5. Press Return, the spacebar, the right arrow key, or the mouse button to move to the next slide.
6. To move to the previous slide, press the left arrow key.
7. To end the presentation, press the Esc key.
8. To export the presentation in a different format, choose Share⇨Export.
9. In the Export dialog that appears, choose an export format and follow the instructions on-screen to export the presentation, as shown in Figure 6-16. The most useful formats include
 - **QuickTime:** Plays on any computer with QuickTime
 - **PowerPoint:** Exports a presentation that is compatible with Microsoft PowerPoint
 - **PDF:** Exports slides that can be viewed statically on any computer that has Adobe Reader
 - **HTML:** Produces an HTML file that can be viewed in a Web browser such as Safari or Firefox
 - **iPod:** Creates a movie that plays on a video-capable iPod

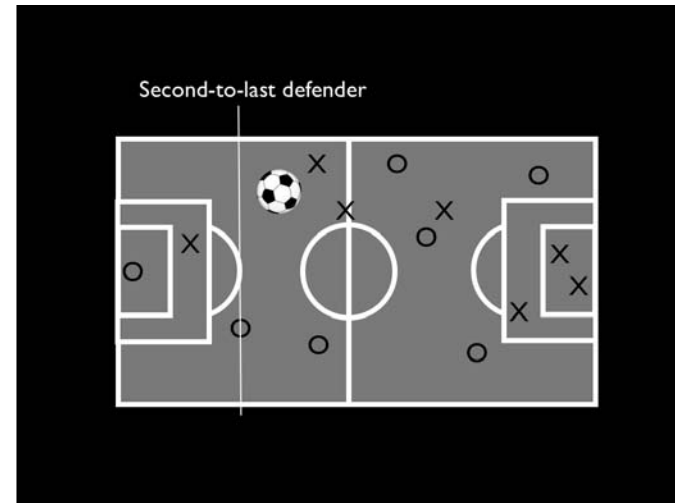


Figure 6-15: A slideshow in progress



Figure 6-16: The Export tab

Calculate Expenses Using Numbers

1. Open the iWork subfolder in the Applications folder and then double-click Numbers to launch the program.



If this is your first time launching iWork, click Try to evaluate iWork free for 30 days.

2. Select a template for your new document and then click Choose.
3. Enter some numbers you want to add up in a column or row, as shown in Figure 6-17.



If you're working from a new blank document, use Column A and Row 1 for labels. Columns are oriented vertically and rows stretch horizontally.

4. When you're done entering numbers, click and drag over all of the values to select them.



Notice that a summary of the selected numbers is displayed in the lower-left corner of the Numbers window. This is a handy feature for calculating quick, at-a-glance sums and averages.

5. Click the Function button on the Numbers toolbar and then choose a function, as shown in Figure 6-18. The function is displayed in the next available cell.

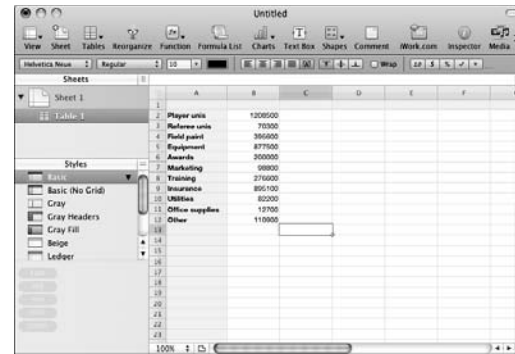


Figure 6-17: The Numbers program at work

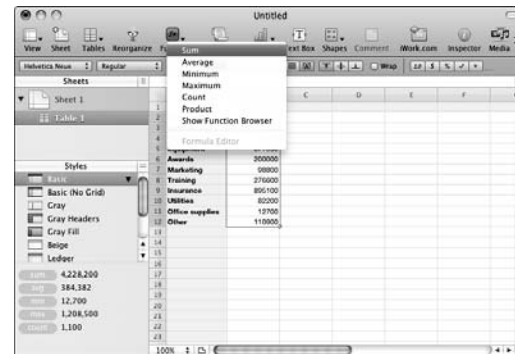


Figure 6-18: The Function menu

Using Dashboard

Computers are supposed to be labor-saving devices, but it seems to take an awful lot of mouse clicks, menu commands, and keyboard inputs to get anything done. This is what makes computers less intuitive than, say, a car, where every important control is immediately at hand and critical information is within your peripheral view.

The engineers at Apple must have been thinking about computer usability problems, too. When they released OS X version 10.4 Tiger, they included a new tool — *Dashboard*. Like the instrument panel in your car, the OS X Dashboard puts important information and tools within easy reach. Dashboard isn't quite in peripheral view — if it was it would be in the way — but it is just a single mouse click or keypress away, and Dashboard doesn't affect your other applications.

This chapter shows you how to open Dashboard and how to add and remove Dashboard items, which are also called *widgets*. Dashboard widgets covered in this chapter include

- ➡ Web Clips
- ➡ Weather
- ➡ Sticky Notes
- ➡ Flight Tracker
- ➡ Translation
- ➡ Unit Converter
- ➡ Movies

Chapter

7

Get ready to . . .

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Open Dashboard

1. To open Dashboard, simply click the Dashboard icon on the Dock. The screen dims slightly, and Dashboard widgets zoom into view, as shown in Figure 7-1. You can also open Dashboard by two additional methods:
 - Double-click the Dashboard icon in the Applications folder.
 - Press F12 on your keyboard (F4 on newer Apple keyboards).
2. To change the way Dashboard opens, open System Preferences and then click the Exposé & Spaces icon.
3. To create a hot corner for Dashboard, click the Exposé tab and then select Dashboard from one of the Active Screen Corner menus. (In Figure 7-2, the lower-right corner has been set to Dashboard.) Then, to open Dashboard, simply move the mouse pointer to the corresponding corner of the screen.
4. To change the keyboard shortcut used for opening Dashboard, make a different selection in the Hide and Show menu.



If you want to use a modifier key, such as \mathcal{E} or Control, simply hold down that key (or keys) while making a selection in the Hide and Show menu.



You can't quit Dashboard like other OS X applications. To close Dashboard, simply click a blank area of the screen. Although a blue and white dot remains under the Dashboard icon on the Dock, very few of your computer's resources are dedicated to Dashboard.



Figure 7-1: Dashboard

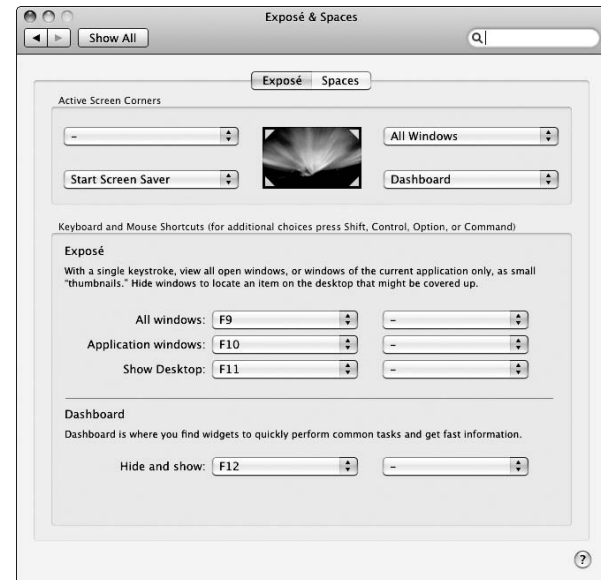


Figure 7-2: Setting a hot corner for launching Dashboard

Add Items to Dashboard

1. Open Dashboard.
2. Click the plus sign in the lower-left corner of the Dashboard screen. A list of widgets appears along the bottom of the screen, as shown in Figure 7-3.
3. Click the arrow buttons on the far right or left of the list of widgets to scroll through the list.
4. To add a widget, simply click the widget in the list. The new widget is plopped onto your Dashboard. In Figure 7-4, the widget for showing movie times was added.
5. Click and drag widgets to move them to new locations on the Desktop.
6. To remove a widget from Dashboard, click the X button in the upper-left corner of the widget. You can always add the widget back later if you want.
7. After you're done adding, moving, and removing widgets, click the X button in the lower-left corner of the screen, just above the horizontal list of widgets. The list disappears, and the X turns back into a plus sign.



You can click and drag widgets to new locations at any time; the widget list at the bottom of the screen need not be visible when moving widgets. You need the widget list open only when you're adding and removing widgets.



Dashboard lets you add multiple copies of the same widget. So for example, you can have one clock showing local time and another showing GMT, or you can display weather widgets for multiple cities.



Figure 7-3: The widget list



Figure 7-4: Add, move, or delete widgets as needed

Create Web Clip Widgets

1. In Safari, open a Web page containing the item you want to place in a widget.
2. When the page is loaded, choose File⇨Open in Dashboard.



You can also click the Open This Page in Dashboard button on the Safari toolbar. The button looks like a dotted square with scissors. However, if the item is in a pop-up window, the Safari toolbar may not be visible, making it necessary to choose File⇨Open in Dashboard.

3. Click the general area of the page containing the item that you want to add to Dashboard. A clear box appears around the area.
4. Click and drag the handles at the corners and sides of the box so that the box surrounds only the area that you want to add to Dashboard. In Figure 7-5, I'm selecting a picture and some text in a pop-up window.
5. Click the Add button. A Web Clip containing the area is added to Dashboard, as shown in Figure 7-6. The Web Clip widget automatically updates whenever the web content it contains is updated. The Web Clip in Figure 7-6 is a highway cam image that updates every ten minutes.
6. Open Dashboard and reposition the Web Clip.
7. To remove a Web Clip from your Dashboard, open Dashboard and then click the plus sign in the lower-left corner of the screen. Click the Web Clip's close button to remove it.



Figure 7-5: Selecting the area to add to Dashboard



Figure 7-6: A Web Clip on Dashboard

Check Weather

- 1. Open Dashboard. If the Weather widget isn't already part of your Dashboard, add it, as described earlier in this chapter.
- 2. Hover the mouse pointer over the lower-right corner of the Weather widget and then click the *i* button when it appears.
- 3. In the City, State, or ZIP Code field, enter your city, state, or ZIP code.



If you live in a suburb of a larger city, make sure you enter the name of your suburb and not the big city nearby. For example, if you live in Aurora, Colorado, enter **Aurora** and not Denver. This ensures that your weather report is as accurate as possible for your specific location.

- 4. Choose whether you want the temperature to display in Celsius (°C) or Fahrenheit (°F) in the Degrees menu.
- 5. If you want the weather outlook to display daily low temperatures as well as daily highs, select the Include Lows in 6-Day Forecast check box.
- 6. Click Done and then check your weather outlook, as shown in Figure 7-7.
- 7. For a compact display of the Weather widget, click the sun or moon (depending on the time of day). The widget display gets smaller, like the upper widget in Figure 7-8. Click the sun or moon again to expand the display, like the lower widget in Figure 7-8.



If you want to monitor the weather in multiple locations, open multiple occurrences of the Weather widget simply by adding the Weather widget again, as described earlier in this chapter. You can then set each widget to a different geographic location.



Figure 7-7: Your weather outlook



Figure 7-8: The Weather widget

Leave Sticky Notes

1. Open Dashboard. If the Stickies widget isn't already part of your Dashboard, add it, as described earlier in this chapter.
2. Hover the mouse pointer over the lower-right corner of the Stickies widget and click the *i* button when it appears.
3. Choose a paper color, font, and font size, as shown in Figure 7-9.



For best results, keep the Font Size menu set to Auto. When the size is set to auto, the text size adjusts automatically when you type notes.

4. Click Done.
5. To compose a note, simply click the Stickies widget and start typing, as shown in Figure 7-10.
6. To delete the text on a note, click and drag over text with the mouse to select it and then press Delete on your keyboard.



If you want to save text in a Sticky Note, select the text and then press $\text{⌘}+\text{C}$ on the keyboard to copy it. Open another program (such as TextEdit) and then press $\text{⌘}+\text{V}$ to paste the text into that program. You can then save the text with that program. You can't save text by using the Stickies widget.

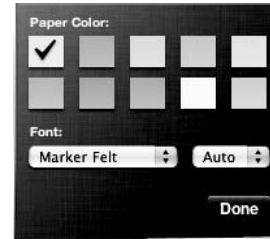


Figure 7-9: Paper color and font options for the Stickies widget



Figure 7-10: A quick note

Track Flights

1. Open Dashboard. If the Flight Tracker widget isn't already part of your Dashboard, add it, as described earlier in this chapter.
2. If you want to track flights for a specific airline, choose the airline from the Airline pop-up menu.
3. Select the departure city from the Depart City pop-up menu, as shown in Figure 7-11.
4. Select the destination from the Arrive City pop-up menu, as shown in Figure 7-11.



If you know the three-letter airport code (for example, LAX for Los Angeles International Airport or MSP for Minneapolis-St. Paul International Airport) for either city, click in the relevant menu and type the code.

5. Click the Find Flights button.
6. Review the list of flights matching your results, as shown in Figure 7-12.
7. To perform another search, click the arrow next to the Track Flight button.



Flight Tracker automatically refreshes its data every time you open Dashboard. If you plan to track a flight in the near future, set up Flight Tracker to monitor those flights beforehand.



Figure 7-11: The Flight Tracker widget

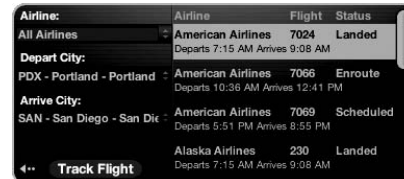


Figure 7-12: Flight status info in Flight Tracker

Translate Foreign Languages

1. Open Dashboard. If the Translation widget isn't already part of your Dashboard, add it, as described earlier in this chapter.
2. Select languages in the From and To pop-up menus to decide how the translation is made.
3. Enter a phrase, including punctuation, in the From field. A translation appears automatically in the To field, as shown in Figure 7-13.



You can copy and paste text into the Translation widget from other programs or Web pages.

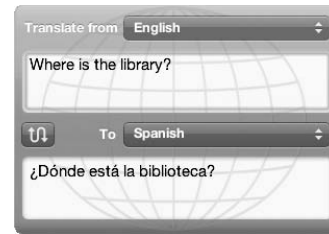


Figure 7-13: The Translation widget

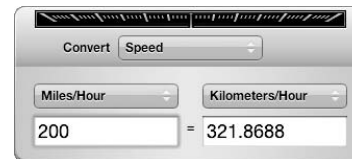


Figure 7-14: The Unit Converter widget

Convert Units of Measure

1. Open Dashboard. If the Unit Converter widget isn't already part of your Dashboard, add it, as described earlier in this chapter.
2. Choose the kind of unit you want to convert in the Convert menu. You can choose among Weight, Volume, Energy, Currency, Time, and many other categories.
3. Select a specific unit of measure from the menu on the left and then enter a value, as shown in Figure 7-14.
4. Choose a specific unit of measure in the right menu. This unit should be the one to which you want to convert the original value.

Check Movie Times

1. Open Dashboard. If the Movies widget isn't already part of your Dashboard, add it, as I describe earlier in this chapter.
2. Click on the Movies widget to enlarge its window size.
3. Hover the mouse pointer over the lower-right corner of the Movies widget and click the *i* button when it appears.
4. Enter your postal code, as shown in Figure 7-15. Click Done to return to the main window.
5. Click the name of a movie under Movie Theaters to view a description of the movie. A list of local theaters that are showing the movie appears to the right.
6. Click a theater in the list to view a list of show times, as shown in Figure 7-16.
7. To view a trailer for the movie, click the Trailer icon in the lower-left corner.
8. To purchase tickets online, click Buy Tickets in the lower-left corner.



By default, all movies and show times are displayed for the current day. To view a different day, click Today in the upper-right corner of the Movies widget and choose a different day from the menu that appears.



Figure 7-15: The Movies widget



Figure 7-16: Movie theaters, titles, and show times

Download New Dashboard Widgets

1. Open Dashboard and then click the plus sign in the lower-left corner to open the list of widgets along the bottom of the screen.
2. Click the Manage Widgets button in the lower-left corner, just above the widget list.
3. In the Widget Manager window that appears, as shown in Figure 7-17, click More Widgets.
4. In the Apple Web site that appears, as shown in Figure 7-18, browse the extensive list of available widgets.



Make sure you read the terms of use for any widget before you download. Widgets listed as Freeware can be downloaded for free, but you should still click the More Info link if one is available. The More Info link also usually contains special installation instructions.

5. After you find a widget you want to install, click Download.
6. Click OK to save the widget.
7. After the download is complete, click the Downloads icon on the Dock and follow the on-screen instructions to extract the widget and finish installation.



Figure 7-17: The Widget Manager window

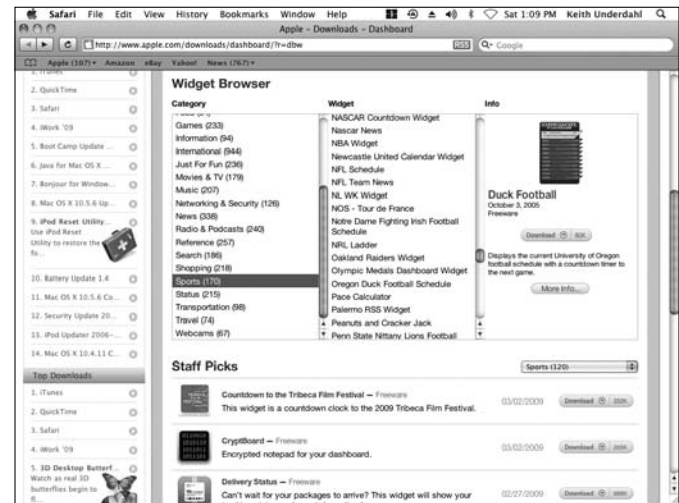


Figure 7-18: The Apple Web site and its many widgets

Part III

Going Online with Your Mac

The 5th Wave

By Rich Tennant



"... so if you have a message for someone, you write it on a piece of paper and put it on their refrigerator with these magnets. It's just until we get our e-mail fixed."

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Sending E-Mail and Browsing the Internet

Personal computers have been available since the 1970s, but in the early years they were mainly used by businesses, gamers, and hardcore computer geeks. With the advent of the World Wide Web in the 1990s, more people came to see personal computers as necessities. Today the computer is an indispensable tool for communication, information, and entertainment.

Your Macintosh is ready to communicate, entertain, and retrieve information as soon as you take it out of the box. It comes with all the software applications you need to send and receive e-mail, browse the Web, or download multimedia. Your Mac even comes with the hardware needed to connect to the Internet in the form of AirPort and an Ethernet network adapter. (An Ethernet port is optional on some models.) If you need a modem for dial-up Internet, Apple sells one that plugs into your Mac's USB port.

This chapter shows you how to get started with e-mail and Web browsing. In addition to the applications that come with OS X, this chapter also shows you how to download and use *Firefox*, a popular third-party Web browser.



Before you can use e-mail and the Internet, you must have an Internet service account. These accounts are provided by Internet service providers (ISPs), of which many are probably in your area. If you don't already have Internet service, check with your telephone and/or cable company to see what services they offer, or look in the phone book under Internet Service. Once you are signed up, your ISP should provide specific instructions for connecting its service.

Chapter

8

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Go Online with Safari

1. Launch Safari by clicking the Safari icon on the Dock or by double-clicking its icon in the Applications folder.



The first time you launch Safari, you're shown the Top Sites screen. Click a thumbnail on this screen to open a Web page. As you browse the Internet, Safari remembers your favorite Web sites and automatically replaces the generic top sites with your personal favorites. Click the Top Sites button (it looks like a grid of squares) on the Safari toolbar to view the Top Sites screen.

2. Type a Web address — a *uniform resource locator* (URL) — in the address bar, as shown in Figure 8-1, and then press Return to visit the address.
3. Use these buttons on the Safari toolbar to navigate Web pages:
 - **Back:** Click the Back button to return to the previously viewed Web page.
 - **Forward:** If you click the Back button, you can click the Forward button to return to the page you just left.
 - **Bookmark:** Click this button (it looks like a Plus sign next to the Web address box) to bookmark a Web page. Edit the name of the bookmark and select a location from the pop-up menu, such as the Bookmarks bar, as shown in Figure 8-2. You can easily return to the bookmarked page by selecting it from the Bookmarks menu on the menu bar.
 - **Reload:** Use this button — located on the right side of the Web address bar — to reload the current page.
4. To change the size of text on the screen, open the View menu and choose to make text either bigger or smaller.



Figure 8-1: The Safari Web browser

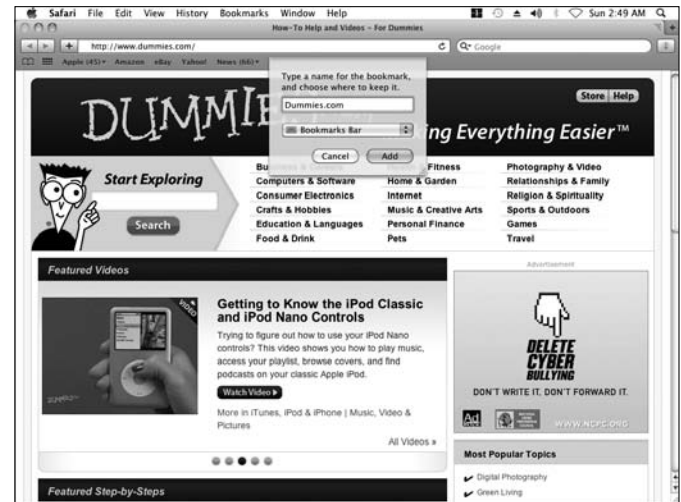


Figure 8-2: Bookmarking a Web page

5. Choose Safari⇨Preferences.
6. In the General pane that appears, find the Home Page text box and enter the URL for the page you want to use as your home page, as shown in Figure 8-3.



The *home page* is the Web page that opens first whenever you launch Safari. To use the current Web page as your home page, click Set to Current Page.

7. Click the Security icon at the top of the pane to open Security preferences.
8. Choose the Never option next to Accept Cookies if you don't want to accept cookies from Web sites.



Cookies are files that Web pages save to track your Web browsing habits. This may sound bad, but the real risks are minimal. Some Web pages may not function correctly when cookies are disabled.

9. Close the preferences pane when you're done adjusting Safari preferences.
10. To browse anonymously, choose Safari⇨Private Browsing.



Private browsing stops Safari from remembering which Web pages you've visited. This setting is especially valuable if you're using Safari on a public computer, such as in a library or school.

11. To return to a Web page in History, choose a page from the History menu, or click the Show All Bookmarks button (it looks like an open book) on the far-left side of the Bookmarks bar and then choose History in the list that appears, as shown in Figure 8-4. Click a page in the History to view it.
12. To clear the history, choose History⇨Clear History.



Figure 8-3: Setting your home page

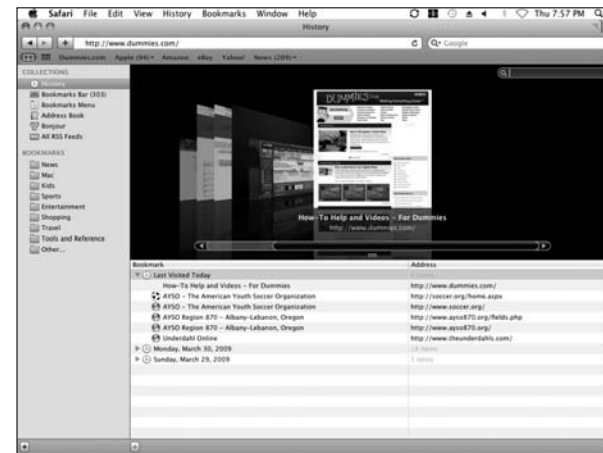


Figure 8-4: Digging into your browsing history

Install Firefox

1. Use any Web browser (like Safari) to visit www.getfirefox.com.
2. Follow the instructions on the Mozilla Web site — home to the Firefox developer team — to download Firefox.
3. When the installer download is finished, click the Downloads folder on the Dock, and then double-click the icon for the disk image (the icon has the .dmg file-name extension) to extract and mount the disk image.
4. When you see the Firefox window, as shown in the upper-left corner of Figure 8-5, click and drag the Firefox icon onto the Applications folder icon right next to it. The Applications folder automatically opens, as shown in Figure 8-5. Drop Firefox in the Applications folder to install it.



After you copy Firefox to the Applications folder, you can delete the downloaded Firefox disk image.



To access Firefox more easily, add it to the OS X Dock. See Chapter 1 for more on adding items to the Dock.

Browse the Web with Firefox

1. Launch Firefox from the Applications folder.
2. Type a Web address in the address bar, as shown in Figure 8-6.



Figure 8-5: Installing Firefox

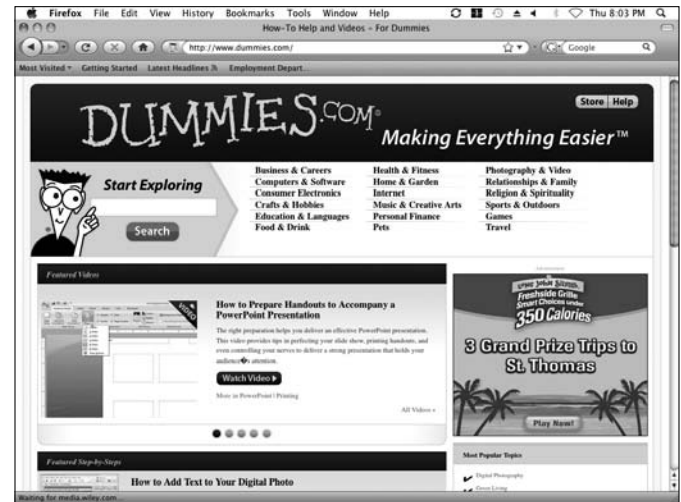


Figure 8-6: Typing a URL in the address bar

3. Use the navigation buttons on the Firefox toolbar to browse Web pages. From left to right, the buttons are
 - **Back:** Click the Back button to return to the previously viewed Web page.
 - **Forward:** If you click the Back button, you can click the Forward button to return to the page you just left.
 - **Reload:** Use this button to reload the current page. The Reload button is especially helpful if a wireless connection drops momentarily and the page fails to load completely.
 - **Stop:** Click this button to stop loading the current Web page.
 - **Home:** Click the Home button to quickly return to your home page.



Click and hold the Back and Forward buttons to reveal a longer list of visited pages.

4. Choose Firefox → Preferences.
5. On the Main tab, enter the URL for your desired home page in the Home Page text box, as shown in Figure 8-7, or click the Use Current Page button to set the current Web page as your home page.
6. Click the Advanced icon and then click the Check Now button to see whether Firefox is your default browser. If not, you may set Firefox as the default when you're prompted to do so. Close the Preferences window.
7. To view your browsing history, choose History → View All History. Use the History library, as shown in Figure 8-8, to browse previously visited Web sites.

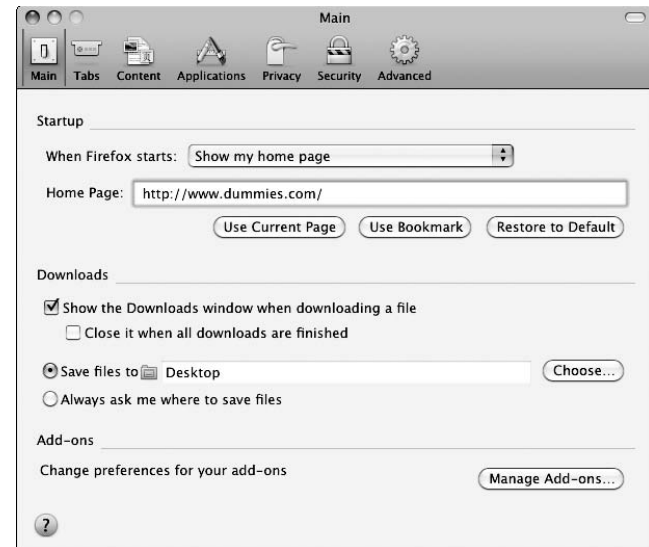


Figure 8-7: Setting Firefox's home page

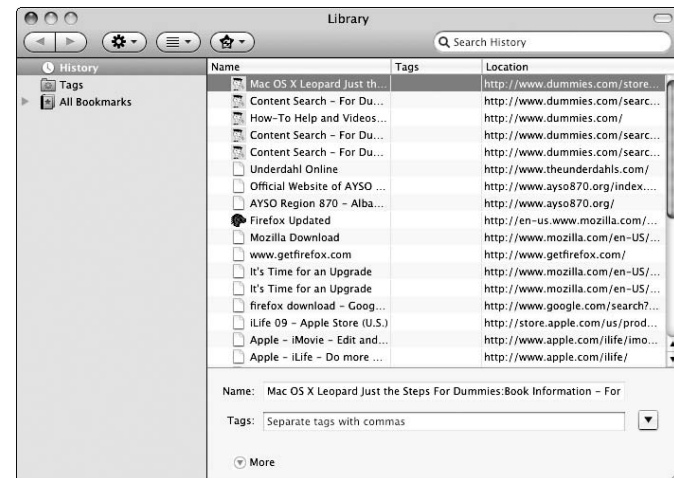


Figure 8-8: The History library

Bookmark Your Favorite Web Pages

1. In Firefox, open the Web page that you want to bookmark.
2. Choose Bookmarks⇨Bookmark This Page.
3. Type a simple name for the bookmark in the Bookmark dialog that appears, as shown in Figure 8-9.
4. If you want the bookmark to appear on the Bookmarks toolbar (under the main toolbar), choose Bookmarks Toolbar in the Folder pop-up menu.



To delete or update old bookmarks, choose Bookmarks⇨Organize Bookmarks.

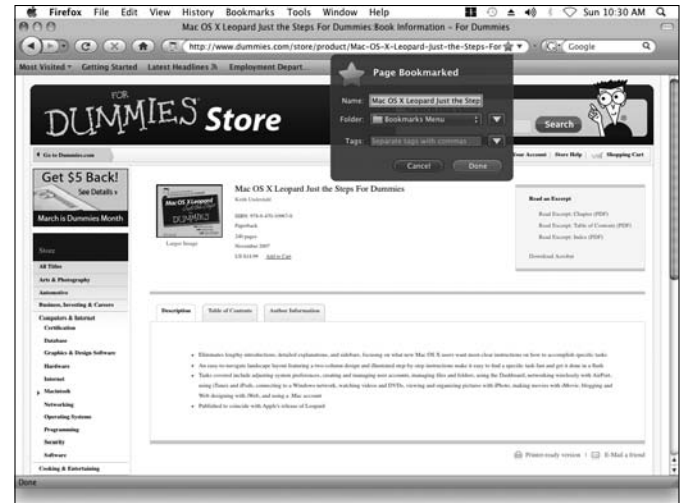


Figure 8-9: A dialog for bookmarking a Web page

Search with the Google Widget

1. Add the Google widget to the Dashboard, using the steps I describe in Chapter 7 for adding new widgets to Dashboard.
2. Open Dashboard and type a search query in the Google widget, as shown in Figure 8-10.
3. Press Return to begin the search. Your default Web browser opens and displays a list of results.



Your Web browser doesn't need to be open when you use the Google widget. The browser launches automatically when you begin the search.



Figure 8-10: The Google widget

Set Up an E-Mail Account

1. Obtain an e-mail account from your ISP, an e-mail account provider, or MobileMe. See Chapter 9 for more on getting and using a MobileMe account.
2. Launch Mail from the OS X Dock or from the Applications folder. Make sure your computer is connected to the Internet.
3. Enter the e-mail address and password for your e-mail account when you're prompted to do so, and then click Continue. Mail searches for mail servers for your e-mail address.
4. Choose the account type (such as POP, IMAP, or Exchange) and enter the incoming mail server address, as shown in Figure 8-11. (The e-mail service provider should give you all of these details.)
5. Type a description for the account and enter the user name and password.
6. Click Continue and then enter the outgoing mail server address, as shown in Figure 8-12.
7. If your server requires SSL authentication, select the Use Authentication check box and enter the username and password, as shown in Figure 8-12.
8. Click Continue, verify the account summary that appears, and then click Create. Your Inbox launches and mail is downloaded.



If Mail is unable to verify or create the account because you enter an invalid address, username, or password, you're asked to repeat the necessary steps. Addresses, usernames, and passwords are provided by the e-mail service provider.



Figure 8-11: Choosing the type of mail account to create



Figure 8-12: Handling outgoing mail server authentication

Compose and Send E-Mail

1. Open the Mail application and click New Message.
2. In the message window that appears, type the e-mail address of the recipient in the To field. If you aren't sure of the address, click the Address button and choose a name from your Address Book, as shown in Figure 8-13.



To include a third party in on your e-mail, enter another address in the Cc field. You can enter multiple addresses in the To and Cc fields.



When you receive an e-mail message, you can add the sender to your Address Book by selecting the message and choosing Message → Add Sender to Address Book.

3. Type a subject for your message in the Subject field. Make it descriptive so the recipient can easily identify the topic.
4. Compose your message, as shown in Figure 8-14. The mail composition window works much like a word processor. Composition options include
 - **Sending file attachments:** If you want to e-mail a file to someone, click the Attach button and browse to a picture or other file that you want to send with the e-mail. Try to keep attachment sizes small (usually 1MB or less) and keep in mind that some people can't receive attachments.
 - **Changing text styles:** Use the Fonts and Colors buttons to change the appearance of text in your e-mail.
 - **Send photos:** Click the Photo Browser button to browse your iPhoto library. To send a photo, click and drag it from the browser to your e-mail message, as shown in Figure 8-14.

5. After you're done composing your message, click Send. The message is sent.

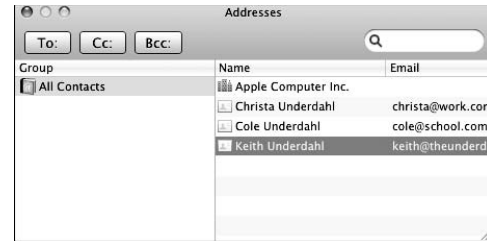


Figure 8-13: An Address Book



Figure 8-14: Embedding photos by using the Photo Browser

Download and Read E-Mail

1. Launch Mail and make sure your computer is connected to the Internet.
2. If mail doesn't download automatically, click the Get Mail button on the Mail toolbar.
3. Review the list of downloaded e-mail in the Inbox. Unread e-mail is marked with a blue dot to the left of the message.
4. Click a message to view it in the Preview pane near the bottom of the window, as shown in Figure 8-15.



To view an e-mail message in a separate window, double-click the message in the Inbox.

5. When you're done reading an e-mail, you can do one of several things with it:
 - **Reply:** Select a message and click the Reply button to compose and send a reply back to the original sender.
 - **Delete:** Click the Delete button on the toolbar to delete the message.
 - **Junk:** If the message is spam or junk mail, select the message and click the Junk button. This action trains Mail to recognize and trash junk mail automatically.
 - **Organize:** To organize e-mails that you want to keep, choose Mailbox⇨New Mailbox, type a name for the mailbox, and click OK. Click and drag messages to the new mailbox, as shown in Figure 8-16.

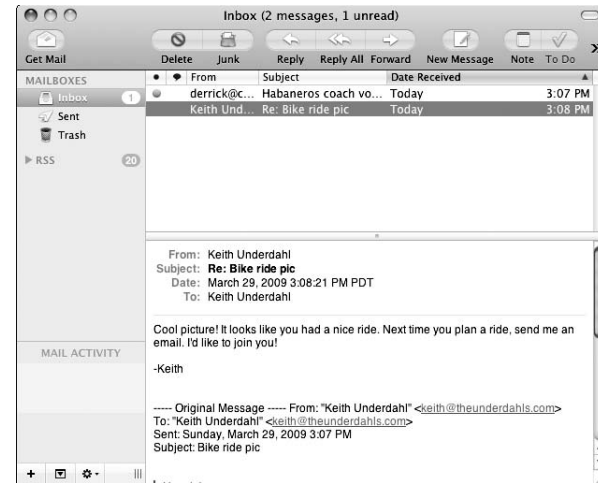


Figure 8-15: The Mail Inbox with the Preview pane open

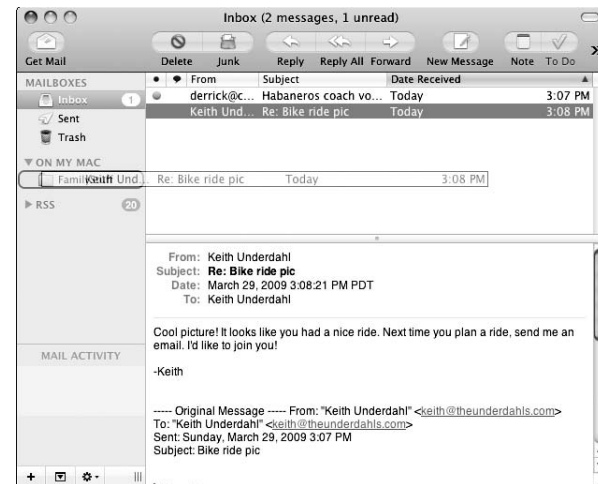


Figure 8-16: Organizing messages into sub-mailboxes

Adjust Mail Settings

1. Open the Mail application and choose Mail⇨Preferences.
2. On the General tab of the preferences pane that appears, select a time span from the Check for New Messages pop-up menu. In Figure 8-17, Mail was configured to check for mail every 15 minutes.
3. Click the Accounts icon at the top, click the Mailbox Behaviors button, and use the pop-up menu to choose how long you want to wait before deleted messages are emptied from the Trash. The default interval is one week.
4. Click the Junk Mail icon at the top and review junk mail filtering settings.
5. Click the Fonts & Colors icon and choose default fonts and colors for e-mail composition and viewing.



Stick to basic fonts and contrasting colors so that your mail is easy to read.

6. Click the Composing icon. If you participate in e-mail lists that require plain text (with no formatting), choose Plain Text from the Message Format pop-up menu, as shown in Figure 8-18.



If you want to reply to rich text messages in rich text format, select the check box labeled Use the Same Message Format as the Original Message.

7. Close the Preferences window after you're done making settings adjustments.

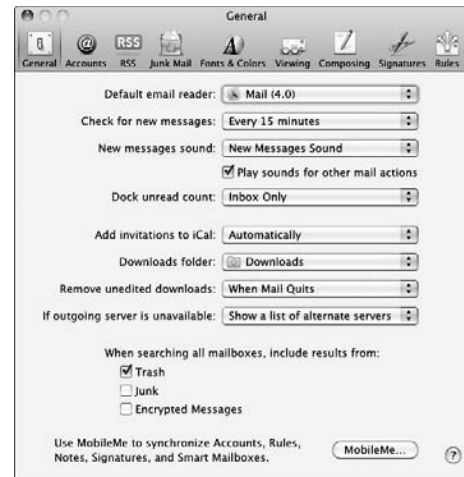


Figure 8-17: The General tab of the preferences pane for Mail

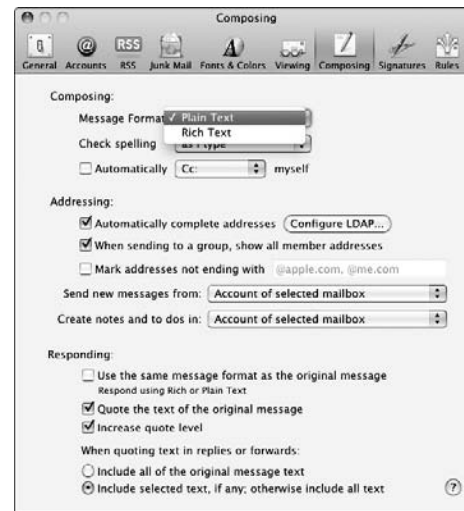


Figure 8-18: Configuring Mail for plain text mail

Using MobileMe

One of the coolest things about the Internet is that anyone can publish photos, blogs, and other stuff for the whole world to see. If you'd like your own online home page, you're going to need some online real estate on which to build it. Many different companies offer online server space, but such servers are often costly or difficult to use.

Apple offers online server space, too, and it's much easier to use than many other online services. The Apple online service is MobileMe, and you can use MobileMe for both public and private purposes. On the public side, you can use MobileMe to publish photos, videos, calendars, and Web pages. On the private side, you can use MobileMe to archive important data, as well as synchronize your calendars, contacts, and e-mails between multiple Macs, PCs, iPhones, and other devices.

An individual MobileMe account costs about \$100 per year. This price is close to what other online server space companies charge, but with MobileMe you get user friendliness and seamless OS X integration for no extra charge. You can also try MobileMe for free for 60 days. This chapter shows you how to get started with a MobileMe account and how to start using some popular MobileMe features.



MobileMe is the successor to Apple's earlier online service, .Mac. Apple transitioned .Mac accounts over to MobileMe accounts in 2008. MobileMe adds support for devices such as the iPhone, iPod touch, and even Windows PCs.

Chapter

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Create a MobileMe Account

1. Visit Apple's MobileMe Web site at www.apple.com/mobileme.
2. Click the link to sign up for a free trial.
3. Follow the on-screen instructions to create your account, as shown in Figure 9-1. Choose your member name carefully because you can't change it later. It will also become your @me.com e-mail address.



If the member name you choose is already taken, the MobileMe Web site prompts you to enter a different one.

4. When you come to the MobileMe Setup page, as shown in Figure 9-2, click a link for a device (such as iPhone or Mac) to start setting it up. If you're working from your Mac, most MobileMe features will be configured automatically.



The link for setting up Windows PCs contains addresses for incoming and outgoing e-mail servers (Simple Mail Transport Protocol, or SMTP), which you'll need when setting up MobileMe in Outlook or other Windows e-mail programs.

5. To log in to your MobileMe account from any Internet-connected computer, simply visit www.apple.com/mobileme and then click the Log In link in the upper-right corner.



If you access MobileMe from a computer other than your own (especially a public computer), don't accept the browser's offer to remember your password and make sure that you log out when you're done.

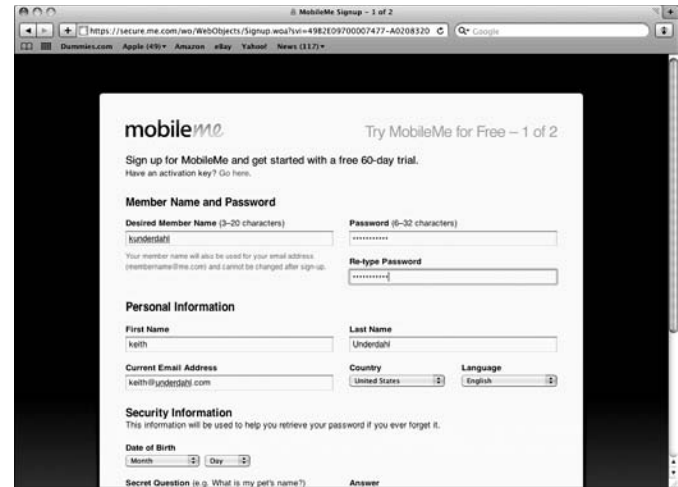


Figure 9-1: The MobileMe sign up page

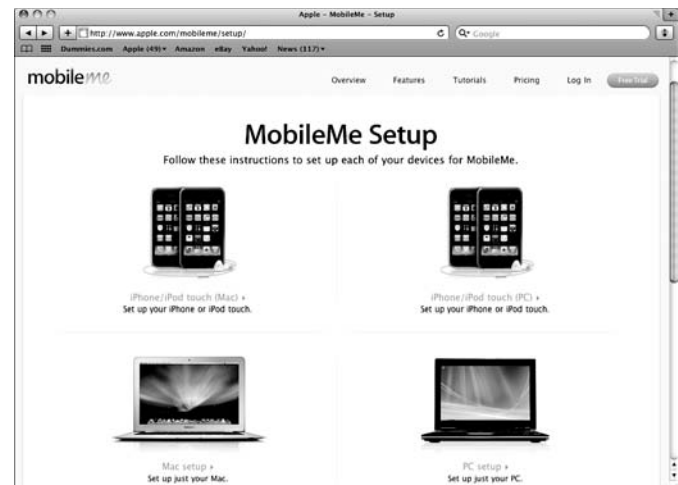


Figure 9-2: The MobileMe Setup page

Configure MobileMe on Your Mac

1. Open System Preferences and then click the MobileMe icon to open MobileMe preferences.
2. On the Sign In screen that appears, enter your MobileMe member name and password, as shown in Figure 9-3, and then click Sign In.



Do not append @me.com to your MobileMe member name.

3. In the MobileMe preferences pane that appears, click the Sync tab to open the Synchronization options.
4. Select the Synchronize with MobileMe check box, as shown in Figure 9-4.
5. In the Synchronize with MobileMe pop-up menu, choose whether you want synchronization of e-mails, contacts, and other items to happen automatically, manually, or at specific intervals. In Figure 9-4, synchronization happens automatically.
6. Select the check boxes next to the items you want to synchronize.
7. If you chose Manual or Specific Interval synchronization from the Synchronize with MobileMe pop-up menu, click the Sync Now button. Your MobileMe content synchronizes.
8. Repeat Steps 1–7 on other computers that you want to synchronize through MobileMe.



If you receive an error message on other computers stating that they're not registered to synchronize through MobileMe, click Advanced in the MobileMe System Preferences window and then click Register This Computer.

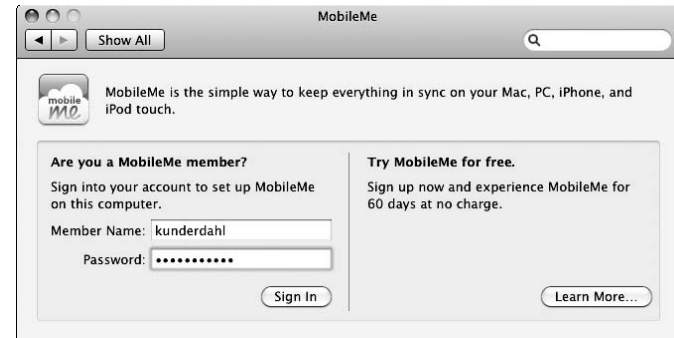


Figure 9-3: Signing in to MobileMe



Figure 9-4: The MobileMe preferences pane

Back Up Files

1. Configure your MobileMe account on your Mac, as described in the previous section. Also, make sure your computer is connected to the Internet.
2. Use the Finder to locate some important files you want to back up.
3. Click and drag the files to the iDisk icon in the Finder Sidebar, as shown in Figure 9-5. The files are copied from your computer to the iDisk online component of MobileMe. The copying process may take a few minutes depending on the size of the files and the speed of your Internet connection.
4. Click iDisk in the Finder Sidebar to browse iDisk contents.



Files in iDisk can be organized into folders and subfolders, just like files on your hard drive. See Chapter 3 for more on creating and using folders in Finder and on iDisk.

5. To access your files on iDisk from any computer, use a Web browser to visit www.apple.com/mobileme, click the Log In link, and then log in using your member name and password.
6. Click the iDisk icon (it looks like a folder) near the top of the browser window.
7. Browse iDisk contents, as shown in Figure 9-6. Click a file to select it and then click the Download button to download it to your current computer.



To share a file with anyone, click the file on iDisk once to select it and then click the Share File button. Enter a list of e-mail addresses, add a message, and click Share. iDisk automatically sends a link to the file to the e-mail addresses you entered.

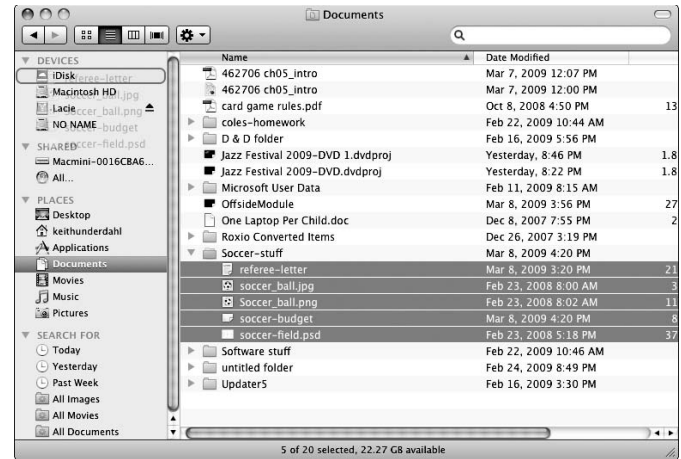


Figure 9-5: Dragging files directly to iDisk by using the Finder

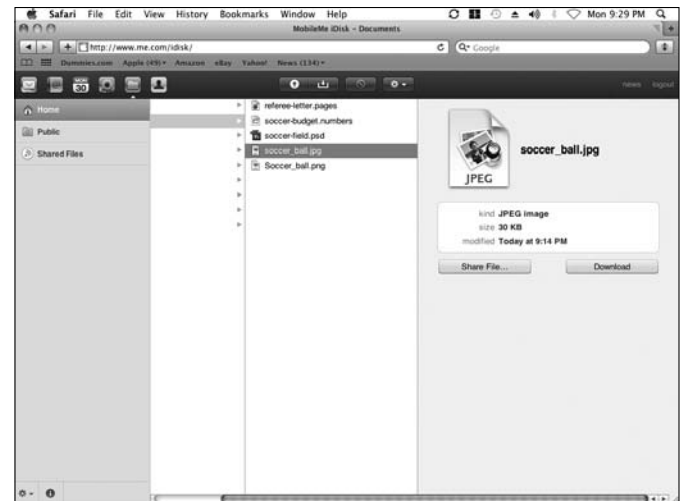


Figure 9-6: Browsing iDisk files by using a Web browser

Read and Send @me.com E-Mail

1. Log in to MobileMe and then click the Mail link.



You can log in to MobileMe and check your MobileMe e-mail by using almost any Web browser on any computer connected to the Internet. You can also use the Apple Mail program (and some other e-mail clients) to access a MobileMe e-mail account. See Chapter 8 for more on using Apple Mail.

2. To download e-mail, click the Get New Mail icon (it looks like an envelope) near the top of the MobileMe Inbox, as shown in Figure 9-7.
3. To read a message, click it in the Inbox. The message opens in a preview pane, as shown in Figure 9-8.
4. Use the controls at the top of the screen to delete, reply to, or forward the message.
5. Click the Compose icon (next to the Get Mail icon) to compose a new e-mail message. In Figure 9-8, I'm composing a reply. This window works much like an e-mail composition window in Apple Mail.
6. After you're done composing your e-mail, click Send.



Click the Attach a File link in the composition window to attach a file to the e-mail. When the attachment window appears, click Choose File and browse to the file that you want to attach. Select the file, click Choose, and then click Attach in the attachment window. Click Apply when you're done attaching files. Remember, some people are limited on the size of file attachments they can receive in e-mail, so avoid e-mailing large files.

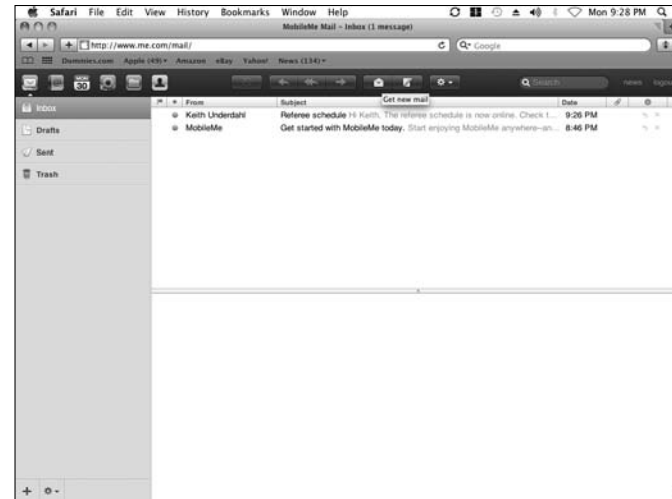


Figure 9-7: Checking MobileMe e-mail

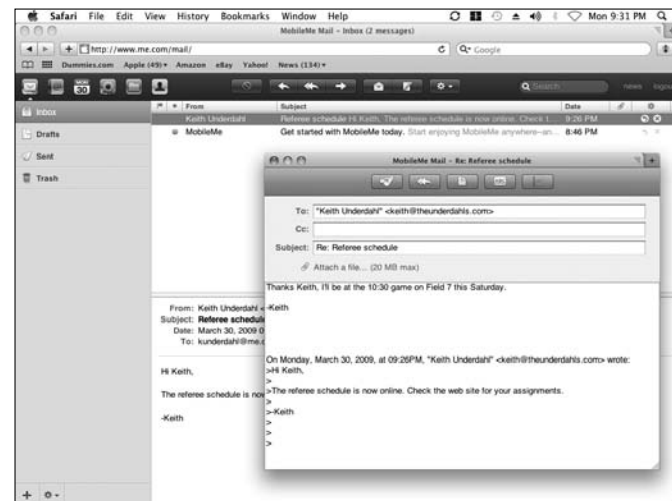


Figure 9-8: Reading and sending MobileMe e-mail

Publish Photos Online

1. Launch iPhoto. (See Chapter 15 for more on using iPhoto.)



Make sure your computer is connected to the Internet and that your MobileMe account is configured, as described earlier in this chapter.

2. Open a Library or an Album that you want to publish online.
3. Choose Share → MobileMe Gallery.
4. In the resulting dialog, use the Album Viewable By pop-up menu to determine who will be able to view the pictures, as shown in Figure 9-9. You can share the album with Everyone, or create usernames and passwords so your friends can log in.
5. Click the Publish button. A status bar near the top of the iPhoto window shows the progress of the file upload.
6. When the pictures are done uploading, a Web address for the gallery is displayed. Enter that address in a Web browser to view your gallery online, as shown in Figure 9-10.



The Web address for your public galleries is <http://gallery.me.com/> followed by your account name.

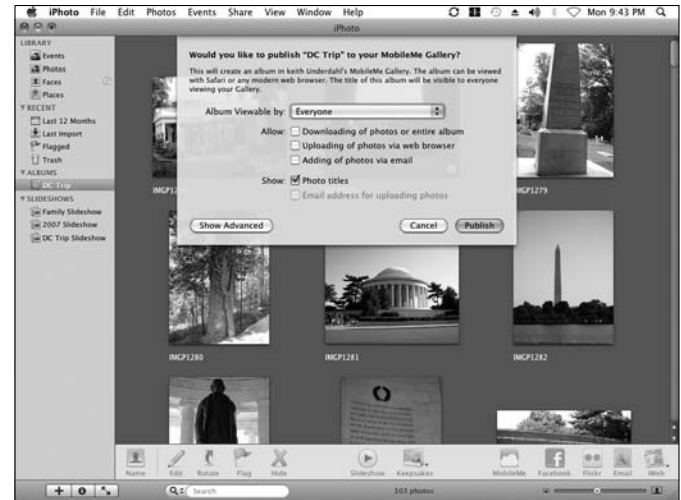


Figure 9-9: Selecting pictures to share



Figure 9-10: Viewing your photo album online

Web Designing with iWeb

Not so long ago, keeping in touch with distant friends and family meant writing letters, stuffing envelopes, and licking stamps. And if you wanted to share some favorite photos, you had to get expensive film duplicates made by a photo processor.

The Internet has revolutionized the way people keep in touch. E-mail is one great way to communicate with distant relations, and you can also create your own Web site. When you create a Web page and put it online, anyone with Internet access can read your story and see your pictures. And you don't have to be a trained Internet engineer to produce your own Web site, because Apple produces a good Web design program called *iWeb*. iWeb is bundled with new Macs, or you can purchase it as part of the iLife suite from your favorite Apple retailer.

This chapter shows you how to create and share Web content with iWeb. Tasks also show you how to create and share

- ➔ **Web pages:** On Web pages, you can share stories, blogs, and photo galleries on any subject that interests you.
- ➔ **Podcasts:** A *podcast* is like a mix between a blog and a radio or TV show. You can record your own podcasts, which can then be shared with others through iTunes.



Your Web pages must be uploaded to a Web server before others can view them. This chapter assumes that you use MobileMe as your Web server. For more on creating and using a MobileMe account, see Chapter 9.

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Create a Web Page

1. Launch iWeb from the Dock or from the Applications folder.



The first time you launch iWeb, you may be asked to confirm *keychain access* (where iWeb uses your MobileMe password to automatically log in) for your MobileMe account. Choose *Allow to log in to MobileMe only this time*, or choose *Always Allow* if you always want iWeb to connect to your MobileMe account.

2. In the Template dialog that appears, as shown in Figure 10-1, select a theme for your Web site from the list of themes on the left.
3. After you select a theme, select a page style from the list of pages.
4. Click the Choose button.
5. On the page that's created, click in a text area to replace placeholder text with your own, as shown in Figure 10-2.
6. To change text formatting, click and drag over the text you want to change and then click the Inspector icon on the iWeb toolbar at the bottom.
7. When the Inspector window appears in the upper-right corner of the screen, as shown in Figure 10-2, click the T button to open the Text Inspector.
8. Use the menus and options in the Text Inspector to change text formatting. If you want to create a numbered or bulleted list, as shown in Figure 10-2, click the List tab in the Text Inspector and then choose a list style from the Bullets & Numbering pop-up menu. Click the Close button in the upper-left corner of the Inspector to close it.



Figure 10-1: The Template dialog



Figure 10-2: Replacing the placeholder text

9. To replace a placeholder picture with a photo of your own, click the Photos tab in the upper-right corner of the iWeb screen.
10. Use the Photos pane to browse your iPhoto library or other photos on your hard drive, as shown in Figure 10-3. Click and drag a photo from the pane on the right to the iWeb page.



You can also click and drag pages from iPhoto into your iWeb pages.

11. To change the name of a page, double-click it in the list of pages on the left side of the screen and then type a new name. Don't use spaces in page names.
12. To add a new page to your Web site, choose File→New Page and then choose a page template for the new page. (Refer to Figure 10-1.)
13. To create a hyperlink, click and drag to select some text on which you want to create a link.
14. Open the Inspector if it isn't already open and then click the Link Inspector button (a blue circle with an arrow).
15. Select the Enable as a Hyperlink check box.
16. In the Link To pop-up menu, choose whether you want to link to one of your own pages, an external page, a file, or an e-mail message.
17. Choose a specific target for the link in the second menu or field. If you're linking to one of your own pages, choose the page, as shown in Figure 10-4.



Don't forget to save your work periodically. Choose File→Save to save your changes.

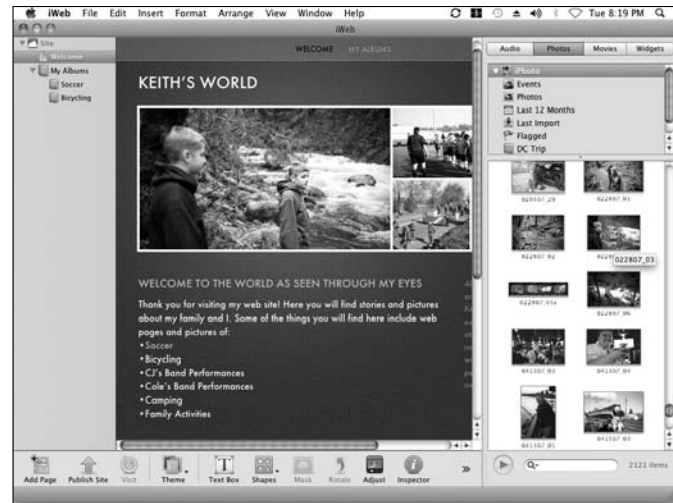


Figure 10-3: Selecting photos to add in iWeb

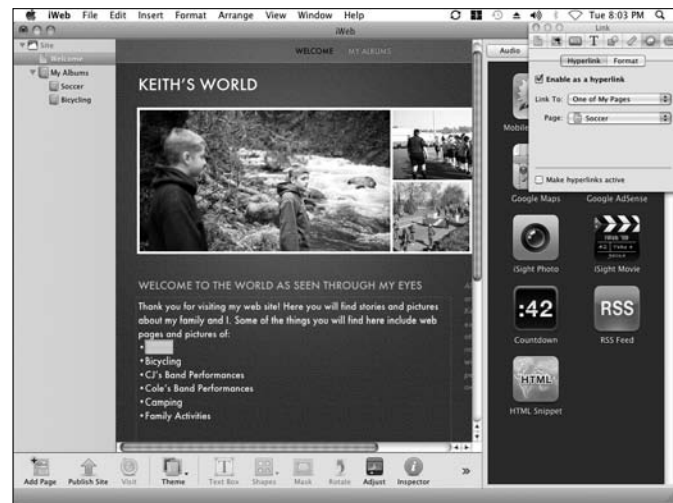


Figure 10-4: Using the Link Inspector to create hyperlinks

Publish the Web Page to MobileMe

1. After you're done creating your Web site, choose File⇨Save to save your work.
2. Choose File⇨Publish Entire Site, as shown in Figure 10-5.



If you don't want to re-upload your entire site (it can take a while if your site gets big) just choose File⇨Publish Site Changes to upload only things that have changed.

3. Read the warning message that appears about copyrighted content and then click Continue when you're sure that your Web site is in compliance with copyright laws.
4. If iWeb tells you that Publish will work in the background, click OK. Your Web site takes longer to publish if it includes many pictures.
5. When the site is completely uploaded, make a note of the Web address listed in the notification dialog that appears. This is the address that others can use to visit your Web site.
6. Click Visit Published Site in the notification dialog.
7. Test your Web site in your Web browser, as shown in Figure 10-6. Make sure that links function and that images display properly.



If possible, test your Web site in several different Web browsers, such as Safari and Firefox. If possible, also test the site with Internet Explorer on a Windows PC.



Figure 10-5: Publishing a site to MobileMe



Figure 10-6: Testing the Web site in multiple Web browsers

Add a YouTube Video to Your Site

1. Launch iWeb and create a Web site, as described earlier in this chapter.
2. Create a page to which you want to add an embedded YouTube video.
3. Click the Widgets tab in the Media pane on the right side of the iWeb screen.
4. Enter the URL for a YouTube video in the YouTube dialog that appears, as shown in Figure 10-7.



YouTube URLs are usually complex and difficult to type. It's easier to copy them from a YouTube Web page that you visit in Safari or another Web browser.

5. Click the Apply button to save the URL and add the YouTube widget to your site.
6. Click and drag the YouTube movie window to a spot on the page where it doesn't cover up other Web page elements.
7. Preview the video, as shown in Figure 10-8.
8. Click the close (X) button in the upper-left corner of the YouTube dialog box when you have the video window positioned where you want it on the page.



YouTube videos are copyrighted, so only add YouTube videos to your Web site if you have permission to do so. You can easily make your own movies using iMovie (see Chapter 16) and then upload your movies to YouTube.



You can add your iMovie videos directly to iWeb pages by clicking the Movies tab in the Media pane on the right. This avoids the YouTube step, but you use up your own MobileMe storage space and monthly transfer quota to host the video.



Figure 10-7: Adding a YouTube movie to a Web page



Figure 10-8: Positioning and previewing the YouTube movie

Link to MobileMe Galleries

1. Upload a photo gallery to MobileMe, as described in Chapter 9.
2. Create or open an iWeb page to which you want to add a MobileMe gallery.
3. Click the Widgets tab in the Media pane on the right to display a list of iWeb widgets, as shown in Figure 10-9.
4. Click and drag the MobileMe Gallery widget icon from the Media pane and drop it on a spot on your iWeb page.
5. In the MobileMe Gallery dialog that appears, choose a gallery from the Display menu, as shown in Figure 10-10.
6. Position the widget where you want it on the screen.
7. Save and upload your changes in iWeb. Changes you make to galleries in MobileMe are automatically incorporated into your iWeb site.



You can also create photo galleries right in iWeb. Add a page to your site using the My Albums template. This page should be a landing page for all of your photo galleries. Create individual gallery pages using a Photos template.



Figure 10-9: Adding a MobileMe Gallery widget to your page



Figure 10-10: The MobileMe Gallery dialog

Record a Podcast

1. Launch GarageBand from the Dock or the Applications folder. (Like iWeb, GarageBand is part of the iLife suite.)
2. Click the Podcast icon in the GarageBand splash screen that appears. Then click Choose.
3. In the New Project from Template window, type a file name for the podcast and click Create.
4. In the list of audio tracks, click the Male Voice or Female Voice (as appropriate) track and make sure that a microphone is connected to your Mac.
5. Click the Record button and start recording your podcast. Click Stop when you're done.



Try to record in as quiet an area as possible. Even things like noisy computer fans or air blowing through heat ducts can foul the quality of your audio recording. Also, consider hanging blankets or drapes on the walls to minimize sound reflection.

6. Choose Share → Send Podcast to iWeb, as shown in Figure 10-11. A tab with sharing options appears.
7. Choose compression (AAC or MP3) and quality (Good, High, or Higher) settings and then click Share. iWeb opens automatically and inserts your podcast into a new page.
8. In iWeb, choose a template for your new page and then edit the page as described earlier in this chapter.
9. When the podcast appears on a new page in iWeb, as shown in Figure 10-12, edit the text of the page. The text should describe the subject of the Podcast.
10. Choose File → Publish All to MobileMe to upload your podcast and other changes.



Figure 10-11: Sending your podcast to iWeb



Figure 10-12: Editing the text on the Podcast page

Chatting on Your Mac

Although the Internet has been in widespread use for only a little over a decade, its roots go all the way back to the late 1960s. One of the earliest uses for the Internet was *live chat* — distant parties typed messages to each other in real time. This chat tradition continues today and is made easy by instant messaging programs, such as AOL Instant Messenger (AIM), MSN Messenger, ICQ, and Apple's iChat. Not only does iChat give you access to the MobileMe network of chat users, but it can be configured to work with some other popular instant messaging networks as well. iChat also allows you to do screen sharing, which is sometimes used for online meetings or technical support.

In addition to typed text messages, some chat programs now offer voice chat as well. Real time voice chat may not seem revolutionary to anyone who has ever used a telephone, but the free or nearly free cost of Internet-based voice chat appeals to anyone who has ever paid a long distance phone bill. iChat can be configured to work with popular voice networks, including Skype and Google Talk.

This chapter shows you how to chat via iChat. It also shows you how to configure iChat for use with the Google Talk voice networks. Finally, this chapter also shows you how to use two third-party chat programs — Skype and Adium. Skype is a popular Voice Over IP (VOIP) service, and Adium can be used with many of the most popular instant messaging networks, including AOL Instant Messenger, MSN, ICQ, Yahoo!, and more.

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Set Up iChat

1. Launch iChat from the Dock or the Applications folder.
2. If this is the first time you're launching iChat, click Continue and enter your MobileMe or AIM account information, as shown in Figure 11-1, and then click Continue.



If you don't yet have a MobileMe or other iChat-compatible account, click the Get an iChat Account button and follow the instructions on-screen to create a free account. If you would like to create a MobileMe account, see Chapter 9.

3. Click Done when you're done setting up your iChat account.
4. If you use a Jabber chat account, choose iChat⇨ Preferences, click the Accounts icon, and then click the Add Account button (it looks like a plus sign) in the lower-left corner of the preferences pane. Choose Jabber in the Account Type menu and enter your Jabber account information.



Google Talk — which is covered later — is a Jabber account.

5. If you want to be able to easily chat with other people on your local network, click the Accounts button in iChat Preferences, click Bonjour under Accounts, and select the Make Bonjour Instant Messaging Active check box. Close the Preferences pane when you're done.
6. To add a chat partner, choose Buddies⇨Add Buddy and then click New Person.
7. Enter an account name or an e-mail address in the dialog that appears, as shown in Figure 11-2, and then click Add.

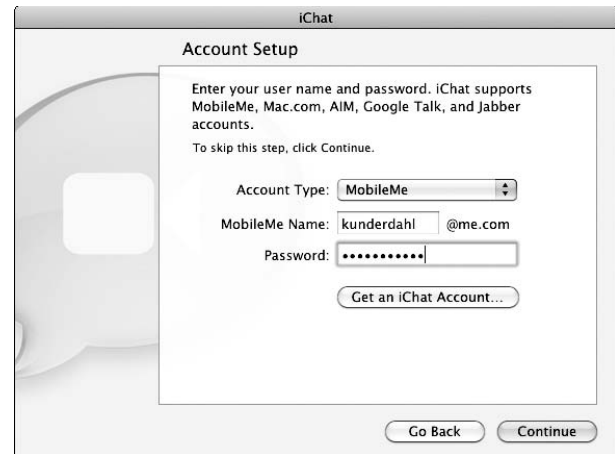


Figure 11-1: The Account Setup screen for iChat



Figure 11-2: Adding chat buddies to your Buddy List

Chat Using iChat

1. To chat with someone, double-click the person's name in your list of chat buddies.
2. Type a message, as shown in Figure 11-3, and then press Return to send the message.



If you receive a chat message from a buddy, click in the chat window that appears automatically to begin chatting.

3. To add a smiley to your chat message, click the smiley icon on the right side of the text box and choose a smiley from the menu that appears.
4. If you're leaving the computer for a while, choose iChat → My Status and then choose a status (such as Out to Lunch or On the Phone) from the menu that appears.
5. To change your account picture, choose iChat → Change My Picture. In the Buddy Picture window, as shown in Figure 11-4, click the Choose button and browse to a new picture. Click Open to select the picture and then click Set to close the Buddy Picture window and set your new picture.
6. To change the font or chat balloon colors used when you chat, choose iChat → Preferences and then click the Messages icon. Use the color menus to change the color of your balloons or text and click Set Font to choose a different font and size.



If incoming text is too small or too hard to read, select the Reformat Incoming Messages check box and then click Set Font to choose a bigger, easier-to-read font.



Figure 11-3: A chat in progress



Figure 11-4: The Buddy picture window

Share Screens with iChat

1. Launch iChat from the Dock or Applications folder.
2. Begin a chat with a buddy, as I describe earlier in this chapter.
3. To access your chat partner's screen, choose Buddies → Share My Screen With and choose the buddy's name.
4. If you receive a request to share your screen, as shown in Figure 11-5, click Accept to accept the request or Decline if you don't want to allow sharing. If you accept, a Screen Sharing window appears as shown in Figure 11-6.



Click Text Reply if you want to ask the buddy a question or send a message before you start screen sharing.

5. To control screen sharing, use the Screen Sharing window to perform the following tasks:
 - **Stop:** Click the X (Stop) button to stop screen sharing.
 - **Screen:** Click the Screen button (it looks like a cube) to view your buddy's screen.
 - **Audio:** Click the Audio button (it looks like a microphone) to toggle audio on and off. You can also adjust volume using the volume slider under the Audio button.



To immediately stop screen sharing at any time, press Control+Esc.

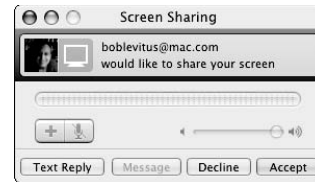


Figure 11-5: A request to share your screen



Figure 11-6: Controlling screen sharing

Use Google Talk with iChat

1. Launch iChat from the Dock or Applications folder.
2. Choose iChat⇨Preferences to open the preferences pane.
3. Click the Accounts icon at the top of the preferences pane and then click the Add button (it looks like a plus sign) in the lower-left corner of the Accounts pane.
4. In the Account Type pop-up menu, choose Jabber, as shown in Figure 11-7.
5. Enter your Gmail e-mail address in the Account Name field, as shown in Figure 11-7.



A Gmail account is required to use Google Talk.

6. Enter your Gmail password in the Password field and enter **gmail.com** in the Server field.
7. Click Add to create the account and then close the Accounts preferences pane.
8. In iChat, choose Window⇨Show Jabber List to view your list of Google Talk buddies, as shown in Figure 11-8.
9. To start an audio chat with a Google Talk buddy, click the name of the buddy in your Jabber List and then click the Audio Chat button (it looks like a telephone) at the bottom of the Jabber List window.



Figure 11-7: Creating a new Jabber account with a Google Talk account

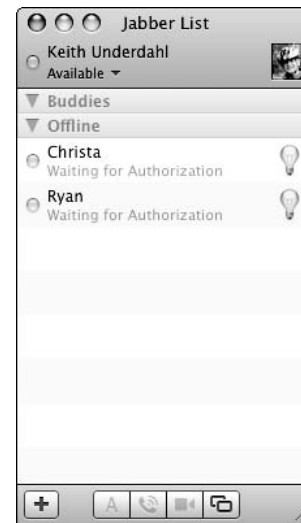


Figure 11-8: Using Jabber to chat with your Google Talk buddies

Install Skype

1. Visit www.skype.com and follow the instructions on the Skype Web site to download Skype for Mac.
2. After Skype is done downloading, double-click the downloaded disk image (.dmg) file to mount the installer's disk image. Click Continue if you see an application warning.
3. In the Finder that appears, click and drag the Skype icon to the Applications folder shortcut, as shown in Figure 11-9.
4. Open the Applications folder and then double-click the Skype icon to launch the program.



If you want to add Skype to the Dock, open the Applications folder and then click and drag the Skype icon to the Dock.

5. Read and accept the Skype license agreement.
6. If you already have a Skype account, enter your Skype name and password, as shown in Figure 11-10.



If you don't yet have a Skype account, click the Don't Have a Skype Name link and then enter a name and password to create a new account in the dialog that appears. Click Create to create the account. If the name you entered is already taken, a warning message advises you of this fact.

7. Click Sign In to sign in to Skype.



The first time you log in to Skype, you may be prompted to update your account's personal information. Update the information as desired and click Apply to close the account profile window.



Figure 11-9: Dragging Skype to the Applications folder



Figure 11-10: Signing in to your Skype account

Place Calls Using Skype

1. Launch Skype from the Applications folder or Dock.
2. Type a Skype name or phone number in the text field at the top of the Skype window.
3. If the name isn't in your Contact list, click the Search for Skype Name button when it appears, as shown in Figure 11-11.
4. In the Skype search window that appears, wait for the search results to finish. When you see the listing for the person you want to call, click the name to select it and then click Add Contact. The person is added to the list of contacts in the main Skype program window.
5. To place a call, click the name of a person in your list of contacts and then click the Call button (it's green and looks like a telephone).
6. When the Call window appears, as shown in Figure 11-12, you're connected. Begin speaking.
7. To disconnect from a call, click the red Hang Up button in the lower-right corner of the Call window.



You can also do text chats with Skype. Click the user's name and then click the Text Chat button (it's blue and looks like a cartoon speech balloon) next to the name. Text chat is a useful feature if a poor Internet connection or hardware troubles prevent one party from hearing or speaking.



To set up a conference call with multiple parties, choose Call → Start Conference Call. Select members for the call in the Start Conference window that appears and then click Start. Conference calls work best if everyone on the call has a fast Internet connection.

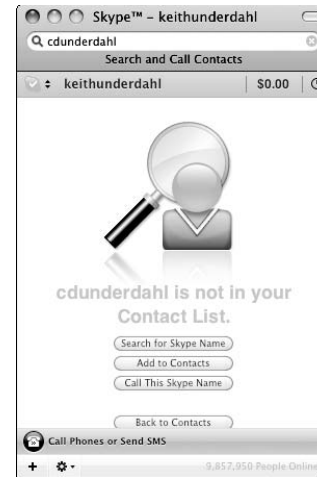


Figure 11-11: The Skype search function for finding contacts



Figure 11-12: Making a free call over the Internet with Skype

Text Chat with Adium

1. Visit www.adiumx.com and follow the instructions on the Web site to download Adium.
2. After the download is complete, locate and double-click the disk image (.dmg) file for the installer and then drag the Adium icon to the Applications folder shortcut that appears in the Adium window.
3. Open your Applications folder and double-click the Adium icon to launch the program.
4. In the Accounts preferences pane that appears the first time you launch Adium, click the Add Account button (it looks like a plus sign in the lower-left corner) and choose an account type, as shown in Figure 11-13.
5. Enter the account name and password for your chat account in the window that appears and then click OK to create the account.
6. Close the Accounts preferences pane after you're done adding accounts and making other changes.



To re-open the preferences pane later and add more accounts, choose Adium⇨Preferences.

7. Double-click a contact in your list of contacts and begin typing a message, as shown in Figure 11-14.

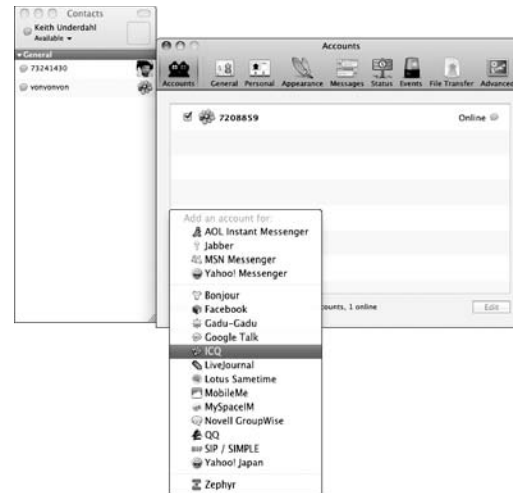


Figure 11-13: Choosing an account type to configure in Adium

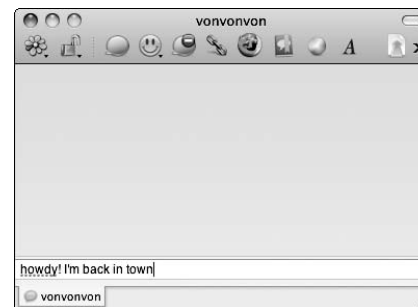


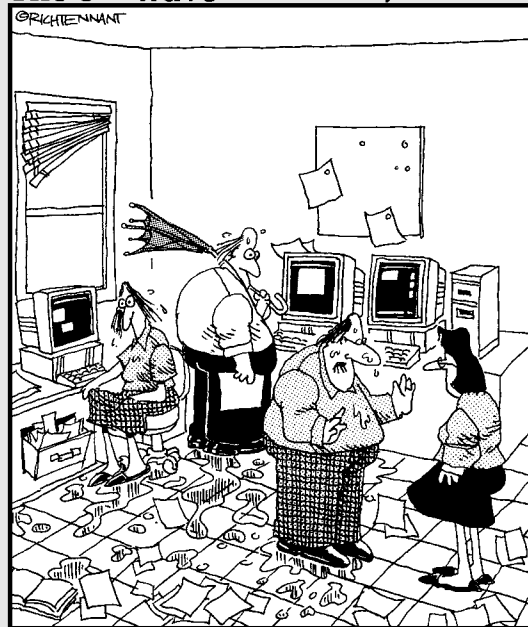
Figure 11-14: The Adium window

Part IV

Using Multimedia

The 5th Wave

By Rich Tennant



"We were just listening to Neil Young's
'Like a Hurricane' on iTunes."

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Using iTunes, iPods, and iPhones

More than almost any other company in recent years, Apple has come to be identified with digital music. The iPod has emerged as the world's most popular and identifiable MP3 player, and iTunes revolutionized online music sales at a time when downloadable songs looked like they might be litigated out of existence. Apple's iPhone packages the best iPod technology into a full-featured mobile phone.

iPods, iPhones, and iTunes get along just fine with Windows PCs, but because you have a Macintosh, the integration couldn't be more simple. No matter what iPod you have — ranging from a tiny iPod nano to a full size (yet still compact) iPhone — it is recognized instantly when you connect the device to your Mac. And because iTunes is the program for synchronizing music and movies to an iPod or iPhone, it goes without saying that your Mac already has the necessary software to sync your device. This chapter shows you how to quickly and easily use an iPod or iPhone with your Mac.

Of course, you don't need an iPod to use iTunes. Even if you have no MP3 player at all, iTunes is a great program for storing, organizing, and playing songs, videos, audio books, podcasts, and other multimedia files. This chapter shows you how to manage and play your multimedia library with iTunes.



To ensure you have the latest version of iTunes, run Software Update, as described in Chapter 4, or visit www.apple.com/itunes or choose iTunes ⇨ Check for Updates.

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Import Music from CDs

1. Insert a music CD into the disc drive on your computer.
2. When iTunes opens, wait several seconds for iTunes to obtain data — which may include song titles, artist names, and album titles — about the music CD.



If iTunes doesn't obtain song data automatically, choose **Advanced** → **Get CD Track Names**. Your computer must be connected to the Internet to obtain song data.

3. Remove the check marks next to the songs you don't want to import. In Figure 12-1, tracks 2 and 4 on the CD were deselected.
4. If you want to manually modify a data field (such as the song name or genre), click the field once to select it, wait about two seconds, and then click it again. Type a new entry.
5. Click the **Import CD** button in the lower-right corner of the iTunes window to import songs.
6. After all the songs are imported, click the **Eject Disc** button in the lower-right corner of the iTunes window or the **Eject** icon next to the CD's name in the Source List.



When you start to import music, iTunes begins playing the imported songs. The import occurs slightly faster if you stop playback.

7. To locate the imported songs, click **Music** under **Library** in the iTunes Source pane and then browse the list of artists or albums to find the songs, as shown in Figure 12-2.



Figure 12-1: A list of tracks on a CD in iTunes



Figure 12-2: The iTunes Music library

Create a Playlist

1. Launch iTunes.
2. Choose File⇒New Playlist. A new untitled playlist appears in the Source pane under Playlists.
3. Type a name for the Playlist.
4. Click Music under Library in the iTunes Source pane, and then browse to a song that you want to add to the playlist.
5. Click-and-drag a song from the Library window in the middle of the screen, and drop the song on the playlist name in the Source pane, as shown in Figure 12-3.



You can also add movies, TV shows, and podcasts from your iTunes library to playlists. Simply click the appropriate Library category in the Source pane and then click-and-drag items from the Library to a playlist.

6. To start playing a playlist, double-click the playlist name in the Source pane. The playlist opens in a separate iTunes window, as shown in Figure 12-4. Click the Play button to start playing the playlist.
7. To change the order of songs in the playlist, simply click-and-drag songs up or down in the list, as shown in Figure 12-4. To remove a song from a playlist, select the song, choose Edit⇒Delete, and then click the Remove button in the dialog box that appears. The song is removed from the playlist, but it remains in your iTunes library.



If you send a playlist to your iPod, iTunes automatically synchronizes all of the songs and media in that playlist to your iPod. I show how to put songs and playlists on iPods later in this chapter.



Figure 12-3: Adding a song to a playlist



Figure 12-4: Organizing a playlist

Generate Smart Playlists

1. Launch iTunes.
2. Choose File⇒New Smart Playlist.
3. In the Smart Playlist dialog that appears, choose a category — such as Artist, Genre, or Comment — in the first pop-up menu.
4. Choose a condition — such as Contains or Does Not Contain — in the second pop-up menu.
5. Type a criterion in the third pop-up menu.
6. To add more criteria, click the plus sign to the right of the third pop-up menu. In Figure 12-5, a playlist is created by using songs in the Classical and Jazz genres.



When using multiple rules, choose Any or All from the Match pop-up menu at the top of the Smart Playlist dialog, as appropriate.

7. Choose other criteria for the playlist and then click OK. For example, in Figure 12-5 I am limiting the size of the playlist to 25 songs.
8. After music that matches your criteria is selected and the playlist created, type a descriptive name for the playlist in the Source pane on the left, as shown in Figure 12-6.
9. To change a smart playlist (such as adding another genre), choose File⇒Edit Smart Playlist and repeat the preceding steps to add more songs.

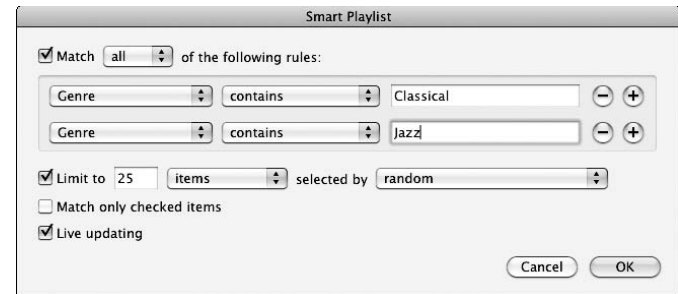


Figure 12-5: The Smart Playlist dialog



Figure 12-6: A smart playlist in iTunes

Buy Music from the iTunes Store

1. Launch iTunes, make sure your computer is connected to the Internet, and then click iTunes Store in the Source pane, as shown in Figure 12-7.
2. Type a song or artist in the search box in the upper-right corner of the iTunes window and press Return to begin your search.
3. Review the search results. To hear a preview, double-click a song. A 30-second preview of the song downloads and plays.
4. When you find a song that you want to buy, click the Buy Song link in the far-right column of the song list.
5. If you already have an Apple or AOL account, enter your ID and password in the login dialog, as shown in Figure 12-8.



If you don't yet have an account, click the Create New Account button and follow the instructions on-screen to create an account. You need a credit card to create your account. After you're done creating the account and are logged in, you need to re-click the Buy Song link.

6. When you see the confirmation window, review the song or album you're about to buy and then click Buy. The status area at the top of the iTunes screen shows the progress of the purchase and download.



The iTunes Genius feature analyzes your music library and listening habits, and then recommends songs to buy from iTunes. To start using Genius, click the Turn On Genius button in the Genius sidebar, or choose Store ⇨ Turn On Genius.



Figure 12-7: The iTunes Store



Figure 12-8: Logging in with your Apple or AOL account

Copy Songs to an iPod

1. Connect the iPod to your Mac.



Most iPods connect to your computer using a USB cable that comes with the iPod. Some models plug directly into your computer's USB port. Third-party iPod docks are also available for many iPod models.

2. If iTunes doesn't launch automatically, launch iTunes from the Dock or the Applications folder. iTunes might start to automatically fill your iPod with music from your iTunes library.
3. To set your iPod so that songs are not added automatically, click the name of the iPod under Devices in the iTunes Source pane. Click the Contents tab and then click the Settings button in the lower-right corner of the screen. Remove the check mark next to Choose Items Randomly in the Autofill Settings dialog that appears, and then click OK to close the dialog.
4. Locate songs in your library that you want to copy to the iPod, and then click and drag them to the iPod in the Source pane, as shown in Figure 12-9.



To select multiple songs, hold down the **⌘** key while clicking each song you want to add. To select a series of songs, select the first song and then hold down the **Shift** key while clicking the last song. All songs between the first and last song are selected.

5. To automatically fill space on the iPod, click the iPod in the Source pane to open its contents.
6. In the Autofill From menu near the bottom of the iTunes window, select a folder or playlist from which you want Autofill to select songs, as shown in Figure 12-10.



Figure 12-9: Dragging songs to the iPod



Figure 12-10: Using Autofill to quickly copy to your iPod

- Click Autofill. The iPod is filled automatically with songs from your iTunes library.



The steps listed here work the same whether you're syncing songs to an iPod or iPhone.

Adjust iPod Settings

- Launch iTunes and connect the iPod to your computer.
- Click the iPod in the Source pane, and then click the Settings tab in the main iTunes window.
- Scroll down the Settings pane to the Options section, as shown in Figure 12-11.
- If you're concerned about storage space, select the check box labeled Convert Higher Bit Rate Songs to 128 Kbps AAC.
- Review other options and click Apply to save your changes to the iPod.



If your iPod is experiencing a lot of errors, click Restore on the Settings pane to restore the device to factory settings. This will erase all music and files from the iPod, but it can help you recover an otherwise non-functioning iPod.

Delete Media from an iPod

- Connect the iPod to your computer and launch iTunes.
- Click the iPod in the Source pane to display its contents.
- Select a song or songs that you want to delete from the iPod.



Figure 12-11: The Settings pane



Figure 12-12: Removing a song

4. Press the Delete key or choose Edit⇨Delete, as shown in Figure 12-12. Click Remove in the dialog box that appears to confirm the deletion.

Create Custom iPhone Ringtones

1. Launch iTunes, and identify a song that you'd like to use as a ringtone. Play the song and determine whether you want the ringtone to begin at the start of the song or at another point. Make a note of the time (in minutes and seconds) at which you want the ringtone to start.



If you don't mind spending a couple of dollars per ringtone, you can bypass the steps shown here and purchase ready-to-use ringtones directly from the iTunes Store. Purchasing ringtones from iTunes is a lot easier, but the steps provided here are free and give you more creative control over your iPhone's ringtones.

2. Click the song in your iTunes library once to select it and then choose File⇨Get Info.
3. Click the Options tab and enter Start and Stop times for the song, as shown in Figure 12-13. The length of time between the Start Time and Stop Time must be 40 seconds or less.
4. Click OK.
5. Make sure the song is still selected in iTunes and then choose Advanced⇨Create AAC Version. A second copy of the song now appears in your iTunes library. Make sure that the Time for the new copy is 40 seconds or less, as shown in Figure 12-14.

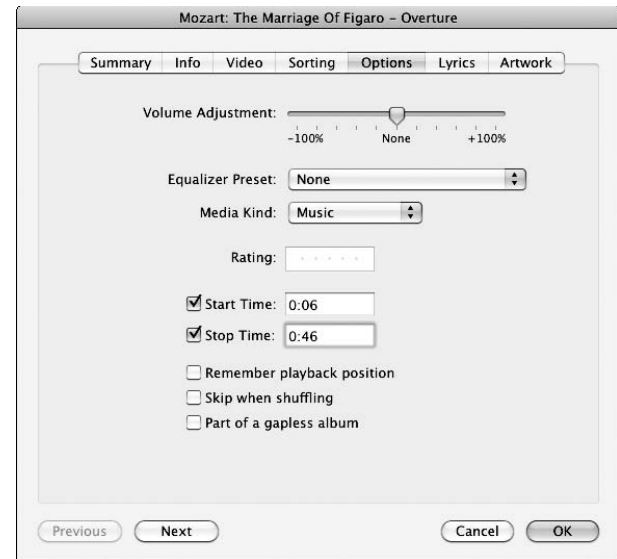


Figure 12-13: Setting start and stop times for the new ringtone

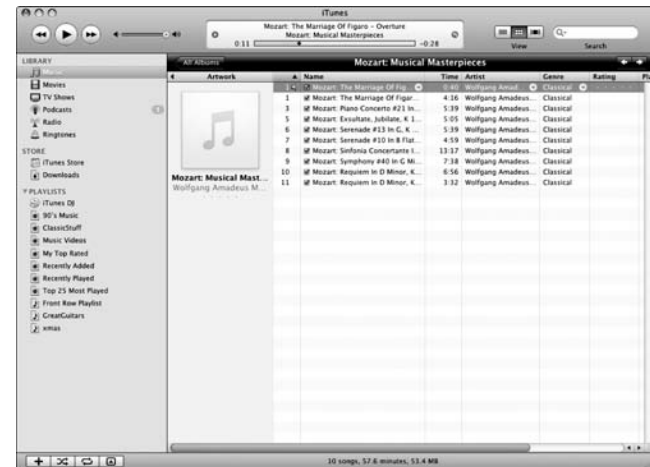


Figure 12-14: Making sure the AAC version is no longer than 40 seconds

- Double-click the 40 second AAC song in your iTunes library to play it. Make sure the ringtone starts and stops when you want.



If you aren't happy with the start or stop times of the ringtone, delete the AAC file you just created and go back to Step 2. Fine-tune the Start Time and Stop Time until you get it right.

- Select the 40-second AAC song in iTunes and choose File→Show in Finder.
- In the Finder that appears, click the song's filename once to make the name editable and then change the file extension from .m4a to .m4r, as shown in Figure 12-15.
- Click Use .m4r when you're prompted to do so.
- Double-click the .m4r file to open it in iTunes. The ringtone file is added to your iTunes library and starts to play.



You may close the Finder now if you'd like.

- Connect your iPhone to your computer if you haven't done so already.
- Click and drag the ringtone to your iPhone, as shown in Figure 12-16. It will take a couple of seconds to sync the new ringtone to your phone.
- On the home screen of your iPhone, tap Settings→Sounds→Ringtone and then select your new ringtone.



If the new ringtone doesn't appear on your iPhone, double-check the length of the ringtone in iTunes. If the song is longer than 40 seconds, your iPhone won't recognize it as a ringtone.

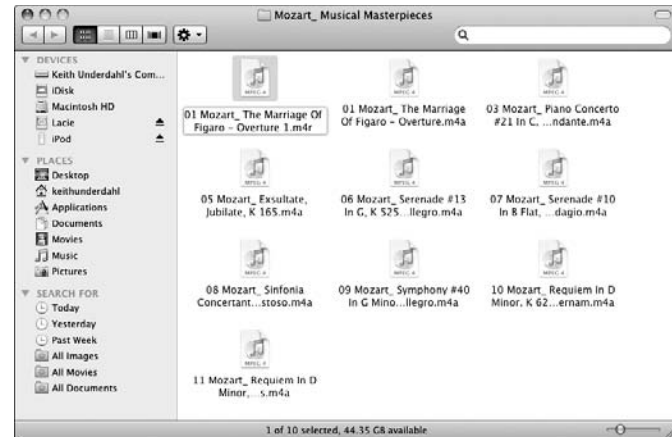


Figure 12-15: Changing the ringtone's extension to .m4r



Figure 12-16: Dragging the new ringtone to your iPhone

Store Data Files on Your iPod

1. Open your iPod's Settings pane, as described earlier in this chapter, and select the Enable Disk Use check box.
2. Adjust the Disk Use slider to determine how much space will be reserved for songs and data and then click OK to close the Settings window.
3. Use the Finder to click and drag files to the iPod, as shown in Figure 12-17.
4. Click and drag the iPod's Desktop icon to the Trash to manually eject the iPod.



When the iPod's status light glows solid green, it can be safely disconnected from the computer's USB port.

Play Music Remotely with AirTunes

1. Install and configure an AirTunes-compatible AirPort Base Station (such as an AirPort Express), as described in Chapter 17. The Base Station's documentation will note whether it supports AirTunes. Connect powered audio speakers or another audio device to the audio output on the AirPort Base Station.
2. Open the Applications folder on your Mac, open the Utilities subfolder, and then double-click the AirPort Utility icon.
3. Click the Base Station name on the left, as shown in Figure 12-18, click the Continue button, and then choose Manual Setup in the message that appears.



Figure 12-17: Transferring data files to an iPod

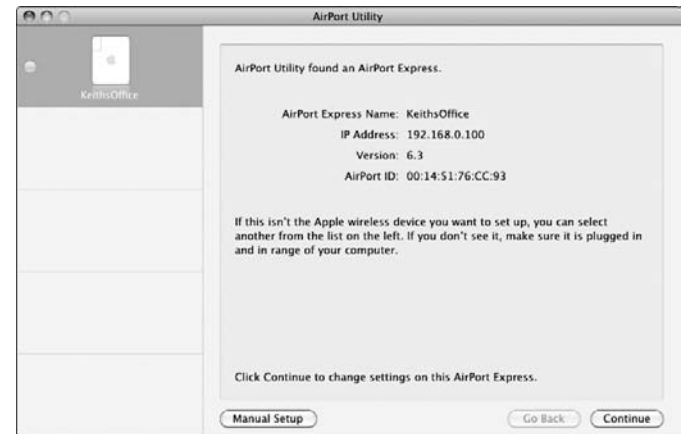


Figure 12-18: The AirPort Utility dialog

4. Enter the password for the Base Station and then click OK to log in to the Base Station.
5. Select the I Want to Change Some of the Settings for This AirPort option and click Continue.
6. Click Continue until you see AirTunes options, as shown in Figure 12-19. Select the Change These Settings option.
7. Select the Enable AirTunes check box.
8. Provide a descriptive name for the speakers that are connected to the Base Station in the iTunes Speaker Name field. Enter and confirm a password if you want to password protect the speakers.
9. Click Continue and then Update to upload your changes to the Base Station.
10. After the Base Station has restarted (its status light glows solid green), launch iTunes and find a playlist or songs that you want to play.
11. Choose the appropriate speakers from the Speakers menu at the bottom of the iTunes window, as shown in Figure 12-20.



To play music to multiple speaker locations, choose **Multiple Speakers** and then place a check mark next to each set of speakers listed in the resulting window.



Figure 12-19: Enabling AirTunes on the Airport Express



Figure 12-20: Selecting the AirTunes speakers

Listen to Internet Radio

1. Launch iTunes and click Radio in the Source pane.
2. Click an arrow next to a category to expand the listing, as shown in Figure 12-21.
3. Double-click a radio station to begin playing it.



If the radio station broadcast frequently cuts out while the signal is buffered, choose a different station with a lower bit rate. For example, if you have a dial-up Internet connection, you probably can't listen to radio stations with a bit rate greater than 48 Kbps.

Subscribe to a Podcast

1. Launch iTunes and click the iTunes Store link in the Source pane.
2. Click the Podcasts category in the iTunes Store and browse to a podcast that interests you.
3. On the podcast's main page, click the Subscribe button, as shown in Figure 12-22, and then confirm your subscription when asked to do so.
4. To access a podcast, click Podcasts under Library in the iTunes Source pane.



To get rid of a podcast in your iTunes library, click the podcast's title and then click the Unsubscribe button at the bottom of the iTunes window.



Figure 12-21: Internet radio stations



Figure 12-22: A podcast displayed in the iTunes Store

Working with Third-Party MP3 Players

When it comes to MP3 players, Macs and iPods seem to go hand in hand. But lots of MP3 players are made by companies other than Apple, and if you're reading this chapter, you probably have one of these third-party players.

Because you have one of these players, you may be wondering whether it's compatible with your Mac, especially if the player's instructions only tell you how to use it with a Windows PC. Fortunately, most MP3 players can be used with a Mac, although you probably can't use iTunes for copying media files and playlists directly to the player. Instead, you'll have to use the Finder. This chapter shows you how to

- ➔ Connect a third-party MP3 player to your Mac.
- ➔ Copy music files to the MP3 player.
- ➔ Create folders on the MP3 player in which to organize media.
- ➔ Delete music from the MP3 player.



The steps in this chapter apply to most third-party MP3 players, but it's possible that your particular player is uniquely incompatible with your Mac. Some players require proprietary software in order to access directories and copy files to the player. If you can't seem to follow the steps in this chapter with your MP3 player, check the manufacturer's Web site for special instructions or information regarding Mac compatibility. A few third-party players actually support iTunes. If you connect the player to your computer and it appears in the Devices list in iTunes, you should be able to use iTunes (see Chapter 12) to manage media on the player.

Chapter 13

Get ready to . . .

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Connect the MP3 Player to Your Mac

1. Connect the MP3 player to your Mac's Universal Serial Bus (USB) port.
2. Look for the player's icon to appear on your Desktop as an Untitled disk volume, as shown in Figure 13-1.



If the MP3 player doesn't appear, make sure the unit's power is turned on.

3. Before disconnecting the MP3 player from your USB port, drag its icon to the Trash icon on the Dock to unmount the volume. When the MP3 player's icon no longer appears on the Desktop, you can safely disconnect the MP3 player from the USB port.

Check for iTunes Compatibility

1. To see whether your MP3 player is compatible with iTunes, first check the player's documentation.
2. If the documentation is unclear, visit this Web site:

<http://support.apple.com/kb/HT2172>

This page lists some iTunes-compatible players, as shown in Figure 13-2.

3. Visit the manufacturer's Web site for OS X downloads for your MP3 player.



Although some third-party MP3 players may work with iTunes, keep in mind that most non-iPod MP3 players can't play AAC files. This means that songs purchased from the iTunes Store won't work in most third-party MP3 players. For other music, convert it to MP3 format before copying it to a third-party MP3 player.



Figure 13-1: A third-party MP3 player appearing as an Untitled volume

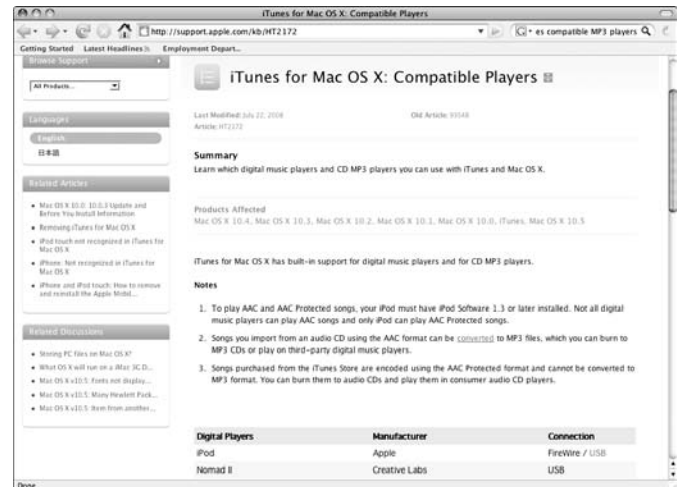


Figure 13-2: A list of some iTunes-compatible players

Copy Music Files to the Player

1. Connect the MP3 player to your USB port.
2. Launch iTunes and find a song that you'd like to copy to the MP3 player. Select only one song for now. Click and drag the song to the MP3 player in the Source pane. If the file copies successfully, you're done. Otherwise, continue to the next step.



If you're not sure whether a song's format is compatible with your MP3 player, select the song in iTunes and press **⌘+I**. An Info window opens, showing you information about the song, including the file format. MP3 files should be compatible with any MP3 player, but AAC files are usually compatible only with iPods.

3. Choose **File**⇒**Show in Finder**, as shown in Figure 13-3. Finder opens, showing the song you selected, as shown in Figure 13-4.



iTunes usually organizes songs into folders and subfolders by artist and album. You may notice that other songs on the same album can be found in the Finder window when you open it from iTunes as described here.

4. Arrange the Finder so that both it and the MP3 player's icon are visible.
5. Click and drag the songs to the MP3 player's icon, as shown in Figure 13-4. A progress window displays the file copying progress.



You can also use the Finder to copy files from your MP3 player to your hard drive; simply drag and drop files from the player to a hard drive folder to copy them. If some of the files are in WMA format, you must download and install Windows Media Player or Flip4Mac, as described in Chapter 14.



Figure 13-3: The iTunes File menu

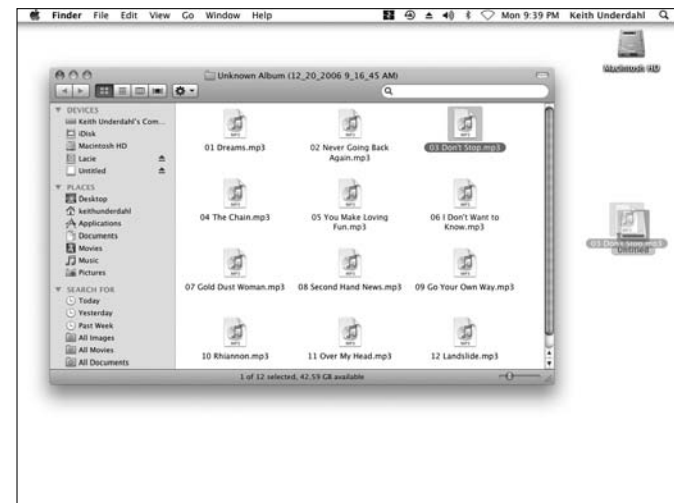


Figure 13-4: Copying music with the Finder

Create Folders on the Player

1. Connect the MP3 player to your USB port and then double-click the player's icon to begin browsing it in the Finder.
2. If the files are disorganized and scattered all over the window — which is especially likely if the MP3 player has been used on a Windows PC — choose View⇧Clean Up, as shown in Figure 13-5.
3. To create a new folder, press ⌘+Shift+N or choose File⇧New Folder.
4. Type a new name for the folder. In Figure 13-6, I created a new folder and named it VoiceMails.
5. Use the Finder to copy files into the new folder, as described in the preceding section.
6. Unmount the MP3 player and disconnect it from the USB port.
7. Test the MP3 player to make sure that audio files placed in subfolders are recognized and play properly. Some MP3 players may not be able to play files that are placed in subfolders.



Many MP3 players can be used as thumb drives in a pinch. That is, if you have some files, such as PowerPoint presentations or Pages documents, and you need to quickly copy those files to another computer, you can copy the files to the storage area on an MP3 player and then connect the MP3 player to the other computer to retrieve the files.

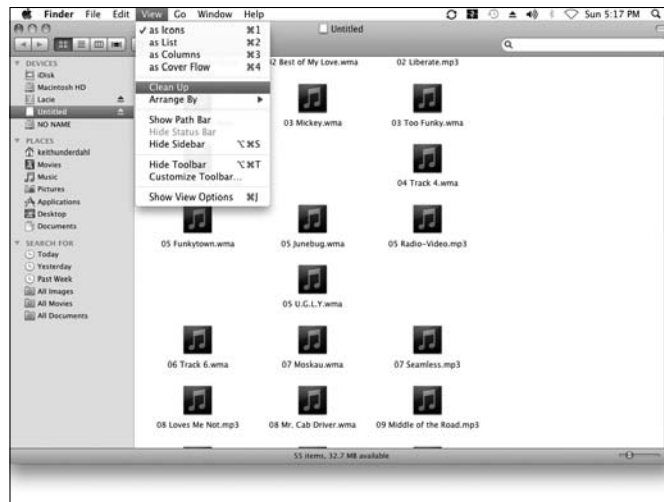


Figure 13-5: Browsing your MP3 player

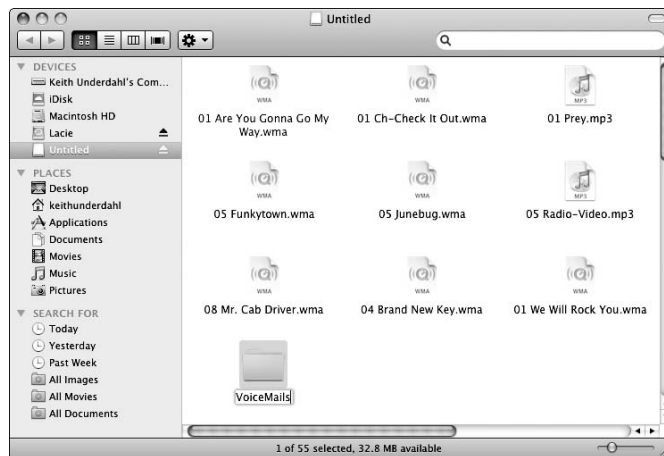


Figure 13-6: Creating folders on your MP3 player

Delete Files from the Player

1. Connect the MP3 player to your USB port and then double-click the player's icon to begin browsing it in the Finder.
2. Select a file or folder that you want to delete and then click and drag it to the Trash, as shown in Figure 13-7.



To select multiple files or folders, hold down the **⌘** key and click each item that you want to select.

3. Press **⌘+Shift+Delete** or choose **Finder→Empty Trash**.
4. Click **OK** to confirm that you want to empty the Trash, as shown in Figure 13-8.



Make sure you empty the Trash before unmounting the MP3 player. If you leave Trash items on the MP3 player, the player may not play music properly, and Windows users may have problems with the player's file system.



Figure 13-7: Dragging files to the Trash



Figure 13-8: Emptying the Trash before unmounting the MP3 player

Watching Videos and DVDs

A stroll around your local electronics store reveals a lot of cool digital gadgets, including TVs, stereo systems, and DVD players. Thankfully, you don't need any of those things because you have a Mac. Most new Macs come with built-in DVD player hardware and software.

Of course, DVDs aren't the only kinds of videos that you'll want to watch on your Mac. You can also download videos from the Internet, and you can watch videos recorded by a digital camera or camera phone.

This chapter shows you how to watch DVDs on your Mac as well as how to watch other types of video. This chapter focuses on three specific programs:

- ➔ **DVD Player:** As the name implies, this program allows your Mac to play movie DVDs.
- ➔ **QuickTime:** QuickTime Player is a popular program from Apple that allows you to watch videos in various formats, including MPEG and QuickTime video.
- ➔ **Flip4Mac:** This free program works as a plug-in for QuickTime and allows you to watch most Windows Media Video (WMV) on your Mac.



Chapter

14

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Change the Default DVD Player

1. Choose Apple⇨System Preferences (or open System Preferences from the Dock) and then click the CDs & DVDs icon to open the CDs & DVDs preferences pane, as shown in Figure 14-1.
2. Choose an option from the When You Insert a Video DVD pop-up menu. The choices are
 - **Open DVD Player:** This is the default choice, and it's probably the best choice unless you prefer another third-party DVD player application.
 - **Open Front Row:** This is Snow Leopard's multimedia interface. If your Mac has an Apple Remote, the remote's Menu button activates Front Row for quick access to your music, movies, photos, and more.
 - **Open Other Application:** Choose this to select a different application; then browse to an alternative DVD player, as shown in Figure 14-2, and click the Choose button.
 - **Run Script:** Choose this if you have a DVD-related AppleScript that you want to run when you insert DVDs.
 - **Ignore:** If you don't want anything to happen automatically when you insert a DVD, choose Ignore.



Even if you choose Ignore, you can easily watch DVD movies by manually opening DVD Player from the Applications folder.

3. Close System Preferences after you make a selection.



Figure 14-1: The CDs & DVDs preferences pane

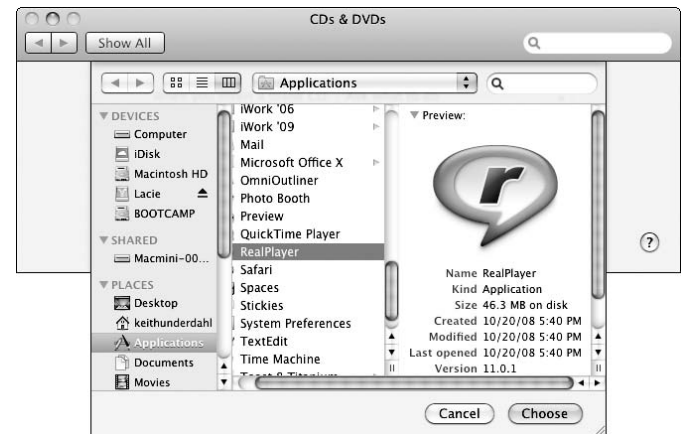


Figure 14-2: Changing the default DVD player

Access DVD Features

1. Insert a movie DVD into your DVD drive. The DVD Player application starts automatically, and the movie plays.
2. If the movie opens in a small window, like the one shown in Figure 14-3, choose View⇧Enter Full Screen or press ⌘+F. Press ⌘+F again to leave Full Screen mode.
3. Move the mouse pointer to the bottom of the screen to reveal the DVD Controller, as shown in Figure 14-4.



If the Controller doesn't appear, hover the mouse pointer near the top of the screen and choose Window⇧Show Controller in the menu bar that appears.

4. Use the Play, Stop, Forward, and Back buttons to control playback. Click Menu or Title to open the DVD menu (the exact menu that opens varies, depending on the DVD) and use the arrow buttons to navigate DVD menus.



Unless you have a tray-loading DVD drive (found only on Mac Pros and some external drives), don't attempt to insert a 3.5" mini-DVD into your Mac's DVD drive. Mini-DVDs aren't compatible with the slot-loading drives found on iMacs, Mac minis, and portable Macs.



Figure 14-3: The DVD Player screen



Figure 14-4: DVD Player in Full Screen mode with the Controller open

Adjust DVD Player Settings

1. Open the DVD Player application.
2. Choose DVD Player⇨Preferences. (If the menu bar is hidden, hover the mouse pointer near the top of the screen to make it appear.)
3. A preferences pane appears. Make sure the Player icon is selected at the top and then place a check mark next to Enter Full Screen Mode if you want DVD Player to open automatically in Full Screen mode and start playing when you insert a disc.
4. Click the Disc Setup icon at the top and select default languages for the Audio, Subtitles, and DVD Menu, as shown in Figure 14-5. If you're using external audio speakers, select the speakers in the Audio Output pop-up menu.



If you're using System Sound Output on a laptop, *don't* select the Disable Dolby Dynamic Range Compression check box. Disabling this option could damage your laptop's small speakers.

5. Click the Full Screen icon at the top and choose how long you want to wait before the Controller disappears.
6. Click the Windows icon and change the appearance of Closed Captioning text if you want.
7. Click the Previously Viewed icon and select a default behavior for previously viewed DVDs.
8. If your Mac has a High Definition (HD) compatible DVD drive, click the High Definition icon at the top and, next to For High Definition, select a picture height that matches your display, as shown in Figure 14-6.
9. Click OK to close the preferences pane.

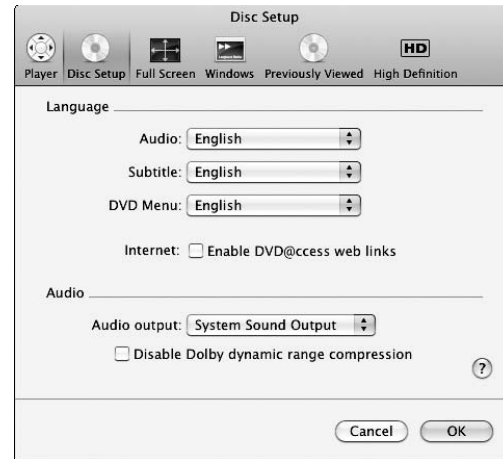


Figure 14-5: The Disc Setup screen



If you see horizontal lines in the video during playback (especially on fast-moving subjects), choose Video⇨Deinterlace to enable or disable interlacing. Deinterlacing is often necessary when watching video DVDs on non-interlaced displays, such as computer monitors.

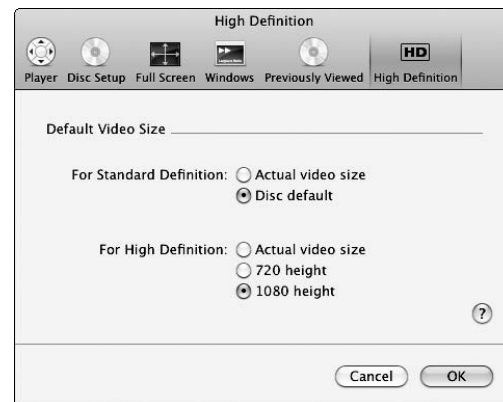


Figure 14-6: The High Definition screen

Watch Movies with QuickTime

1. Launch QuickTime by clicking its icon on the Dock or by double-clicking the QuickTime icon in the Applications folder.



If you double-click almost any movie that's compatible with QuickTime — compatible formats include MPEG and QT — QuickTime launches automatically and plays the video.

2. To open a movie, choose File⇨Open File.
3. In the Open dialog that appears (as shown in Figure 14-7), browse to the movie you want to view.
4. Select the movie file and click the Open button. If the movie is in a format that isn't supported by QuickTime, an error message appears to advise you of this fact.
5. Use the playback controls to play the movie, as shown in Figure 14-8.



To change the size of the video image, open the View menu and choose Half Size, Actual Size, Double Size, or Fit to Screen. You can also click and drag the bottom-right corner of the QuickTime window to dynamically resize it.



You can use QuickTime to share movies with others using either iTunes or MobileMe. Choose iTunes or MobileMe from the Share menu to begin sharing. See Chapter 9 for more on using MobileMe, and check out Chapter 12 for more about iTunes. Chapter 16 shows you how to make and share movies using iMovie.



Figure 14-7: The Open dialog



Figure 14-8: The simple, friendly QuickTime interface

Install Flip4Mac

1. Visit www.microsoft.com/windows/windowsmedia/player/wmcomponents.msp, to download the free Flip4Mac Windows Media Components for QuickTime.
2. When the download is complete, double-click the downloaded disk image. (The icon has `.dmg` at the end of the filename.)



If you use Safari to download Flip4Mac, Step 2 is unnecessary because the disk image mounts automatically.

3. Open the disk image, double-click the Flip4Mac WMV installer package, and follow the on-screen instructions to install, as shown in Figure 14-9.

View Windows Media Video

1. If you've installed Flip4Mac and now want to open a Windows Media file, either
 - Double-click a Windows Media file. Windows Media Audio has the `.wma` filename extension, and Windows Media Video has the `.wmv` filename extension.
 - Open QuickTime and choose **File** ⇨ **Open** to locate a Windows Media file.
2. Use the playback controls to play the Windows Media Video in QuickTime, as shown in Figure 14-10.



Figure 14-9: The Install Flip4Mac WMV screen



Figure 14-10: Viewing Windows Media in QuickTime with Flip4Mac

Viewing, Organizing, and Improving Pictures

It's hard to imagine now how anyone ever got by without digital cameras. Back in the days of film cameras, photo processing was expensive and slow, and if you wanted to improve the quality of your photos, you had to just shoot a lot of (expensive) pictures and become a better photographer.

A digital camera won't make you a great photographer, but it will definitely make your life easier. Not only can you snap many photos without worrying about processing fees, but you can also quickly copy your digital images to your computer, where they can be easily reshaped, retouched, and shared with others via e-mail or the Internet.

This chapter shows you how to organize your photos with iPhoto, a program included free with your Mac. In addition to organizing photos, iPhoto can also make basic edits and improvements to photos. This chapter also introduces you to Adobe Photoshop, a more advanced photo editing program. The full version of Photoshop costs about \$700, but Photoshop Elements is available for less than \$100 and offers most of the photo editing features you'll need for day-to-day use.



If you need an online home for sharing your digital photos with others over the Internet, check out Chapter 9.

Chapter

15

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Download Photos from a Camera

1. To launch iPhoto, either click the iPhoto icon on the Dock (the iPhoto icon looks like a camera in front of a picture) or open the Applications folder and double-click iPhoto.
2. If you're launching iPhoto for the first time, you're asked if you want to use iPhoto when you connect a digital camera to the computer. Click a button to make a choice.
3. Connect your digital camera to your computer's Universal Serial Bus (USB) port and then turn on the camera. The camera should automatically appear under Devices in the iPhoto Source pane, as shown in Figure 15-1.



Connect the camera directly to a USB port on the computer, if possible. iPhoto may not recognize your camera if it's connected to a USB hub.

4. Click the name of the camera in the Source pane and then type a name and description for the Event, as shown in Figure 15-1.



If iPhoto doesn't switch automatically to Import mode, make sure your digital camera is turned on and in Photo Viewing mode. If the camera is in Picture Taking mode, iPhoto can't import photos from it.

5. Select photos you want to import. Hold the Command key while clicking to select multiple photos.
6. Click the Import Selected button to begin importing selected photos from your camera. Alternatively, click the Import All button to import all photos on the camera.
7. When importing is complete, a dialog box asks if you want to delete the photos from your camera, as shown in Figure 15-2. Click the Delete Photos or Keep Photos button, as appropriate.



Figure 15-1: Selecting photos to import



To import pictures that are already on your hard drive, choose File→Import to Library. Use the Import Photos dialog to find and import photos.

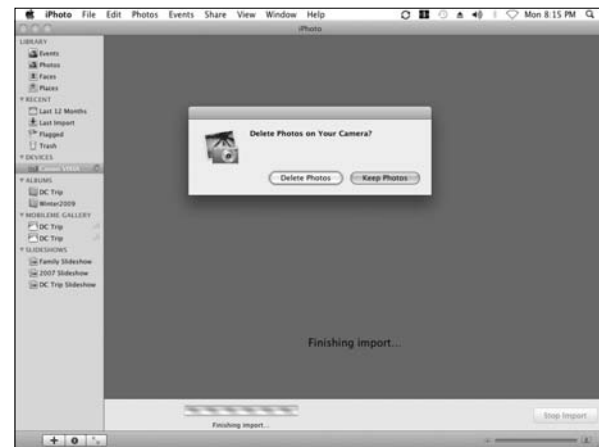


Figure 15-2: Choosing to keep or delete photos

Organize Your Photo Library

1. Launch iPhoto and then click a category under Library or Recent in the Source pane on the left side of the screen. Click Photos to view all photos, or click Events to view a list of events, as shown in Figure 15-3.
2. To create a new album in which to organize certain pictures, choose File⇨New Album and then type a descriptive name for the album.
3. Click and drag photos from the Library window to the new album. In Figure 15-4, a new album named DC Trip was created.



To copy multiple photos, first click and drag a box around all the photos you want to move. Alternatively, hold down the ⌘ key and click individual pictures that you want to select. When a group is selected, you can then click and drag that group to a new album.

4. Click the name of an album to view its contents.
5. To change the size of photo thumbnails, click and drag the Zoom slider in the lower-right corner of the iPhoto window. In Figure 15-4, the thumbnail size was increased.
6. To display filenames for photos, as shown in Figure 15-4, choose View⇨Titles.



You can also choose to display keywords, event titles, and ratings from the View menu.

7. To delete a photo, simply select it and press the Delete key on your keyboard.



Figure 15-3: The iPhoto Library



Figure 15-4: The DC Trip album

Rotate Photos

1. Locate an image that you want to rotate and click it once to select it. If you want a better view, double-click the image to enlarge it, as shown in Figure 15-5.
2. Click the Rotate button at the bottom of the iPhoto window to rotate the image.



You may need to click Rotate a couple of times to get the desired orientation.

3. Click in an empty area of the Source pane to return to the list of thumbnail images.

Resize Images

1. Select a photo that you want to export in a smaller size.
2. Choose File→Export.
3. Select either Small, Medium, Large, or Full Size in the Size menu, as shown in Figure 15-6.



The Small size is 320 x 240, the Medium size is 640 x 480, and the Large size is 1280 x 960. Small is a good size for thumbnail preview images, Medium is a good size for email sharing, and Large is good for higher quality online sharing.

4. Click the Export button.
5. Enter a new filename, choose a location for the resized image, and click OK.



Figure 15-5: An image in need of rotation



Figure 15-6: The Export Photos dialog

Crop Images

1. Locate the image you want to crop and click it once to select it. (*Cropping* an image means trimming off unwanted parts at the edges.)



It's best to start with a relatively large image; if you crop smaller images, the resulting cropped image may be too small.

2. Choose View⇨Full Screen to enter full screen mode.
3. Hover your mouse pointer at the bottom of the screen so that the toolbar appears, as shown in Figure 15-7. Click the Crop button.
4. Click and drag the corners of the cropping box so that it only surrounds the area of the photo that you want to keep, as shown in Figure 15-8. Areas outside the rectangle will be cropped.



You can fine-tune the crop area by clicking and dragging on edges or corners of the crop rectangle.

5. Click the Apply button to crop the image.
6. Hover your mouse pointer at the bottom of the screen to reveal the toolbar, and then click the Exit Full Screen mode button on the far right end of the toolbar.



If you don't like the changes you've made to an image, select the image in your Library and choose Photos⇨Revert to Original.



Figure 15-7: Calling up the Crop tool



Figure 15-8: Setting the crop area

Create a Slideshow

1. Open iPhoto and select an event or album from which you want to base your slideshow.
2. Click the New Item button in the lower-left corner of iPhoto. The New Item button looks like a Plus sign.
3. Click the Slideshow icon, as shown in Figure 15-9. Type a descriptive name for the slideshow in the Name field.
4. Click Create to create a new slideshow. The slideshow contains all the images in the event or album you selected in Step 1, and it appears in the Source pane under Slideshows. Click the slideshow's name in the Source pane.
5. To remove an image from the slideshow, select it and press Delete on your keyboard.



To change the order of images, click and drag their thumbnails left or right at the top of the Slideshow window.

6. Click the Settings icon at the bottom of iPhoto and change how long each slide should display using the arrow buttons next to “Play each slide for a minimum of,” as shown in Figure 15-10.
7. Choose a transition to use between photos from the Transition menu. Review other options and then click the Close (X) button to close the Slideshow Settings window.
8. Click Play to play the slideshow. To stop the slideshow, simply click anywhere on an image during the show.



To add a musical soundtrack to your slideshow, click the Music icon at the bottom and then choose a song or playlist from your iTunes Library.



Figure 15-9: Making a new slideshow

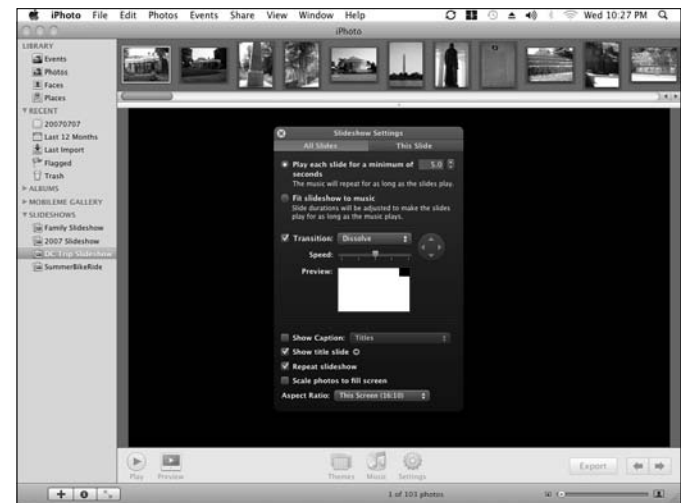


Figure 15-10: Working with slideshow settings

Resize an Image in Adobe Photoshop

1. Open an image file with Adobe Bridge.



If you don't like using Adobe Bridge, open Photoshop and simply choose File⇨Open. You can then browse to files with the Open dialog instead of Adobe Bridge.

2. Choose Image⇨Image Size, as shown in Figure 15-11.
3. In the Image Size dialog that appears, select the Resample Image check box, as shown in Figure 15-12.
4. Enter a new size in the Pixel Dimensions area in the upper half of the Image Size dialog, as shown in Figure 15-12, or enter a new size in the Document Size area of the dialog.



If you're resizing the image for Web or computer screen use, change the width and height in the Pixel Dimensions area. If you're resizing the image for later printing, use the Document Size area. If you plan to print the image, change the resolution to 300 pixels per inch before reducing the document size. This ensures the best possible print quality.



In most cases, leave the Constrain Proportions check box selected. If you deselect this option, the image appears distorted after resizing.

5. Click OK.



To crop an image, click and drag a box on the image and choose Image⇨Crop.



When you crop or reduce the size of an image, make sure you choose File⇨Save As and save the file with a different filename. If you save the original file, you lose some of the original image and you can never get it back.



Figure 15-11: The Image menu

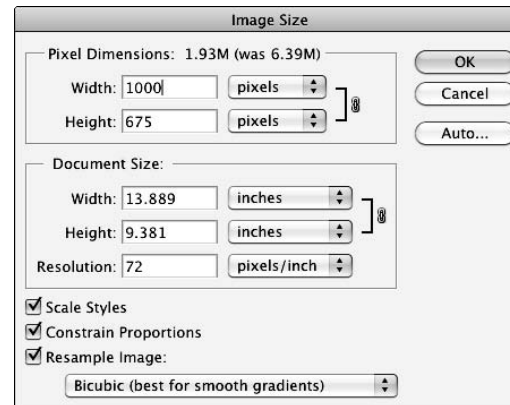


Figure 15-12: The Image Size dialog

Improve Color with Photoshop

1. Open the image that you want to improve.
2. Choose File⇨Save As and save a copy of the image using a new filename. In the Save As dialog, choose Photoshop from the Format pop-up menu.
3. Choose Image⇨Adjustments (open the Enhance menu in Photoshop Elements), as shown in Figure 15-13, and then choose something that you want to improve. Useful choices include
 - **Auto Levels:** Fine-tunes color, light, and contrast
 - **Auto Contrast:** Improves contrast and light
 - **Auto Color:** Adjusts and improves color



No single enhancement improves every image. If you don't like the changes made by one enhancement, press ⌘+Z to undo the change and then try a different enhancement.

4. To fine-tune light and contrast, choose Image⇨Adjustments⇨Brightness/Contrast (or Enhance⇨Adjust Lighting⇨Brightness/Contrast in Photoshop Elements). Use the sliders to make fine adjustments and preview the changes in the background. Click OK to accept your changes or click Cancel to reject them.
5. To fine-tune color, choose Image⇨Adjustments⇨Variations (or Enhance⇨Adjust Color⇨Color Variations in Photoshop Elements). Click sample images to choose variations, as shown in Figure 15-14. Click OK to accept your changes or click Cancel to reject them.



Figure 15-13: Checking out the Adjustments submenu

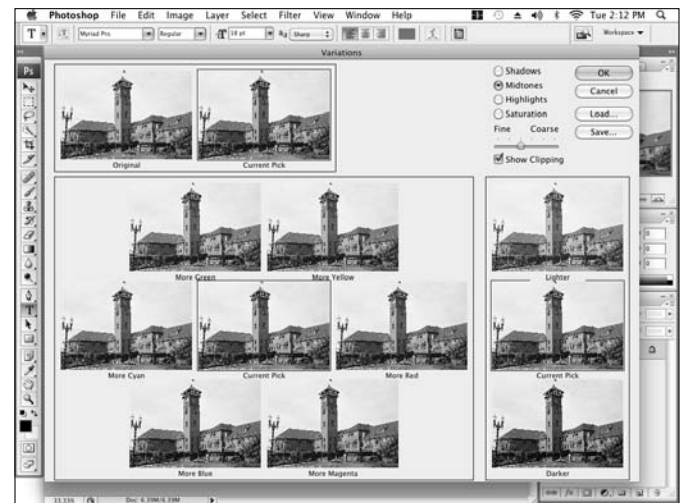


Figure 15-14: The Color Variations tool

Export a Photoshop Image for the Web

1. When you're done enhancing and improving an image, choose File⇨Save for Web & Devices, as shown in Figure 15-15.
2. In the Save for Web & Devices window that appears, as shown in Figure 15-16, choose a preset format in the Preset menu on the right.



The GIF format is better for smaller images that have less color. Larger photos should be saved in JPEG format. The PNG format offers good quality but limited compatibility with some Web browsers (notably, Internet Explorer 6 and older).

3. Select options below the Preset pop-up menu, such as quality levels.
4. Enter a new size for the image in the Width and Height fields on the Image Size tab, as shown in Figure 15-16.
5. After entering a new size, click Apply.
6. Note the file size listed below the image preview on the right side of the preview pane. This will be the approximate file size of the image when you export it.



Pay careful attention to the file size and estimated download time for the image, which is shown in the bottom left of the Save for Web & Devices window. Remember, many people still have relatively slow dial-up Internet connections, so they'll have a hard time viewing large image files.

7. Click OK.
8. Enter a filename and choose a location in the Save Optimized As dialog and then click Save to save the file.



Figure 15-15: Saving a Web image



Figure 15-16: The Save for Web & Devices dialog

Making Movies

Apple has been a pioneer in digital video for over a decade. In the 1990s, Apple helped develop the *IEEE-1394 FireWire interface*, a high-speed data bus that allows high-quality digital video to be transferred quickly between digital camcorders and computers. Apple also pioneered software that helps you turn your raw video footage into a great movie with titles, music, and special effects.

Many new Macintosh computers come with a FireWire port, and all new Macs have iMovie pre-installed. The iMovie application allows you to import video from a digital camcorder, assemble a movie with only the scenes you want, add sound and video effects to your movie clips, and export your finished movie for viewing over the Internet. And if your Mac has a SuperDrive, you can also burn your movie straight to DVD.

This chapter shows you how to make movies with your digital camcorder and iMovie. I take you through tasks that show you how to create a new movie project, capture video from your camcorder, and turn your footage into a great movie. The tasks in this chapter also show you how to export your finished movie in a Web-friendly format or burn it to DVD.



The latest versions of iMovie support most modern camcorders, including high-definition cameras and those that record video onto flash memory, hard drives, or DVDs. For more on making movies and working with iMovie, check out *Digital Video For Dummies*, 4th Edition, by Keith Underdahl or *iMovie and iDVD For Dummies* by Dennis Cohen (Wiley Publishing, Inc.).

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16

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Launch iMovie

1. Click the iMovie icon on the Dock or double-click the iMovie icon in the Applications folder. When you see the Welcome screen shown in Figure 16-1, deselect the Show This Window When iMovie Opens check mark to bypass the welcome screen in the future.



The first time you launch iMovie, you're asked whether you want to generate thumbnails for videos in your iPhoto library. Click Now to generate the thumbnails.

2. Choose File⇨New Project to start creating a new movie project.
3. Enter a name for your movie in the Project Name field, as shown in Figure 16-2.
4. Choose an option from the Aspect Ratio pop-up menu. In most cases, you want to match the aspect ratio of your source footage. Standard definition video is usually Standard (4:3), and high-definition video is usually Widescreen (16:9). iMovie also includes a special 3:2 format especially for viewing on iPhones.
5. Choose a theme for your movie from the Theme chooser, if desired. iMovie automatically generates menus, transitions, and effects based on the theme you choose.
6. If you want iMovie to automatically insert a favorite transition between each clip, select the Automatically Add check box and then choose a transition in the pop-up menu.
7. Click the Create button.



Figure 16-1: The Welcome to iMovie screen



To open a previously edited project, click Project Library in the upper-left corner of iMovie, select a project, and click Edit Project.

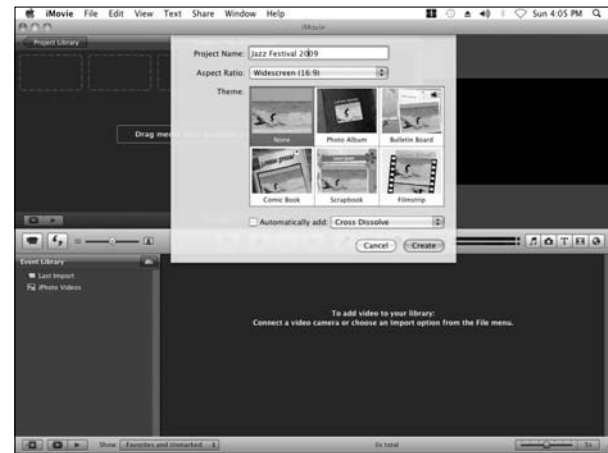


Figure 16-2: Setting up a new project

Capture Video from a Camcorder

1. Launch iMovie and create a new project.
2. Connect the camcorder to your computer's FireWire or USB port and make sure that the camera is turned on to Player or VTR mode. iMovie automatically detects your camcorder.



If iMovie doesn't detect your camera, double-check the cable connections and make sure the camcorder is turned on to the correct mode. You may also need to select a PC option on the camcorder's display screen. If you still have trouble, visit <http://support.apple.com/kb/HT3290> for a camcorder compatibility list.

3. In the capture window that automatically appears, choose a clip and then click Play to preview it.



If your camcorder uses videotapes, use the playback controls in the capture window to play or rewind the tape to some video you want to capture. Click the Import button to start capturing video from the tape, and then click the Stop button when you finish capturing.

4. If you want to capture only certain clips, move the slider in the lower-left corner to Manual, as shown in Figure 16-3, and place check marks under the clips you want to capture.
5. Click Import All (or Import Checked).
6. If you're importing clips from a high-definition camcorder, an Import Setting dialog appears, as shown in Figure 16-4. Choose whether you want to import video using the Large or Full quality options, and then click OK.
7. In the dialog that appears, choose a location on which to save the files, review other capture settings, and click Import.



Figure 16-3: iMovie, ready and waiting to capture video



If you share your movies on the Internet or on standard DVD, the Large setting is adequate. Choose Full if you plan to burn your movie to a high-definition Blu-ray disc.

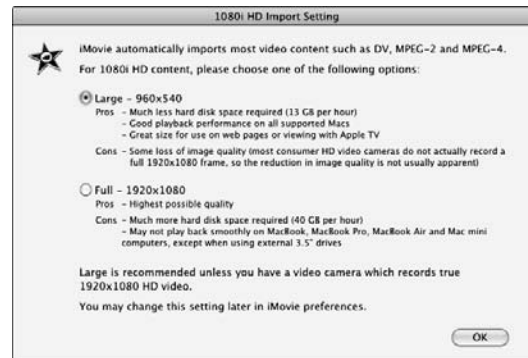


Figure 16-4: Choosing a quality setting for high-def video

Assemble Clips into a Movie

1. Open a movie project with captured video, as described earlier in this chapter.
2. Click an event in the Event library to see a list of clips. Imported clips are organized into events according to the date when they were originally recorded.
3. Hover over a clip in the Clip browser. Notice that the Viewer pane in the upper-right corner plays the spot over which you hover the mouse pointer. Click a clip and press the spacebar to play it.
4. Click on a clip to place a yellow border around it, as shown in Figure 16-5. Click and drag the edges of the border to choose how much of the clip you want to use.
5. Click and drag the clip from the Clip browser to the Project browser, as shown in Figure 16-6.



If the clip takes up multiple rows in the Clip browser, simply click and drag down to select multiple rows.

6. Click and drag additional clips to the Project browser. To insert a new clip between two existing clips in the Project browser, simply drop the new clip between the two existing clips.
7. To remove a clip from the Project browser, click the clip to select it and press the Delete key.

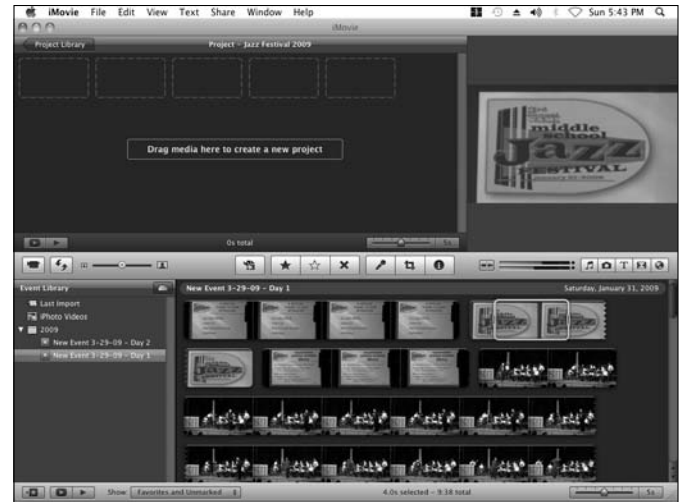


Figure 16-5: Previewing clips in the Clip browser



Figure 16-6: Dragging a clip to the Project browser

Trim Clips in the Project Browser

1. Open a movie project in which you've already added some clips to the Project browser, as described in the preceding task.



To adjust the zoom level of the Project browser, use the Zoom slider in the lower-right corner of the Project browser.

2. Click in the Project browser and then press the spacebar to play the clip.
3. When you identify a portion of a clip that you want to trim, pause playback so that the playhead is exactly on a spot where you want to trim.
4. Click and drag a yellow selection box around a portion of the clip, as shown in Figure 16-7.
5. Control+click on the selected area to open a shortcut menu, as shown in Figure 16-8. Choose one of the following:
 - **Delete Selection:** Choose this if you want to trim out only the portion of video that's selected inside the yellow box.
 - **Trim to Selection:** Choose this if you want to get rid of everything outside the yellow box.
 - **Split Clip:** Choose this if you just want to split the selection off and make it a separate clip.



Figure 16-7: Editing in the Project browser



Figure 16-8: Trimming a clip

Add a Soundtrack

1. Open an iMovie project that's been edited, as described earlier in this chapter.



If the song you want to use for your soundtrack isn't already on your computer, use either a song you've purchased from the iTunes Music Store or one that you imported from an audio CD using iTunes, as described in Chapter 12. You can also add sound effects to your movie from the Sound Effects library that comes with iLife '09.

2. In iMovie, click the Music and Sound Effects button (it looks like a music note) below the Viewer pane.
3. Click iTunes in the Media list to view your iTunes Library, or choose another category. In Figure 16-9, the Jingles subcategory under iLife Sound Effects has been selected.



Click the arrow next to a category to view subcategories.

4. Click a song or effect to select it and then click the Play button to preview it.
5. Click and drag a song or sound to the Project browser to add it to your movie. The song appears below the video clips. In Figure 16-10, an audio clip called Curtain Call Short has been added.
6. Double-click a clip in the timeline and then click the Audio tab in the Inspector window that appears. Adjust the Volume setting for the clip. In Figure 16-10, the Volume for a video clip has been set to 0% so that only the soundtrack music will be heard.



Figure 16-9: Browsing music and sound effects



Figure 16-10: The Inspector window, at your service

Apply Video Effects

1. Open an iMovie project that's been edited, as described earlier in this chapter.
2. In iMovie, double-click a clip in the Project browser to open an Inspector window, as shown in Figure 16-11.
3. On the Clip tab, click the Video Effect menu to reveal a list of video effects, as shown in Figure 16-12.
4. Hover the mouse pointer over an effect to preview it.



When you preview an effect, the preview plays over and over in the Viewer pane.

5. Click the effect you want to use to select it.
6. Review the other video effects available to you. Important effects include
 - **Speed:** You can speed up clips using the Speed slider, or slow them down for a slow-motion effect.
 - **Stabilization:** Select the Smooth Clip Motion check box to stabilize shaky footage.
 - **Color and light:** Click the Video tab at the top of the Inspector and adjust the exposure, brightness, contrast, and color saturation for the clip. iMovie makes it easy to fine-tune the appearance of your clips.
7. Click Done to apply your changes.



If you don't like the changes you made to the clip, double-click the clip to open the Inspector. Choose None in the Choose Video Effect pop-up menu, and click Revert to Original in the video color settings.



Figure 16-11: The Clip tab of the Inspector window

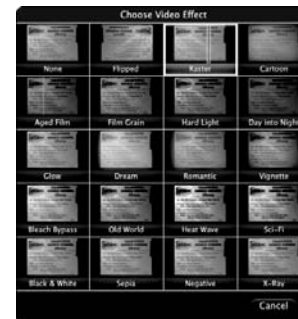


Figure 16-12: Choosing an effect

Insert Transitions between Clips

1. Open an iMovie project that's been edited, as described earlier in this chapter.
2. Click the Show/Hide Transitions Browser button, located under the Viewer pane on the right side of the screen (it's the second button from the right). The Transitions browser appears, as shown in Figure 16-13.
3. Hover the mouse pointer over a transition to preview it.
4. To apply a transition, click and drag the transition to a spot between two clips in the Project browser.
5. To adjust a transition, double-click it to open an Inspector window, as shown in Figure 16-14.
6. Change the length of the transition using the Duration field. The default duration for most transitions is half a second. In Figure 16-14, the duration has been changed to 1.0s, or one second.



If you aren't happy with the style of the transition, click the Transition pop-up menu and choose a different transition.

7. Click Done to close the Inspector and apply your changes.
8. To remove a transition, click the transition in the Project browser and press Delete.



For best results, use transitions sparingly and conservatively. Transitions should be used only between major scene changes, not between every single clip. Choose transitions that don't distract from the actual video content of your movie. Also, be aware that transitions sometimes add time to your movie, which can become troublesome if you have a carefully timed soundtrack.



Figure 16-13: The Transitions browser in the lower-right corner of iMovie



Figure 16-14: An Inspector window for transitions

Add Titles to Your Movie

1. Open an iMovie project that's been edited, as described earlier in this chapter.
2. Click the Show/Hide Titles Browser button (it has a T on it), located under the Viewer pane on the right side of the screen. The Titles browser appears, as shown in Figure 16-15.
3. Click and drag a title onto a clip in the Project browser, as shown in Figure 16-15.
4. Click the title in the Project browser to select it.
5. Click the text boxes in the Viewer pane, as shown in Figure 16-16, and type your own text.
6. Click Show Fonts in the Viewer pane to edit the text appearance.
7. Choose fonts, colors, and text sizes in the Choose Fonts dialog. You can also choose styles such as boldface and italics. Click Done to close the Choose Fonts dialog.



In video, white text over a dark background usually gives the best readability. Make sure you preview your title to ensure that it's readable even as the background video image changes.

8. Click Done in the Viewer pane when you're done editing the title.
9. Click and drag the ends of the title in the Project browser to change the title's duration. Alternatively, double-click the title and change the duration in the Inspector that appears.



Figure 16-15: Choosing a title style in the Titles browser



Figure 16-16: Editing text using the Viewer pane in the upper-right corner

Burn the Movie to DVD

1. Complete all edits for your movie, as described earlier in this chapter.
2. Choose Share⇨iDVD. iMovie prepares the movie for export, which may take a few minutes depending on the length of your movie and the complexity of your edits.
3. After iDVD launches, choose a DVD theme from the chooser on the right. (Clicking a theme opens it in the main screen, so you can be sure it's the one you want.) If you're asked whether you want to change the aspect ratio of your movie or keep it, as shown in Figure 16-17, click the Keep button.



Use the pop-up menu at the top of the Themes list to view additional themes. Some themes include Drop Zones where you can drop pictures or video clips. Click Media in the lower-right corner of the iDVD screen to place photos from your iPhoto library into Drop Zones.

4. Double-click any placeholder text displayed by the theme in the main window to change the text.
5. Click the Burn button or choose File⇨Burn DVD.
6. When you're prompted to insert a recordable DVD, as shown in Figure 16-18, insert a blank disc. The encoding and recording process may take several hours.



Figure 16-17: Choosing a DVD theme and keeping your aspect ratio



Figure 16-18: A prompt to insert a recordable DVD

Export the Movie for Web Viewing

1. Complete all edits for your movie, as described earlier in this chapter.
2. Choose Share → Export Movie.
3. Provide a filename for your movie in the Export As field and then choose a location in which to save it in the Where pop-up menu.
4. Choose a size for the exported movie, as shown in Figure 16-19. Notice the chart listing which sizes are best for various destinations, such as iPhone, MobileMe, and YouTube.



Many Web users still resist downloading larger files. The smaller the file size, the more likely it is that more people will see your movie.

5. Click Export. The export process may take a few minutes, depending on the length of your movie and complexity of your edits.



For online movies, don't use spaces in the filename.



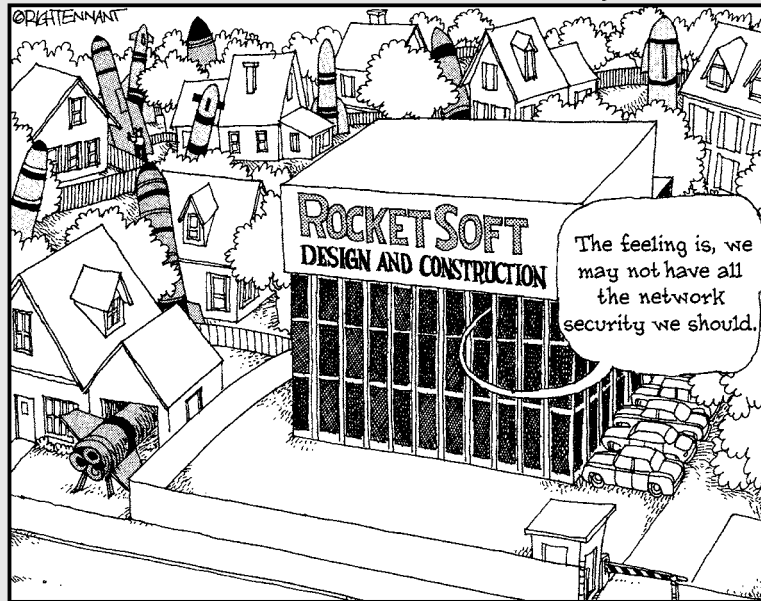
Figure 16-19: Choosing an export size for your movie

Part V

Networking Your Mac

The 5th Wave

By Rich Tennant



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Networking Wirelessly with AirPort

Next to the World Wide Web, few technologies have revolutionized personal computing in recent years as much as wireless networking. With Apple's emphasis on ease of use, it comes as no surprise that Macs were among the first computers to take advantage of networking with no strings attached.

AirPort is Apple's name for its wireless networking products. AirPort gear is fully compatible with most other Wi-Fi (also called 802.11Wi-Fi) networking technologies. Your AirPort-equipped MacBook can access the Internet through public hotspots and Wi-Fi-equipped Windows PCs can connect to your Apple AirPort access point.

This chapter shows you how to configure an AirPort access point to create your own wireless network. It also shows you how to connect various computers — Windows PCs, Macs, and even iPhones — to a wireless access point. This chapter even shows you how to create a wireless ad hoc computer-to-computer network.



The steps for connecting a computer (whether a Mac or Windows PC) to a wireless access point are the same regardless of whether the access point is an Apple AirPort unit or another type of Wi-Fi access point. See Chapter 20 for more on setting up wireless network security. For even more on wireless networking, check out Michael E. Cohen's *AirPort & Mac Wireless Networks For Dummies* (Wiley Publishing, Inc.).

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Configure an AirPort Base Station

1. Connect an Ethernet cable between your broadband modem and the AirPort Base Station, if needed.



See the owner's manual that comes with your Base Station for more information on cable connections. Whatever cables you connect, the power cord should be the last cable you connect.

2. Plug in the power cable for the Base Station and wait until the status light turns solid green.
3. Open the Applications folder on your Mac and then open the Utilities subfolder.
4. Double-click the AirPort Utility icon, as shown in Figure 17-1.
5. If your AirPort Base Station appears on the left, select it and then click Continue. Otherwise, click the Manual Setup button, as shown in Figure 17-2.
6. Enter a Base Station name and password. You'll use this password when you change Base Station settings.
7. Decide whether you want to create a new wireless network, replace an existing wireless router, or join the Base Station to your current network. Select the appropriate option, and then click Continue.



Figure 17-1: The Applications:Utilities folder



If the Base Station isn't detected, click the AirPort icon on your Mac's Title bar and choose Turn AirPort ON in the menu that appears. Make sure that the status light on the Base Station is shining solid green. If the light is amber or flashing, wait a few more seconds. If after a minute it still doesn't shine solid green, unplug the Base Station for a few seconds and then plug it back in. When the light shines solid green, click Try Again in the AirPort Setup Assistant. You can also configure the Base Station by using an Ethernet-connected computer if the Base Station is connected to the same network.



Figure 17-2: Setting up a new AirPort Base Station

8. Enter a name in the Wireless Network Name text box, as shown in Figure 17-3.



If you're adding the Base Station to an existing wireless network, the name of the wireless network should be the same as the rest of your network. If you're creating a new network, enter a unique, personalized name for the network.

9. Choose a security format and enter a network password twice. Computers that connect to the wireless network must use the correct name and password.



WPA and WPA2 (Wi-Fi Protected Access) are the best types of security, but older computers and devices (such as game consoles) may support only WEP (Wired Equivalency Protocol). Use the highest level of security that's supported by the equipment you own. See Chapter 20 for more on wireless network security.

10. Click Continue and choose whether the AirPort Base Station connects to a router or modem. Select the first option (as shown in Figure 17-4) if your network already has a router or modem that uses Dynamic Host Configuration Protocol (DHCP). Otherwise, select the I Do Not Use DHCP option and accept the default DHCP settings.
11. Click Continue, verify the setup details, and click Update.
12. After the Base Station restarts and the Congratulations screen appears, click Quit. Setup is complete.



The steps described here are the same whether you have an AirPort Express or AirPort Extreme Base Station.



Figure 17-3: Entering a network name and selecting a security option

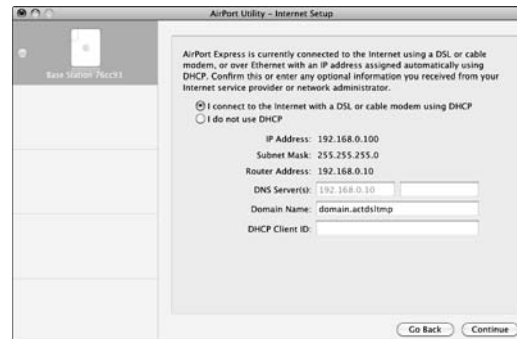


Figure 17-4: Determining the Internet setup

Connect to a Wireless Network

1. Click the AirPort icon on the menu bar and choose Turn AirPort On from the AirPort menu.
2. If an open network is detected, choose whether you want to connect to it, as shown in Figure 17-5.



Don't connect to a network if you can't positively identify it. Connecting to unknown networks could expose your computer to data theft and virus infection.

3. To connect to a different network, click the AirPort icon and choose the desired network from the AirPort menu, as shown in Figure 17-6.



If the desired network isn't listed, the network might be out of range, it might be turned off, or it might be closed. See the following section in this chapter for steps to access a closed network.

4. To disconnect from a wireless network, click the AirPort icon and choose Turn AirPort Off from the AirPort menu.



If your computer routinely connects to the wrong network when multiple networks are available, open System Preferences, click the Network icon, click AirPort, and then select the Ask to Join New Networks check box. Click Advanced and then click and drag preferred networks to the top of the network list. Click OK and then Apply to save the changes.

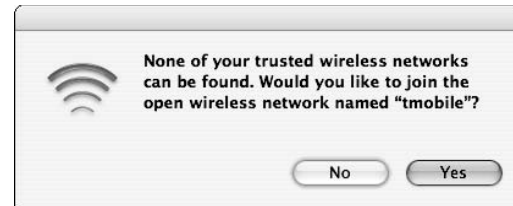


Figure 17-5: Choosing whether to connect to the new network

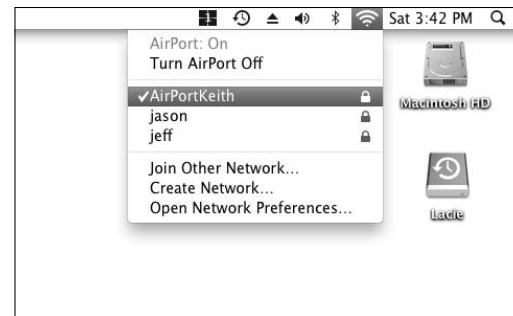


Figure 17-6: The AirPort menu

Access a Closed Wireless Network

1. Turn on AirPort if it isn't enabled already.



Remember, you can use the AirPort menu to quickly turn AirPort on or off.

2. Click the AirPort icon on the menu bar and then choose Join Other Network from the menu that appears, as shown in Figure 17-7.
3. Enter the name of the network in the Network Name field.



The network name is also sometimes called the Service Set Identifier (SSID). The network name is usually case sensitive, so make sure you enter it correctly.

4. If the network uses wireless security, choose the appropriate security method from the Security pop-up menu.
5. In the extra fields that appear, as shown in Figure 17-8, enter the network password and other details, as appropriate.



The exact fields and menus that appear vary, depending on which security method you use. See Chapter 20 for more on working with wireless security.

6. Click Join to log on to the network.



If you can't log on to the network, double-check that you entered the network name and any passwords or network keys with the correct case. Network names, passwords, and keys are often case-sensitive.

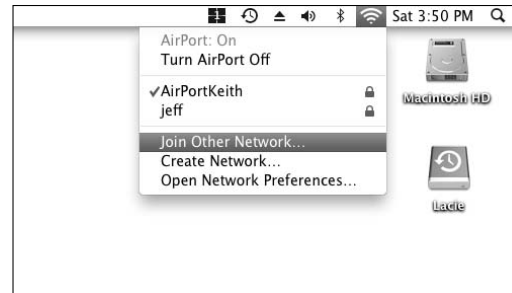


Figure 17-7: The AirPort menu



Figure 17-8: Entering the network name and login details

Connect an iPhone to a Closed Network

1. Closed networks must be manually configured. So, on the iPhone's home screen, tap Settings and then tap General.
2. On the General settings screen, tap Network and then tap Wi-Fi.
3. Tap Other.
4. Enter the network name, as shown in Figure 17-9.



Remember, network names (also called SSIDs) are usually case sensitive.

5. Tap Security and choose the level of security used on the network. Tap Other Network to return to the Network Information screen.
6. Enter the network's password, as shown in Figure 17-9.
7. Tap Join. The network appears in the Choose a Network list, as shown in Figure 17-10.
8. Make sure that the Ask to Join Networks feature is turned on, as shown in Figure 17-10. This gives you control over which networks your iPhone can access.
9. Press the Home button to exit Wi-Fi settings and return to the home screen.



You can disable Wi-Fi access by sliding the Wi-Fi control to Off. But if you need to temporarily disable all wireless features, tap Settings on the iPhone's home screen and turn on Airplane Mode. Airplane mode disables the cellular radio, Wi-Fi, and Bluetooth.



Figure 17-9: Configuring a closed network



Figure 17-10: Connecting to the right network

Create an Ad Hoc Network between Two Computers

1. Click the AirPort icon on the menu bar and choose Create Network from the menu that appears.
2. In the Computer-to-Computer window that appears, type a name for your ad hoc network, as shown in Figure 17-11.



You can choose a specific wireless channel if you wish, but it's best to choose Automatic unless you encounter connection problems.

3. Select the Require Password check box and then choose either 40- or 128-bit WEP from the Security pop-up menu.
4. Enter a password twice. (The password must match the description shown in the dialog.) Then click OK to create the network.
5. On the other computer, click the AirPort icon and choose the desired computer-to-computer network from the list, as shown in Figure 17-12.
6. To access the other computer, open Finder and then click the name of a computer that you want to access under Shared in the Finder sidebar. Click the Connect button that appears, and log in to the remote computer.
7. When you're done using the computer-to-computer network, click the AirPort icon on the Title bar and choose Disconnect from Current Network.



To quickly rejoin your primary wireless network, turn off AirPort via the AirPort menu, wait a few seconds, and then turn on AirPort again. AirPort logs on to your default preferred network, if it's available.



Figure 17-11: Naming your ad hoc network

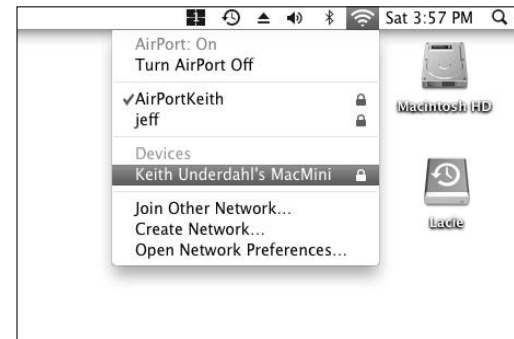


Figure 17-12: Selecting an ad hoc network to join

Access an AirPort Base Station from Windows

1. In Windows, choose Start→All Programs→Accessories→Communications→Network Connections.
2. In the Network Connections window, double-click the Wireless Network Connection icon.
3. In the Wireless Network Connection window, click the Set Up a Wireless Network for a Home or Small Office link under Network Tasks in the sidebar.
4. In the Wireless Network Setup Wizard that appears, click Next, choose Set Up a New Wireless Network, and click Next again.
5. Enter the network name, as shown in Figure 17-13, and choose the type of security (such as WPA or WEP) used on your network.
6. Select the Manually Assign a Network Key option and click Next.
7. Enter the *network key* (the password) and click Next.
8. Choose Set Up a Network Manually in the next screen and then click Next again.
9. Click Finish to complete the setup process and then make sure that your AirPort network appears in the wireless network list, as shown in Figure 17-14.



To disconnect a Windows PC from your wireless network, double-click the wireless network icon in the Windows system tray (the area in the lower-right corner next to the clock) and then click Disable in the dialog that appears.

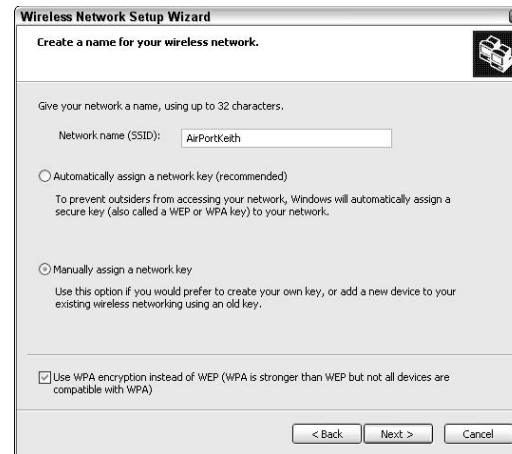


Figure 17-13: The Wireless Network Setup Wizard

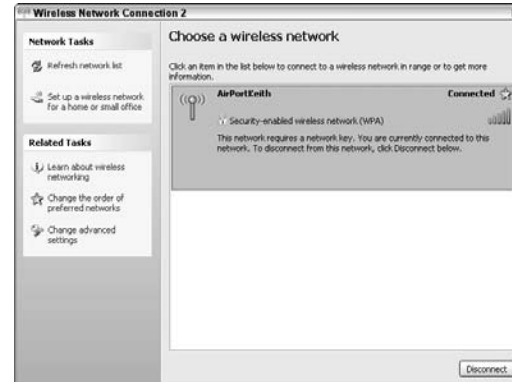


Figure 17-14: Checking the wireless network connection

Troubleshoot a Wireless Connection

1. Double-check that the AirPort Base Station is turned on, and that AirPort is enabled on your Mac, as described earlier in this chapter.
2. Check the signal strength by looking at the AirPort icon on the Menu bar. Four bars indicate a strong signal; fewer bars mean the signal is weak.
3. Check to see whether the network is closed. If it's closed, you need to manually enter the network name (also called the SSID) and select the security level, as shown in Figure 17-15. Network names are case sensitive. See the task called "Access a Closed Wireless Network," earlier in this chapter, for steps.
4. Connect an Ethernet cable between the AirPort Base Station and your computer and then follow the steps I describe in the "Configure an AirPort Base Station" task to make sure that the access point is configured properly.
5. Make sure that your computer is configured to work with DHCP, as I describe in Chapter 18.
6. Check that your DSL or cable modem is connected properly to the WAN (wide area network) or modem port on your AirPort access point, as I describe in Chapter 18.
7. If you're trying to network wirelessly with a Windows PC, check that your Mac's workgroup name is properly set, as I describe in Chapter 19.
8. Look for devices that may cause Wi-Fi signal interference, such as microwave ovens or 2.4GHz cordless telephones.

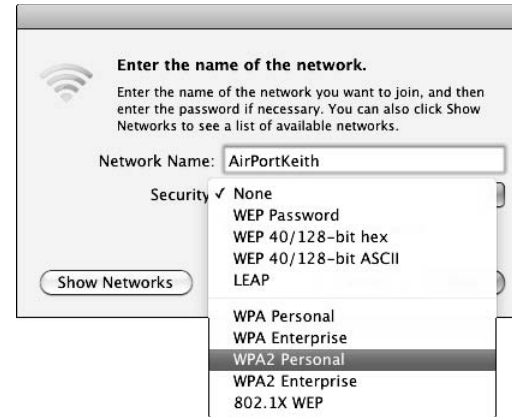


Figure 17-15: Entering the network name and security level for closed networks



You might need to connect the modem to your computer to check its status.



Rearrange your hardware so that interference sources aren't physically close to your AirPort access point or your computer.

Sharing Resources

The number one reason to set up a network is to share stuff among your various computers. This “stuff” usually includes files, Internet connections, and printers. Sharing these resources is easy, as is accessing shared resources on other network computers.

Before you can share anything, your Mac must be properly connected to the network. Chapter 17 shows you how to connect your Mac to a wireless network, and this chapter shows you how to connect to a wired Ethernet network. Ethernet networks aren’t quite as convenient as wireless networks, but they offer greater reliability, security, and speed. Most modern Macs include adapters for connecting to Ethernet networks. (Some models, such as the MacBook Air, require an external Ethernet adapter.)

This chapter shows you how to share printers, files, and Internet connections with the network after you set it up. The tasks in this chapter also show you how to access shared resources on other networked computers. This chapter shows you how to network mainly with other Macintosh computers, although many of the principles apply to Microsoft Windows computers as well. See Chapter 19 for more on networking with Windows PCs.



Sharing Internet connections, as I describe in this chapter, is usually necessary only if you have dialup Internet access. For example, if you access a dialup Internet service with the modem in your Mac, you can share that connection with the rest of your network if you want. If you connect to the Internet with a cable modem or digital subscriber line (DSL), the external modem for that service should be connected to the WAN (wide area network) port on your network’s router.

Chapter 18

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Connect to an Ethernet Network

1. Connect an Ethernet cable between the Ethernet port on your Mac and a local area network (LAN) port on your Ethernet switch, hub, or router.



If you need to buy new networking hardware, a router is the easiest to configure and provides the greatest flexibility.

2. Restart your Mac and then open System Preferences from the Apple menu.
3. In System Preferences, click the Network icon.
4. In the list on the left, select Ethernet, as shown in Figure 18-1, and then click the Advanced button.
5. On the TCP/IP tab, as shown in Figure 18-2, choose the Using DHCP option from the Configure IPv4 pop-up menu.
6. If a numeric IP address isn't listed next to IP Address (as shown in Figure 18-2), click the Renew DHCP Lease button.
7. Click OK and then Apply to apply your changes.



To connect two computers together directly without using a hub or router, you might need to use a special Ethernet cable — a *crossover* cable. Crossover cables are available at most computer retailers. Keep crossover cables clearly marked because they don't work for connecting a computer to a hub or router. Many newer Macs can connect directly to each other with a regular network cable; check your Mac's documentation to see whether it has self-configuring ports.



Figure 18-1: The Network preferences pane



If you want to access an Internet connection that's shared by another computer (see the task "Share an Internet Connection," later in this chapter), follow the steps here to configure your network connection. The Internet sharing server behaves like a Dynamic Host Configuration Protocol (DHCP) server.



Figure 18-2: The TCP/IP tab

Set an IP Address Manually

1. Open System Preferences from the Apple menu and then click the Network icon.
2. In the list on the left, select Ethernet and then click the Advanced button.
3. On the TCP/IP tab, choose the Manually option from the Configure IPv4 pop-up menu, as shown in Figure 18-3.



If your network uses a router or other DHCP server, but you still need to assign an Internet Protocol (IP) address manually, choose the Using DHCP with Manual Address option from the Configure IPv4 pop-up menu instead.

4. Type an IP address for your computer in the IPv4 Address field, as shown in Figure 18-4.



On a typical home network, the IP address starts with 192.168.0. The final segment can be any number between 0 and 255. Each computer on the network must have a unique IP address. Check the documentation for your router or server software to see if the IP address should be in a specific range.

5. Enter a Subnet Mask, which in almost all cases is 255.255.255.0.
6. In the Router field, enter the IP address for the router or server computer on the network. If you don't have a router, enter the IP address for the computer that connects to the Internet.
7. Click Apply and then close System Preferences.



Usually you don't need to set an IP address manually. Only set it manually if a network administrator has instructed you to do so, in which case you should be provided with a specific IP address to use.



Figure 18-3: Selecting the Manually option



Figure 18-4: Entering the network addresses manually

Find the IP Address of a Mac

1. Open System Preferences from the Apple menu.
2. Click the Network icon.
3. Note the address listed in the IP Address field, as shown in Figure 18-5.



The Network preferences pane shows the IP address for whichever network connection is currently active, be it Ethernet, AirPort, or another connection.

Find the IP Address of a Windows PC

1. On the Windows PC, open the Control Panel and click the View Network Status and Tasks link under Network and Internet.



These steps are for Windows Vista. In Windows XP, choose Start → My Network Places. Click the View Network Connections link in the Network window that appears and then click the active network connection to select it. The IP address is listed under Details.

2. Click the View Status link next to the active network connection, and then click Details.



If the computer has multiple network connections (such as Ethernet and 802.11 Wi-Fi), make sure you choose the active connection.

3. Note the IP address listed in the Network Connection Details dialog, as shown in Figure 18-6.

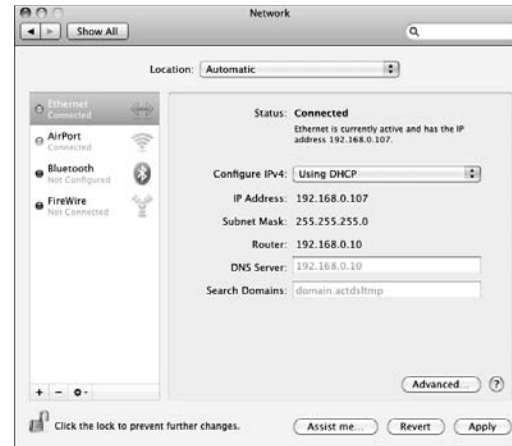


Figure 18-5: Finding a Mac's IP address (192.168.0.107)

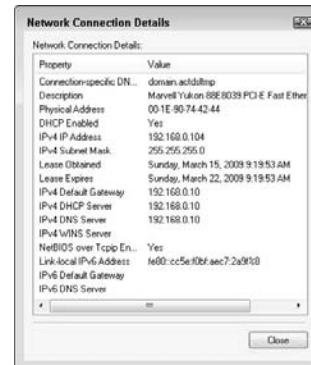


Figure 18-6: Finding an IP address in Windows (192.168.0.104)

Share an Internet Connection

1. Open System Preferences from the Apple menu and then click the Sharing icon under Internet & Network.
2. In the Sharing preferences pane (shown in Figure 18-7), click Internet Sharing to open Internet sharing preferences.
3. In the Share Your Connection From pop-up menu, choose the network connection that connects to the Internet. If the computer connects via dialup, choose the Modem option. If you connect to the Internet with a DSL or cable modem, choose the connection to which the modem is attached. In most cases, this is the Ethernet connection.
4. In the To Computers Using list, place a check mark next to the connection that will be used to share the Internet connection with other computers. Your selection here should be a different connection than the one you selected in the Share Your Connection From pop-up menu.



Make a note of the warning message that appears when you choose a connection and make sure that sharing your connection doesn't violate the service agreement with your Internet service provider (ISP).

5. If you're sharing the connection using AirPort, click the AirPort Options button. Select the Enable Encryption check box, enter a Wired Equivalency Protocol (WEP) password twice, and choose 128-bit from the WEP Key Length pop-up menu, as shown in Figure 18-8. Click OK.
6. In the list on the left, select the Internet Sharing check box to begin sharing your Internet connection.

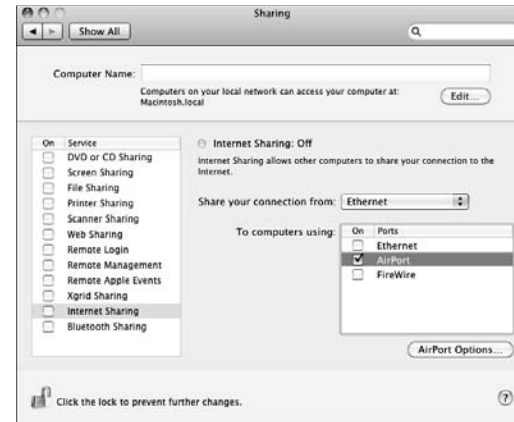


Figure 18-7: The Sharing preferences pane



The WEP password must be entered on all sharing client computers.



Figure 18-8: Securing Internet sharing for an AirPort

Share a Printer

1. Open System Preferences from the Apple menu and then click the Print & Fax icon.
2. Click the printer that you want to share to select it.
3. Select the Share This Printer with Other Users on the Network check box, as shown in Figure 18-9.
4. Click the Options & Supplies button and type a descriptive name for the printer in the Name field. Make sure that the Location field is descriptive and accurate and then click OK.



The printer name and location appear on other network computers when the printer is shared, so make sure that the information adequately distinguishes the printer from other devices on the network.

5. Next to the warning message stating that Printer Sharing is turned off, click the Sharing button.
6. In the list on the left, select the Printer Sharing check box, as shown in Figure 18-10.
7. Close System Preferences.



Remember, a shared printer can be accessed only when the computer to which it's connected is powered on (not asleep) and connected to the network. The printer must also be turned on and connected to the computer.

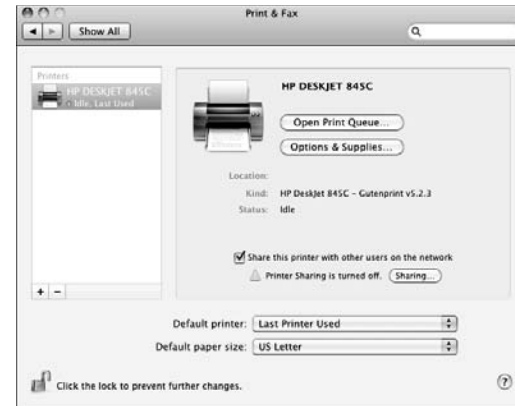


Figure 18-9: The Print & Fax preferences pane

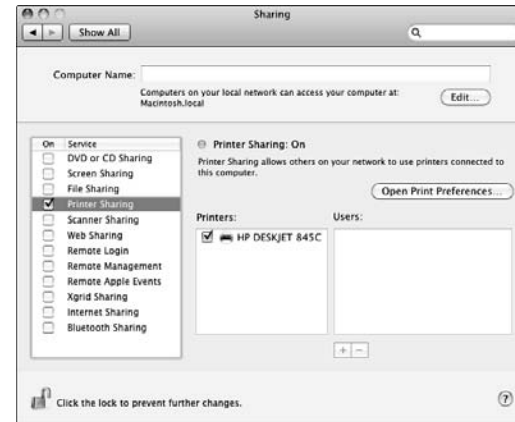


Figure 18-10: Making sure that Printer Sharing is enabled

Access a Shared Printer

1. Open System Preferences from the Apple menu and then click the Print & Fax icon.
2. Click the Add Printer button. It looks like a plus sign and is located under the list of printers on the left.
3. In the Printer Browser that appears, as shown in Figure 18-11, click the icon (located at the top of the browser) that fits your needs:
 - **Default:** Click this icon if the printer is connected to a Macintosh running OS X, as shown in Figure 18-11. Select the shared printer you want to access. Choose the correct model in the Print Using menu.
 - **Windows:** Click this icon if the printer is connected to a Windows PC. Select the shared printer.
 - **Fax:** Click this icon if you want to connect to a fax device.
 - **IP:** Click this icon if the printer is connected to your network by an Ethernet connection.
4. Click the Add button and then close System Preferences.
5. Open a document that you want to print and choose File→Print.
6. In the Printer menu, choose the shared printer to which you want to print, as shown in Figure 18-12, review other printing options, and then click Print.

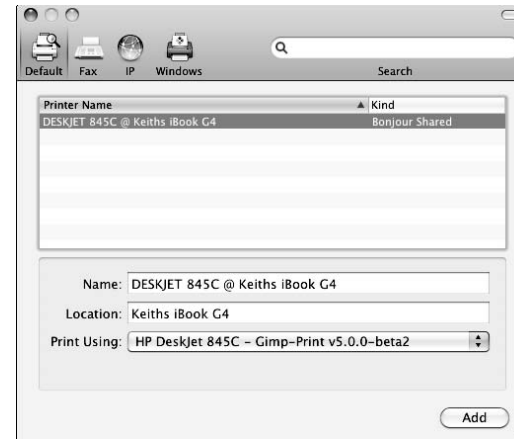


Figure 18-11: Choosing the shared printer

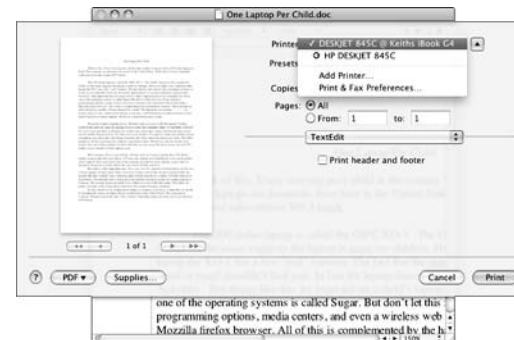


Figure 18-12: Selecting the printer to which you want to print

Enable File Sharing

1. Open System Preferences from the Apple menu and then click the Sharing icon.
2. In the Sharing preferences pane, select the File Sharing check box in the list on the left, as shown in Figure 18-13.



Open the Sharing preferences pane and disable File Sharing whenever you access a public Wi-Fi hotspot or other network that isn't secure. This prevents unauthorized users from accessing your files.

3. Click the Add button (it looks like a plus sign) under Users to add a new authorized user.
4. On the left, select the Users & Groups option or the Address Book option to see a list of users. If you don't see the person you want to add, click the New Person button and enter a username and password in the window that appears.
5. Select the user, as shown in Figure 18-14, and click the Select button. The user now appears in the list of authorized users in the Sharing preferences pane.



If the network user will access your computer from a Windows PC, see Chapter 19 for more on activating Windows file sharing.

6. Next to the user's name on the Sharing screen, use the menu to decide whether the user has Read Only, Read & Write, or Write Only access. Give Write Only access if you want the user to be able to drop files on your computer but not view or change other files.



Figure 18-13: Enabling the File Sharing option



Figure 18-14: Controlling who can access your computer over the network

Share Files and Folders

1. Open System Preferences from the Apple menu and then click the Sharing icon.
2. In the Shared Folders list, select a folder for which you want to control sharing. If the folder you want to share isn't in the list, click the Add button (it looks like a plus sign) under Shared Folders and browse to the folder that you want to share.
3. Under the Users list, select a user, and then choose a level of access for the user in the menu that appears as shown in Figure 18-15.
4. Close System Preferences when you finish setting up shared folders and managing access.
5. Copy files into your shared folders to share those files.



Items in your Public folder can be viewed or copied by anyone, so be careful what you put in that folder. Also, don't share other folders on your computer unless you know for sure that the folder's contents are safe for public consumption.

6. Open the Finder. Under Shared in the sidebar, click the name of a network computer containing shared items.
7. Click Connect As and then enter a valid username and password for the computer.
8. Use the Finder to browse the computer, as shown in Figure 18-16.



Choose Guest to log in to the computer as a guest and access public items.



Figure 18-15: Controlling access rights for shared folders



Figure 18-16: Accessing shared folders with the Finder

Connecting to Windows PCs and Older Macs

It's no secret that a majority of PCs in the world run Windows. You may even have some Windows PCs of your own. If so, there's no reason why your Macs and PCs can't live together. Setting up a network between Windows PCs and Macs takes only minutes; and after configuration, you can easily share files, printers, Internet connections, and other resources between the two. This chapter shows you how to network your new Mac with Windows PCs as well as with Macs running Mac OS 10.2 or earlier. Unless noted otherwise, the steps here assume that you have

- ➔ **Windows XP or later:** If you have an older version of Windows, you can follow the steps in this chapter to some extent, although some procedures might vary slightly. Windows XP or later provides easier, more secure networking.
- ➔ **An Ethernet router or wireless network:** For more on setting up Macintosh networking hardware and software, see Chapters 17 and 18. If you need to set up a Windows network, check out my book, *Wi-Fi Home Networking Just the Steps For Dummies* (Wiley Publishing, Inc.).

Chapter 19

Get ready to . . .

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Set Up Windows File Sharing

1. On your Mac, open System Preferences from the Apple menu and then click the Sharing icon.
2. Type a descriptive name in the Computer Name field, as shown in Figure 19-1. This is the name that other computers see on the network.
3. Select the File Sharing check box, as shown in Figure 19-1.



File Sharing must be enabled, whether you want to share files with Windows PCs or other Macs.

4. Click the Options button.
5. Select the Share Files and Folders using SMB (Windows) check box.
6. Place a check mark next to those accounts that may access the computer from a Windows PC, as shown in Figure 19-2.



Enable only the accounts that need file access from a Windows PC. Needlessly enabling file sharing for other accounts could compromise the security of your computer.

7. Click Done and then close System Preferences.



If you no longer need to share files with Windows PCs, open the Sharing preferences pane and disable SMB sharing.



Figure 19-1: The Sharing preferences pane



Figure 19-2: Controlling which accounts can access the computer from Windows

Change the Workgroup Name on Your Mac

1. Open System Preferences from the Apple menu.
2. Click the Network icon to open the Network preferences pane.
3. In the list on the left, select the network connection you use to connect to the Windows network, as shown in Figure 19-3.
4. Click the Advanced button.
5. Click the WINS tab.
6. Type the name of your Windows workgroup in the Workgroup field, as shown in Figure 19-4.
7. Click OK and then click Apply to apply your changes.



If you have OS 10.2, 10.3, or 10.4, setting the Windows Workgroup name is a little more complicated. Launch the Directory Access utility from your Applications:Utilities folder. Unlock the Directory Access Utility using your Administrator password and then select the SMB/CIFS check box. Click the Configure button next to SMB/CIFS and enter the Windows Workgroup name in the Workgroup field. Click OK and then quit the Directory Access utility.



To determine a Windows workgroup name, open the Control Panel on a Windows PC and then double-click the System icon. The Computer Name tab of the System Properties dialog lists the workgroup name. The workgroup name should be the same on each computer on the network. The default workgroup name on most Windows PCs is MSHOME.

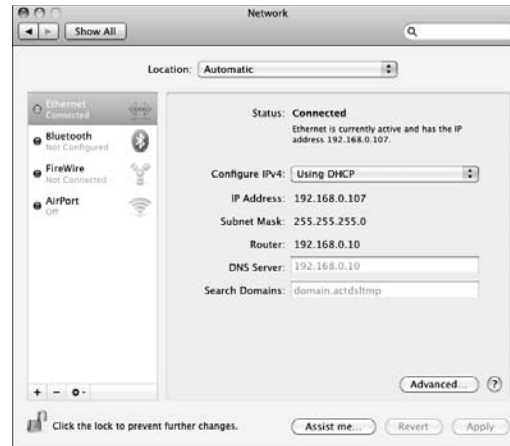


Figure 19-3: The Network preferences pane

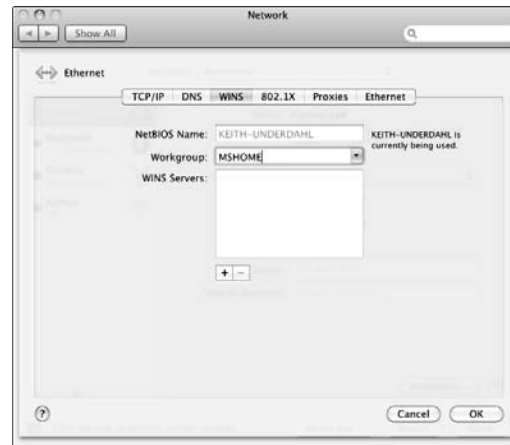


Figure 19-4: Entering the Windows workgroup name

Connect to a Windows PC from Your Mac

1. Open the Finder and locate the Windows PC under Shared in the sidebar.



Before you can connect to a Windows PC, both the Windows PC and your Mac should be powered on and connected to the network. File sharing must be enabled on the Windows PC (see *Wi-Fi Home Networking Just the Steps For Dummies* by me for more on enabling Windows file sharing), and you should set the workgroup name on your Mac, as I describe earlier in this chapter.

2. Click the name of the computer to which you want to connect. When you first click the name of the Windows PC, you'll probably see a Connection Failed message like the one in Figure 19-5.
3. Click the Connect As button.



If you don't see the Connect As button, change the view setting in the Finder to view folders and files in columns. This should reveal the Connect As button.

4. Enter an account name and password, as shown in Figure 19-6. The account name and password should be valid on the Windows PC to which you want to connect.



If you enter an invalid account name or no name at all, you can still connect as a Guest to the Shared Items folder on the Windows PC as well as other shared resources on that computer.

5. Click the Connect button.



Figure 19-5: Finding a Windows PC on your network



Figure 19-6: Entering an account name and password

Copy Files from a Windows PC

1. Connect to a Windows PC, as I describe in the previous task.
2. Use the Finder to locate files on the Windows PC, as shown in Figure 19-7.
3. To quickly copy a file from the Windows PC to the Documents folder on your Mac, simply click and drag the file to the Documents icon in the Finder sidebar, as shown in Figure 19-8.



You can also click and drag items from the Windows PC to your OS X desktop, or you can open a second Finder and drag files to specific subfolders on your Mac.

4. To copy files from your Mac to the Windows PC, click and drag files and folders to the Windows folder in a Finder window.



You can't copy files to any Windows folder showing a small lock icon on the folder image. You can copy only into folders for which you have write access.



When you access a Windows hard drive from a Mac, the Mac OS leaves system file fragments called *resource forks* on the Windows hard drive. These files are unnecessary for the Windows operating system and can be deleted safely after the Mac has disconnected from the Windows PC. See the task on cleaning up resource forks later in this chapter for steps to get rid of resource forks.



Figure 19-7: Browsing Windows folders with the OS X Finder



Figure 19-8: Clicking and dragging files to copy them

Access Your Mac from a Windows PC

1. On your Windows PC, choose Start⇒My Network Places (Windows XP) or Start⇒Network (Vista).



You can also access My Network Places in My Computer or Windows Explorer.

2. Under Network or Network Tasks on the left side of the window, click the View Network Computers link (if you see it).
3. Find the Mac to which you want to connect from the list of computers, as shown in Figure 19-9.



If your Mac doesn't appear in the list, make sure that the Mac's workgroup name has been properly set (as I describe earlier in this computer) and double-check that the Mac is powered on and connected to the network.

4. Double-click the icon for the Mac to which you want to connect.
5. In the log in dialog that appears, as shown in Figure 19-10, enter a username and password that are valid on the Mac and then click OK.



When logging in to a Mac from Windows, you must use a username and password that are valid on that Mac. The account must be authorized to log in remotely, and SMB sharing must be enabled on the Mac. If you're logging in from Windows Vista or later, you must enter the computer name of the Mac, followed by a backslash, and then the user account name.



Figure 19-9: The Network folder



Figure 19-10: The log in dialog

Copy Files from a Mac

1. Log in to the Mac from Windows, as I describe in the previous task.
2. Double-click the folder icon for the user account you used to log in to the Mac, as shown in Figure 19-11.
3. Browse to the files that you want to copy.



Remember, you can access only the files owned by the user account that you used to log in to the Mac. Files owned by other user accounts aren't accessible.

4. Select the files you want to copy, as shown in Figure 19-12.
5. Open My Computer or Windows Explorer and then open the folder to which you want to copy the files. Arrange the windows so that both the Mac folder and the target folder are visible.
6. Click and drag files from the Mac to the folder on your Windows PC, as shown in Figure 19-12.
7. Repeat this procedure in reverse to copy files from your Windows PC to your Mac.



You can also copy or move files in Windows by using the Ctrl+C (copy), Ctrl+X (cut), and Ctrl+V (paste) commands.



Figure 19-11: Accessing files from Windows

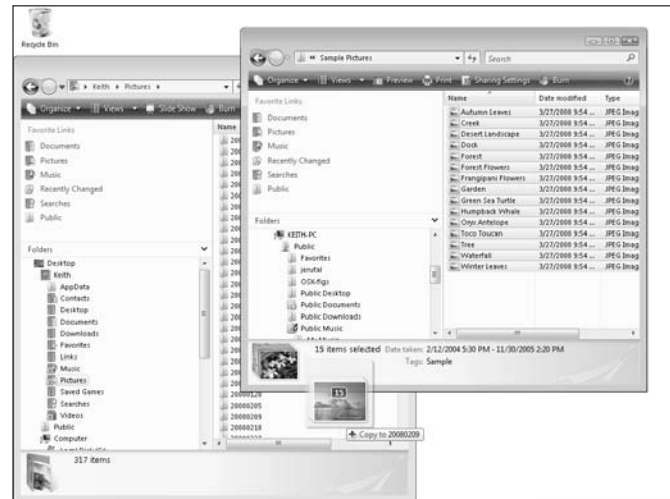


Figure 19-12: Copying files between Windows and OS X

Clean Up Mac Resource Forks on a Windows PC

1. On your Windows PC, use Windows Explorer or My Computer to open a folder that you know has been accessed by a Mac.
2. In the My Computer or Windows Explorer window, choose Tools⇒Folder Options (Windows XP) or Organize⇒Folder and Search Options (Vista).
3. Click the View tab to bring it to the front, as shown in Figure 19-13.
4. Under Hidden Files and Folders, select the Show Hidden Files and Folders option.
5. Click OK to close the Folder Options dialog.
6. Identify and select files that have ghost-like icons, as shown in Figure 19-14. These files have a filename that's similar to another non-ghosted file in the same folder. If you see a file named `.DS_Store`, select it as well.
7. Delete the selected files.



If you aren't absolutely sure about a file's purpose, don't delete it. Except for the file `.DS_Store`, Mac resource fork files almost always share a filename with another, valid file.



Figure 19-13: The Folder Options dialog

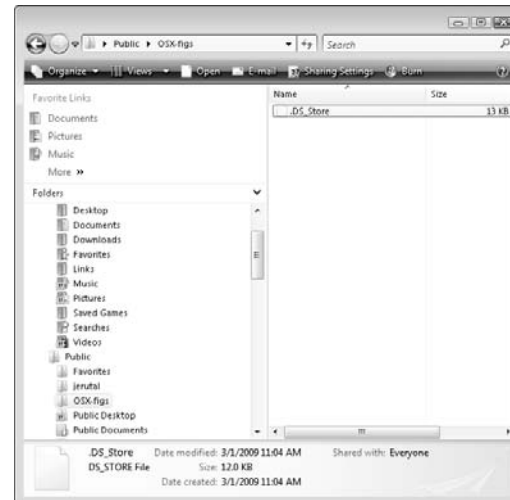


Figure 19-14: Removing Mac resource forks, which aren't needed by Windows

Connect an Older OS X Computer to Your Network

1. If the older Mac doesn't have AirPort, select a network router or switch with extra LAN Ethernet ports and connect the Mac to one of those ports using an Ethernet cable.
2. Start the older Mac and open System Preferences from the Apple menu.
3. Click the Network icon. In the Network preferences pane, choose Built-in Ethernet in the Show menu.
4. Click the TCP/IP tab to bring it to the front and then choose Using DHCP in the Configure menu, as shown in Figure 19-15. Make a note of the number listed next to IP address. You might need this later.
5. Close the Network preferences pane, re-open System Preferences, and click the Sharing icon.
6. On the Services tab, select the Personal File Sharing and Remote Login check box.
7. Click the Firewall tab, select the Personal File Sharing and Remote Login check box, and close the Sharing pane.
8. With the Finder active, choose Go⇧Connect to Server.
9. Select the network computer to which you want to connect, as shown in Figure 19-16, and then click the Connect button.
10. Enter a valid username and password for the computer that you're logging in to and click OK.
11. Choose a volume to mount and click OK. A desktop icon for the mounted volume appears on the desktop.

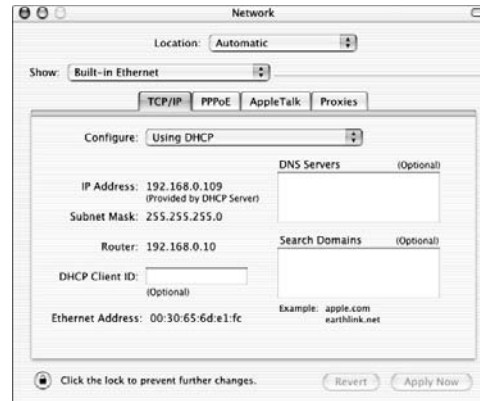


Figure 19-15: The Network preferences pane



Figure 19-16: Choosing the computer to connect with

Networking Safely

Connecting your computer to a network brings added convenience to your electronic life. Networks let you share files and printers, and they allow you to connect easily to the Internet. The Internet is the world's largest network, so every time you connect to it, you're networking.

But with the added convenience of networking come some dangers. With networks, unsavory persons can steal your identity, violate your privacy, access your sensitive files, and infect your computer with viruses. You can avoid these dangers by taking some simple precautions, and this chapter shows you how. This chapter shows you how to

- ➔ **Create and use network locations.** Network locations allow you to quickly switch to a higher level of security when needed, such as when you connect to a public Wi-Fi hotspot.
- ➔ **Guard against intrusion with a firewall.** Firewalls block unwanted network and Internet intrusion into your computer.
- ➔ **Keep unauthorized users off your wireless network.** By changing and hiding your SSID (Service Set Identifier), setting up WEP (good) or WPA (better) encryption, and fine-tuning your wireless transmitter power, you can prevent neighbors and passers-by from accessing your network and using your Internet connection.
- ➔ **Encrypt files.** OS X includes tools to help you encrypt your most sensitive files for added protection.



Chapter

20

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Create a New Network Location

1. Open System Preferences from the Apple menu and then click the Network icon.
2. From the Location pop-up menu, choose Edit Locations.
3. In the Edit Locations dialog that appears, click the Add Location button (it looks like a plus sign); type a descriptive name for the location, as shown in Figure 20-1; and click the Done button.
4. Make sure that your new location is selected in the Location pop-up menu. Then, in the list on the left, click the network connection that you'll use at this location (Ethernet, AirPort, Bluetooth, FireWire, or Modem) to select it.
5. If the location will use AirPort, select the Ask to Join New Networks check box, as shown in Figure 20-2.
6. Click the Advanced button.
7. In the Advanced settings pane that appears, click the AirPort tab and adjust network settings as needed for the connection. If you're configuring an AirPort location, click and drag network names up or down in the list. Names at the top of the list are preferred networks.
8. Select the Require Administrator Password to Control AirPort check box.
9. Select the Disconnect from Wireless Networks When Logging Out check box.

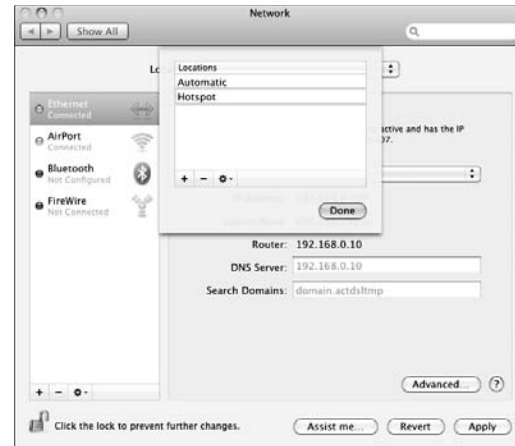


Figure 20-1: Naming the location



Figure 20-2: Making AirPort more restrictive in less secure locations

10. If the location has a wireless network that requires a specific login name and password, click the 802.1X tab.
11. Click the plus sign in the lower-left corner and choose Add User Profile. Type a name for the user profile, as shown in Figure 20-3.
12. Enter the User Name and Password; also enter the network's name in the Wireless Network field, as shown in Figure 20-3. The network name is the network's SSID.
13. Click OK to close the Advanced Settings pane.
14. Click Apply to apply your changes and create the new location.

Switch between Locations

1. Open System Preferences from the Apple menu and then click the Network icon.
2. From the Location pop-up menu, choose the desired location, as shown in Figure 20-4.
3. Click Apply to begin using the new location settings and then close System Preferences.



To ensure your security, switch to your more secure location settings before joining a hotspot or other non-secure network.

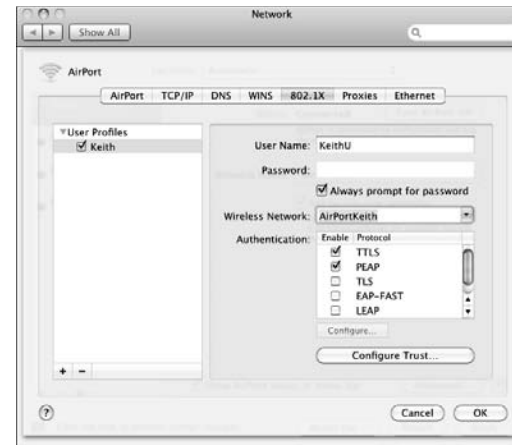


Figure 20-3: Entering security info for a wireless location



Figure 20-4: Selecting the location to use

Protect Your Mac with a Firewall

1. Open System Preferences from the Apple menu and then click the Security icon.
2. Click the Firewall tab to bring firewall settings to the front.
3. To block intruders from your computer, click Start to turn on the Firewall.
4. Click Advanced, as shown in Figure 20-5. If you want to block all possible outside access to your computer, enable the Block All Incoming Connections check box.



If you block all incoming connections, iChat and other Internet-based programs may not work on your system. Enable this option only as a last resort. Services that are essential to proper network function such as DHCP will still work.

5. To grant or deny access to a specific application, click the plus sign button, choose a program from the Applications folder, and click Add.
6. Use the menus to the right of the name of a service or program listed to make changes. In Figure 20-6, for example, incoming connections are allowed for printer sharing, but incoming connections to Adium are blocked.



To remove services or applications from the list, click the name of the application and then click the minus sign button.

7. Click OK.
8. Close System Preferences when you're done making changes.



Figure 20-5: Toggling the firewall on and off

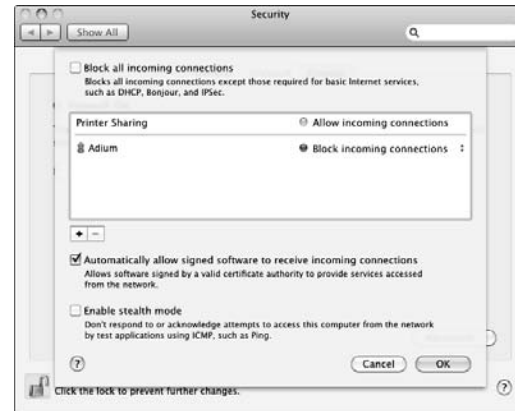


Figure 20-6: Controlling incoming connections

Encrypt Files with FileVault

1. Open System Preferences from the Apple menu and then click the Security icon.



If you're not an administrator on the computer, you must get an administrator's help to enable FileVault because an administrator's password is required.

2. If System Preferences are locked, click the lock icon in the lower-left corner of the screen and enter an administrator password to unlock System Preferences.
3. Click the Set a Master Password button and then create a master password by filling in the Master Password, Verify, and Hint fields, as shown in Figure 20-7. Click OK.
4. Click the Turn on FileVault button.
5. Enter the password for your user account and then click OK.
6. Select the Use Secure Erase check box, as shown in Figure 20-8. This ensures secure deletion of files that are sent to the Trash.
7. Select the Use Secure Virtual Memory check box. This ensures that if virtual memory uses space on your hard drive, the data will be encrypted.
8. Click the Turn On FileVault button. The encryption process might take a while, especially if your home folder is large.



Figure 20-7: Creating a master password for FileVault



Figure 20-8: Ensuring secure deletion of trashed files

Set Up WEP Security

1. Open the Applications folder on your Mac and then open the Utilities subfolder.
2. Double-click the AirPort Utility icon to launch the utility.



If the AirPort Utility isn't installed in your Applications:Utilities folder, you can install it from the AirPort setup disc that came with your AirPort Base Station.

3. Choose the network Base Station, and then click the Manual Setup button. In Figure 20-9, the Base Station is an AirPort Express device.
4. Enter the password for the Base Station and then click OK.
5. In the Base Station configuration pane that appears, click the AirPort icon at the top to bring AirPort settings to the front.
6. Click the Wireless tab.
7. From the Wireless Security pop-up menu, choose WEP 128 Bit, as shown in Figure 20-10.



WEP 40 Bit may be required for some older wireless computers on your network.

8. Enter a password and verify it. A 128-bit WEP password is case sensitive and should be exactly 13 characters long.



Figure 20-9: The AirPort Utility pane at work



Make a note of the password because you'll need it later to connect other devices to the network. Some devices support only hexadecimal WEP keys. In this case, the password should use only numeric digits 0–9 and letters A–F.



Figure 20-10: The Wireless tab of the configuration pane

9. Click Update to upload your changes to the Base Station.
10. When the AirPort Base Station has finished restarting (the status light glows solid green), quit the AirPort Utility.
11. On each wireless computer on your network, click the AirPort icon, as shown in Figure 20-11, and choose Join Other Network from the drop-down menu.



If the name of your wireless network already appears in the AirPort menu, choose that network.

12. Fill in the Network Name field, as shown in Figure 20-12.
13. Choose WEP 40/128-bit ASCII from the Wireless Security pop-up menu.
14. Enter the 13-character password in the Password field.



Hackers that are determined to access your network could easily defeat WEP passwords. Because of this, change your WEP password on a regular basis. Change it at least monthly, or weekly if your network is in close proximity to other potential users.

15. Click the Join button to join the network.



WEP — Wireless Encryption Protocol — is less secure than WPA (Wi-Fi Protected Access), and WPA is less secure than WPA2. Use WEP only if your network includes hardware (such as wireless game console adapters or older computers) that supports WEP but not WPA.

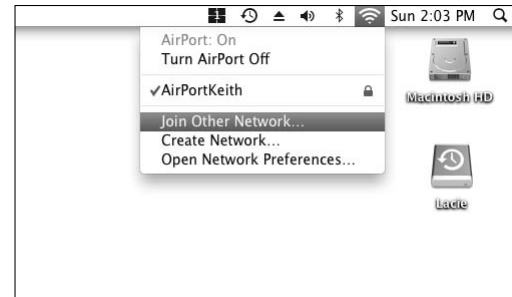


Figure 20-11: The AirPort drop-down menu



Figure 20-12: Joining the network

Configure WPA Encryption

1. Open the Applications folder on your Mac and then open the Utilities subfolder.



WPA encryption requires Macintosh OS version 10.3 or later. For Windows PCs, handheld devices running Palm OS or Windows Mobile, wireless media players, wireless print servers, and other Wi-Fi devices, support for WPA depends on the manufacturer of the wireless networking adapter. Check the documentation for each respective device to make sure that WPA is supported. If any wireless device on the network doesn't support WPA, use WEP until you can upgrade the offending unit.

2. Double-click the AirPort Utility icon, as shown in Figure 20-13, to launch the utility.



If the AirPort Utility isn't installed in your Applications:Utilities folder, you can install it from the AirPort setup disc that comes with your AirPort Base Station.

3. Select the desired Base Station in the list on the left and click the Manual Setup button.
4. Enter the password for the Base Station and then click OK.
5. In the Base Station configuration pane that appears, click AirPort to bring AirPort settings to the front.
6. Click the Wireless tab.
7. On the Wireless tab, choose either WPA or WPA2 Personal from the Wireless Security pop-up menu, as shown in Figure 20-14. WPA2 is more secure but it might not be supported by some older hardware.
8. Type a WPA password in the Wireless password field and verify it. The password should be 8–64 characters long.



Figure 20-13: The Applications:Utilities folder



Longer passwords are better because they're less likely to be compromised.



Figure 20-14: Providing a WPA password for your network

9. Click the Update button to upload your changes to the Base Station.
10. When the AirPort Base Station has finished restarting (the status light glows solid green), quit the AirPort Utility.
11. On each wireless computer on your network, click the AirPort icon, as shown in Figure 20-15, and choose Join Other Network from the drop-down menu.



If the name of your wireless network already appears in the AirPort menu, choose that network.

12. Fill in the Network Name field, as shown in Figure 20-16.
13. Choose WPA2 Personal from the Wireless Security pop-up menu.



WPA2 is more secure than WPA, but some early WPA devices don't support WPA2. If you have some older computers or devices that can't connect to a WPA2 network, try using WPA instead.

14. Enter the password in the Password field.
15. Click the Join button to join the network.



If you're joining a WPA-encrypted network at your workplace or other commercial location, you might need to follow different steps to connect to the site's RADIUS server. Contact your network administrator for details if you have trouble.

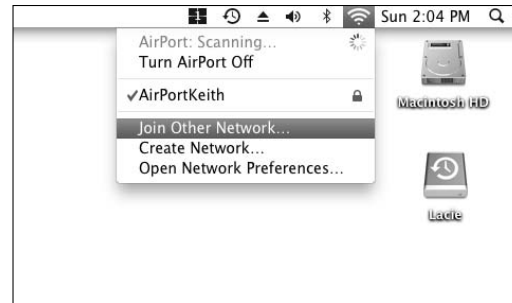


Figure 20-15: The AirPort drop-down menu



Figure 20-16: Entering the WPA password

Disable SSID Broadcast

1. Open the Applications folder on your Mac and then open the Utilities subfolder.
2. Double-click the AirPort Utility icon to launch the utility.
3. Select the desired network Base Station in the list on the left and click the Manual Setup button. Enter the password for the Base Station and click OK.
4. In the Base Station configuration pane that appears, click the AirPort icon to open AirPort settings, and then click the Wireless tab.
5. Click the Wireless Options button and then select the Create a Closed Network check box, as shown in Figure 20-17. Click Done and then Update to upload your changes to the Base Station.



A closed network is one that doesn't broadcast the name or SSID, making it harder for unauthorized persons to join the network.

Reduce Transmitter Power

1. Open the AirPort Utility, as described in the previous task.
2. In the AirPort Wireless pane, click the Wireless Options button.
3. Choose a lower power from the Transmitter Power pop-up menu, as shown in Figure 20-18. Click Done and then Update to upload your changes.

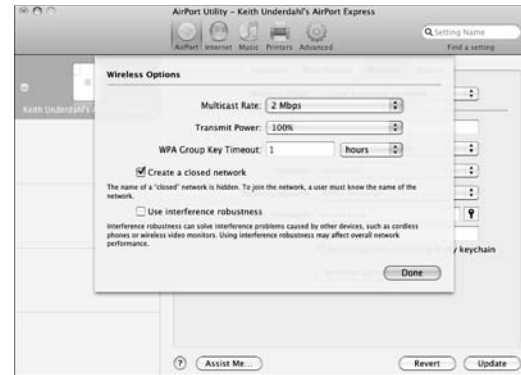


Figure 20-17: Creating a closed network, which disables SSID broadcast



Reduce transmitter power when you're working in close proximity to others — such as in a hotel or apartment — and long range isn't important.



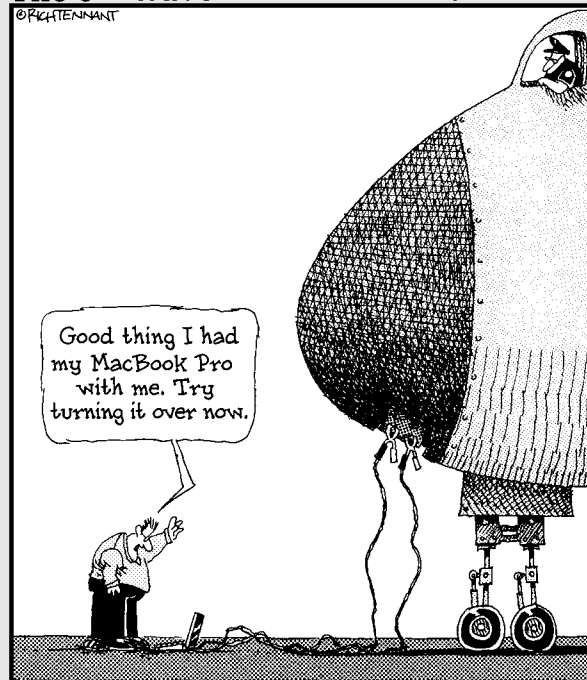
Figure 20-18: Reducing the transmitter power

Part VI

Extending Your Mac's Capabilities

The 5th Wave

By Rich Tennant



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Connecting to Bluetooth Devices

If you've been using computers for a while, you're probably familiar with (and sick of) the resulting rats nest of wires when computers and peripherals are connected. These wires are messy, inconvenient, and prone to loss or breakage. *Bluetooth* is a technology that reduces the clutter and inconvenience of wires by connecting devices wirelessly. Wireless cell phone headsets are the most common Bluetooth devices, but other Bluetooth peripherals include keyboards, mice, handheld computers, GPS antennas, and more. You can even create wireless networks between computers using Bluetooth, although the short range of Bluetooth (usually less than ten meters) makes it best suited for peripherals.

All modern Macs come with Bluetooth technology built-in. (If yours doesn't, you can easily add an external Bluetooth adapter.) This chapter shows you how to

- ➔ Make your computer discoverable by other Bluetooth devices, an important step in connecting Bluetooth devices.
- ➔ Enable Bluetooth networking so that you can create a temporary Bluetooth network with another computer.
- ➔ Create and manage connections — called *partnerships* — between your computer and Bluetooth devices.



Although iPhones have Bluetooth, they work only with select Bluetooth headsets. As of this writing, iPhones don't support Bluetooth networking or file transfer.

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Make Your Computer Discoverable

1. Open System Preferences and then click the Bluetooth icon.
2. Select the On check box if it isn't selected already.
3. Select the Discoverable check box, as shown in Figure 21-1.



If the Show Bluetooth Status in the Menu Bar option is enabled, you can also click the Bluetooth icon on the menu bar to open the Bluetooth menu and enable or disable Bluetooth discovery.



When working in a public area, disable Bluetooth discovery to hide your computer from unauthorized Bluetooth users.

Enable Bluetooth Networking

1. Open System Preferences and then click the Sharing icon.
2. In the Sharing preferences pane, select the Bluetooth Sharing check box, as shown in Figure 21-2.
3. From the Folder for Accepted Items pop-up menu, choose a folder that you want to allow Bluetooth users to access.



Figure 21-1: Enabling Bluetooth discovery



Figure 21-2: Turning on Bluetooth Sharing



If your computer is operated within range of other potential Bluetooth users, avoid sharing private folders using Bluetooth.

Send a File via Bluetooth

1. Click the Bluetooth icon on the menu bar and choose Send File from the menu that appears.
2. In the window that appears, browse to the file that you want to send, as shown in Figure 21-3.
3. Click the desired file to select it and then click the Send button.
4. In the Send File dialog, look in the list of devices and click the device to which you want to send the file, as shown in Figure 21-4.



If the desired device doesn't appear in the list, make sure that Bluetooth is enabled on the device and that the device is discoverable by other Bluetooth devices.

5. Click the Send button.
6. On the destination computer, click the Accept button in the Incoming File Transfer dialog that appears to accept the file.
7. Open the Documents folder on the destination computer to locate the transferred file.



If the target device isn't a Macintosh computer, the procedure for accepting a file transfer will vary slightly from what is described here, although at some point you should be given a basic Yes or No choice. On computers running Microsoft Windows, Bluetooth-transferred files are saved in the My Documents folder.



Figure 21-3: Selecting a file to send via Bluetooth



Figure 21-4: Selecting the device to which you want to send the file

Create a Bluetooth Partnership

1. Open System Preferences and then click the Bluetooth icon.
2. Click the Set Up New Device button. The Bluetooth Setup Assistant opens and starts searching for Bluetooth devices.
3. In the list of devices that appears, as shown in Figure 21-5, select the device to which you want to connect to, and then click the Continue button.
4. If the device requires a specific passcode (check the device's documentation), click the Passcode Options button, select the Use a Specific Passcode radio button on the Passcode Options tab that appears, as shown in Figure 21-6, and then click OK to close the tab.



If the device is a computer and you want to set up a secure partnership, select the Automatically Generate a Passcode radio button. The Bluetooth Setup Assistant automatically generates a passcode and prompts you to enter that passcode on the device when you finish the setup process.

5. Click the Continue button and follow the instructions on-screen to complete the setup process. The remaining steps vary slightly, depending on the passkey options you chose.



Figure 21-5: Selecting the device to which you want to connect

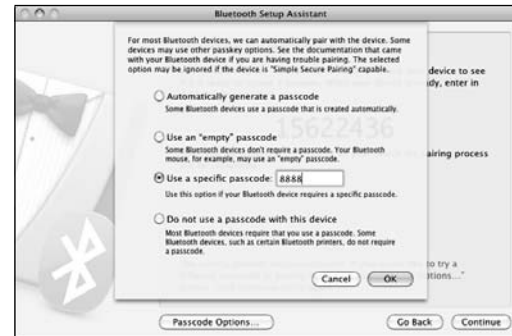


Figure 21-6: Checking the device's documentation for passkey options

Upgrading Your Mac

You've probably heard people scoff at the seemingly high price of new Macintosh computers. But Apple packs almost every new Macintosh with a lot of standard features that would be costly options on most Windows PCs. These features include built-in wireless networking, Bluetooth, IEEE-1394 FireWire, and enough RAM (random access memory) to ensure good computer performance. If you check the price of a Windows PC that contains all these features, you might find that the Macintosh is actually the better bargain.

Of course, no matter how full-featured your Mac is, you might want a little more storage space, screen real estate, or extra RAM to improve the performance and utility of your computer. This chapter shows you how to

- ➡ **Connect to a second monitor.** The second monitor may simply be another monitor to give you more on-screen Desktop space, or it may be a multimedia projector.
- ➡ **Add external storage space.** If you work with video or need lots of storage space, you can easily attach an external USB or FireWire hard drive to your computer. An external hard drive is especially useful as a backup location for Time Machine. (See Chapter 3 for more on using Time Machine.)
- ➡ **Upgrade your computer's memory.** The easiest way to improve the performance of your computer is to install more RAM. Upgrading the RAM in most Macs is easy, but adding RAM to the Mac mini does pose a bit of a challenge, which is why there's a separate task covering just that model.



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22

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Add External Storage

1. Purchase an external hard drive that's compatible with the Macintosh operating system.
2. Connect the external drive to your computer's FireWire or USB port, as appropriate.



USB hard drives are more common, but FireWire (IEEE-1394) hard drives usually offer better performance. If you plan to use the external drive for video editing, choose a FireWire drive.

3. If the drive is formatted using the FAT32 file system (check the drive's documentation), but you don't plan to use the drive with any Windows PCs, open your Mac's Applications folder and then open the Utilities folder. Double-click the Disk Utility icon, select the external hard drive in the list of drives, and click Erase. Choose Mac OS Extended (Journaled) from the Format pop-up menu, as shown in Figure 22-1, and click the Erase button in the lower-right corner. Follow the instructions on-screen to erase and reformat the hard drive.



Formatting erases all data on the drive. Reformatting the drive using the Mac OS Extended file system makes the drive perform more efficiently in OS X, but after you do this, you can't connect the drive directly to a Windows PC. Stick with the FAT32 file system if you plan to routinely switch the drive back and forth between your Mac and a Windows PC.

4. When formatting is complete, the drive's icon appears on your Desktop, as shown in Figure 22-2. Double-click the icon to browse the drive.

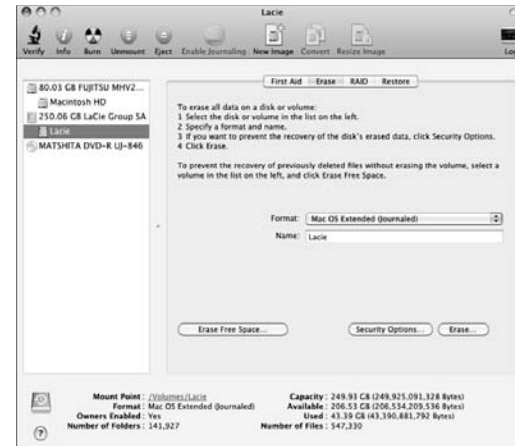


Figure 22-1: Reformatting the drive

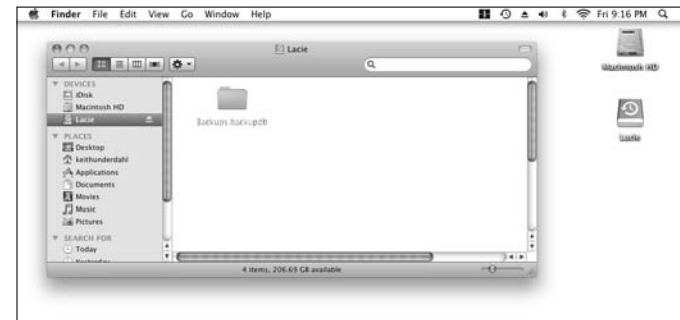


Figure 22-2: An external drive's icon on the Desktop



Before you disconnect an external hard drive from your Mac, drag the drive's icon to the Trash to properly unmount the drive from your computer.

Install More RAM

1. Shut down your computer, unplug it, and remove the battery (if applicable).
2. Purchase the correct type of RAM for your computer.



The owner's manual for your Mac should tell you the exact format, capacity, and type of RAM that should be used in your computer. Only use RAM that's positively identified as being compatible with your specific Mac.

3. Locate the RAM slot on your computer:
 - **Intel-based laptops:** Remove the access panel and L-bracket inside the battery compartment.
 - **iMacs:** Open the RAM access panel on the back of the chassis.
 - **Mac Pros:** Remove the side cover for the computer case and locate the RAM slots on the motherboard.
4. Release the RAM module retention clips on the old RAM, as shown in Figure 22-3. Pivot the RAM module up and remove it from the slot.
5. Carefully insert the new RAM module, as shown in Figure 22-4, making sure that the connector pins and plastic guides line up perfectly.
6. Secure the retention clips and reassemble your computer.



Figure 22-3: A RAM slot under the keyboard



Figure 22-4: Seating the RAM and securing the retention clips

Upgrading RAM in a Mac mini

1. Shut down your Mac mini and unplug it from wall power.



If your Mac mini is still covered by warranty, you should have the RAM upgraded by a professional. Opening the Mac mini is a complex operation, and if you damage anything, your warranty will be void.

2. Set the Mac mini upside-down on a clean work surface, and use a flat screwdriver or putty knife to carefully pry the white plastic bottom of the case away from the metal case surround, as shown in Figure 22-5. Work your way around the case, prying slowly and patiently.
3. When the base is loosened from the surround, turn the Mac mini over and lift off the case cover to expose the computer.
4. Disconnect the two-pin cable connector, as shown in Figure 22-6.
5. Remove a screw at each corner of the bracket that holds the DVD drive and hard drive. In Figure 22-6, a screwdriver is on one of the screws. Put the screws in a safe place so you don't lose them.



One of the four screws is longer than the others. Make yourself a diagram of the computer and make notes to help you remember where the longer screw belongs.



Figure 22-5: Carefully prying the plastic base out



Figure 22-6: Unplugging the connector

6. Gently take off the AirPort antenna, as shown in Figure 22-7. Set the AirPort antenna out of the way but leave it attached.



Be careful not to unplug the AirPort antenna wire from the motherboard. It's difficult to re-attach.

7. Carefully rotate the DVD and hard drive assembly up and set it down out of the way, as shown in Figure 22-8.



It isn't necessary to disconnect the ribbon cable attaching the DVD and hard drive assembly to the motherboard, but take care not to put any strain on the ribbon cable.

8. Open the RAM module retention clips, as shown in Figure 22-8, and lift the old modules out of the computer. Handle the RAM modules only by the edges.



Intel-based Mac minis use laptop-style 200-pin DDR2 PC5300 SO-DIMMs. For best performance in Intel-based Mac minis, use either a single RAM module or two matching modules of the same size and speed.

9. Insert your new RAM modules into the RAM slots. Make sure the modules are fully seated in the slots; press them down until the retention clips can be snapped back in place.
10. Replace the DVD and hard drive assembly and secure the four screws in the correct holes.
11. Reconnect the two-pin connector shown earlier in Figure 22-6 and put the AirPort antenna back in place.
12. Inspect the computer to ensure that everything else is still connected properly and then snap the cover back in place.

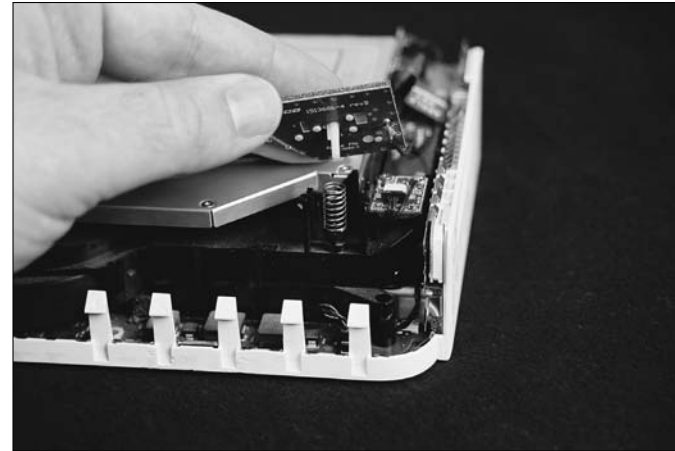


Figure 22-7: Removing the AirPort antenna

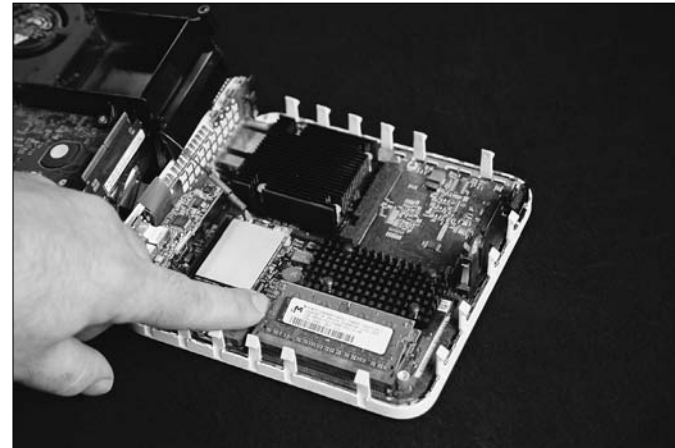


Figure 22-8: Opening the retention clips

Connect to a Second Monitor

1. Connect the appropriate display adapter to your computer, if necessary, and connect all displays to the computer. Make sure each display is powered on.



Some Macs come with VGA adapters for installing a second monitor. These adapters connect to your Mac's DVI, Mini-DVI, or Mini Display Port (depending on your Mac's model). You can purchase display adapters as accessories, just make sure you buy one that is compatible with your specific Mac.

2. Open System Preferences and then click the Displays icon.
3. If a separate Preferences pane for each display doesn't appear, as shown in Figure 22-9, click Detect Displays.
4. Choose a resolution for each display in the Resolutions menu. Check the display's documentation for a recommended setting.



Click the Menu button on your monitor and see whether the monitor's built-in menu provides resolution and refresh rate recommendations.

5. Choose a frequency in the Refresh Rate pop-up menu.

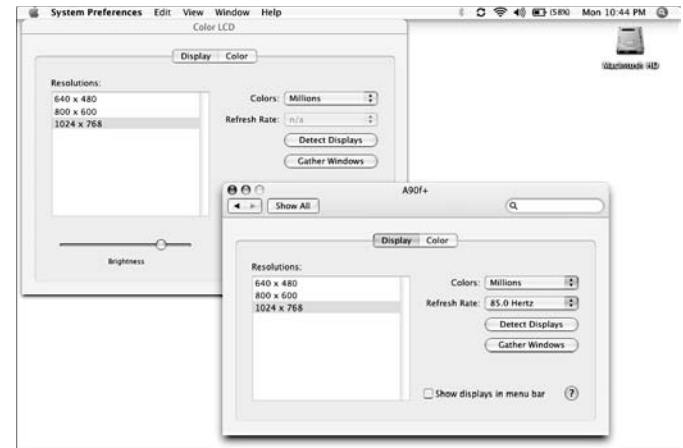


Figure 22-9: You should see a separate Preferences window for each display

Installing and Using Windows Programs

Not so long ago, writing about Microsoft Windows in a book about Macs would've been like school on Saturday: no class. But OS X now includes a powerful feature called *Boot Camp*, which allows you to install and run Microsoft Windows on any Macintosh computer that has an Intel processor chip.

"Why would I want to install Windows on a perfectly good Mac?" might be your first question. In most cases, installing Windows will be a matter of *need* rather than *want*. Many software companies still develop products only for Windows, and you may need to run some of those programs for your work or personal needs. To install Windows on your Mac, you need

- ➔ A Macintosh computer running OS 10.5 Leopard or better, and an Intel processor chip.
- ➔ A bare minimum of 10GB of free hard drive space for the Windows installation. More space may be needed (I recommend at least 20GB), depending on the requirements of the Windows programs that you want to install.
- ➔ A Microsoft Windows installation disc. It must be a single disc full version (upgrade discs won't work) of 32-bit Windows XP (with SP2) or Windows Vista. As of this writing, 64-bit versions of Windows aren't supported by Boot Camp.

This chapter shows you how to install and run Windows on your Mac. Remember, even though you'll be running Windows on stable Macintosh hardware, the Windows installation will still be susceptible to Windows viruses and bugs.

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23

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Install Windows

1. Open the Applications folder and then open the Utilities subfolder. Double-click the Boot Camp Assistant icon to begin running Boot Camp.
2. Click Continue to get to the Create a Partition For Windows screen, as shown in Figure 23-1; click and drag the slider left or right to change the size of the Windows partition.
3. Click the Partition button to start partitioning the hard drive.
4. When partitioning is complete, insert your Windows installation disc and click the Start Installation button.
5. Follow the instructions on-screen to install Windows.



When you're asked to choose a partition, select the C: drive. The C: drive should be the same size as the Windows partition you create in Step 2. The C: drive should already be formatted with the FAT32 file system, so select the Leave the Current File System Intact option when you're asked whether you want to reformat the partition.



If you have a problem during Windows installation and your Mac won't reboot, turn off the computer, hold down the mouse button, and turn on the power. The Windows installation disc ejects. Insert your Mac OS X installation disc, turn off the computer, and then turn the power back on while holding down the C key. The computer reboots using the OS X installation disc. Use the Boot Camp Assistant to delete the Windows partition and start over.

6. When Windows setup is successful, insert your Macintosh OS X Snow Leopard Installation disc and follow the instructions on-screen to install the hardware drivers, as shown in Figure 23-2.

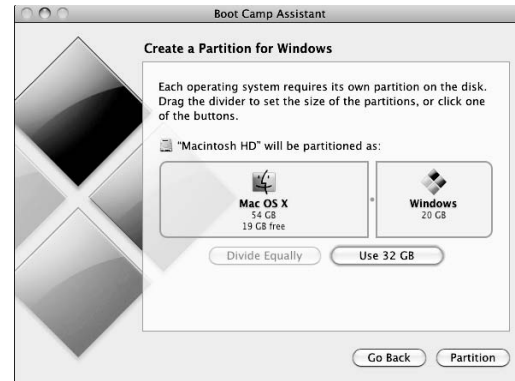


Figure 23-1: The Create a Partition for Windows screen

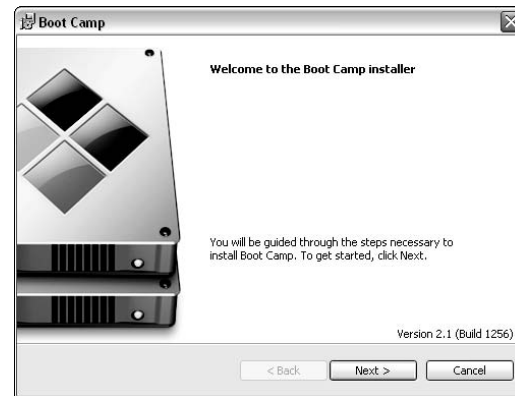


Figure 23-2: Installing Windows drivers

Configure AirPort in Windows

1. Boot up the computer in Windows and then choose Start→Control Panel.
2. If you see a list of categories, click the Network and Internet Connections category. Open the Wireless Network Setup Wizard icon.
3. When the wizard begins, click Next.
4. Select the Set Up a Wireless Network option and click Next.
5. Enter the Service Set Identifier (SSID) for your network, as shown in Figure 23-3. If you manually assigned a network key, select the Manually Assign a Network Key option. If your network uses WPA encryption, select the Use WPA check box at the bottom of the wizard.
6. Click Next, enter the network key, and click Next again.
7. On the screen that asks how you want to set up the rest of your network, select the Set Up a Network Manually option and click Next. Click Finish to close the wizard.
8. To join a wireless network or manage wireless connections, right-click the wireless connection icon in the Windows *system tray* (the area in the lower-right corner of the screen next to the clock), as shown in Figure 23-4, and choose View Available Wireless Networks.
9. Use the Wireless Network Connection window, as shown in Figure 23-4, to join or disconnect from wireless networks.

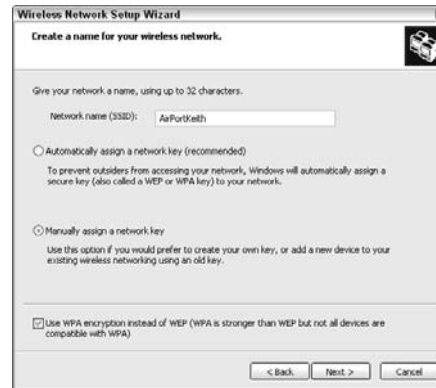


Figure 23-3: The Wireless Network Setup Wizard



Figure 23-4: Managing wireless networks in Windows

Adjust Display Settings in Windows

1. Boot up the computer in Windows and then choose Start→Control Panel.
2. If you see a list of categories, click the Appearance and Themes category and then open the Display icon.
3. In the Display Properties control panel, click the Settings tab to bring it to the front, as shown in Figure 23-5.
4. Adjust the Screen Resolution slider to change the screen resolution to fit your needs. Then click Apply.



When you click Apply, a dialog appears, asking whether you want to keep the new settings. Click Yes if you do. If the resolution you choose isn't supported by your Mac's display adapter or monitor and the screen becomes unviewable, simply wait 15 seconds for the display to revert automatically to the previous setting.

5. If the display flickers undesirably, click the Advanced button.
6. In the dialog that appears, click the Monitor tab to bring it to the front, as shown in Figure 23-6.
7. Choose a higher setting in the Screen Refresh Rate menu and click Apply.



Again, click Yes to accept the new setting or wait for the display to revert. A refresh rate of 85 Hertz or better reduces eye strain.

8. Click OK to close the dialogs when you're done.



Use the Themes, Desktop, and Appearance tabs of the Display Properties dialog to change the cosmetic appearance of Windows.

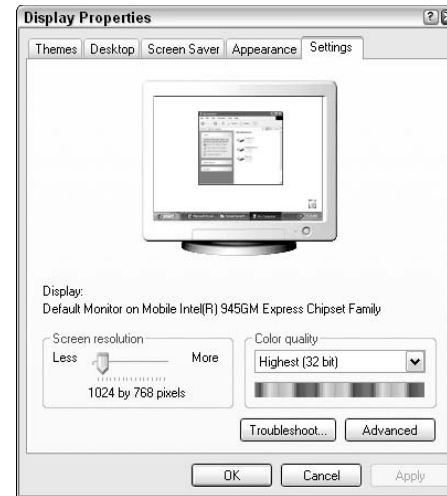


Figure 23-5: The Settings tab of the Display Properties dialog



Figure 23-6: Choosing a higher refresh rate to reduce screen flicker

Change the Startup Disk in Windows

1. Boot up the computer in Windows and then choose Start⇨Control Panel.
2. If you see a list of categories, click the Performance and Maintenance category. Double-click the Boot Camp icon.
3. In the resulting Boot Camp Control Panel, select the operating system you want to use as the default startup disk, as shown in Figure 23-7. If you select Macintosh HD, the computer starts in OS X by default.



If you want to restart the computer in OS X immediately, make sure that all other applications are closed and click the Restart button.

Change the Startup Disk in OS X

1. Boot up the computer in OS X and then open System Preferences.
2. Click the Startup Disk icon.
3. In the resulting Startup Disk preferences pane, select the operating system you want to use as the default startup disk, as shown in Figure 23-8. If you choose Mac OS X, the computer starts in OS X by default.



If you want to restart the computer in Windows immediately, quit all other applications and click the Restart button on the Startup Disk pane.

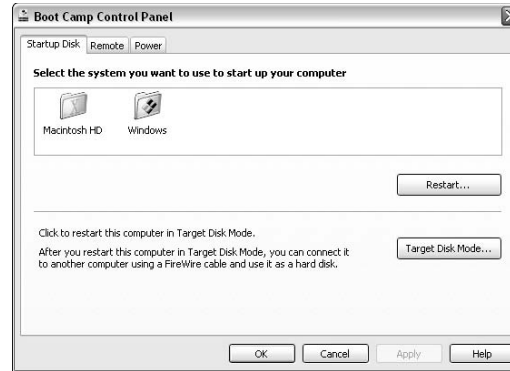


Figure 23-7: The Boot Camp Control Panel



Figure 23-8: The Startup Disk preferences pane

Reboot the Computer

1. Save any open documents and close all applications.
2. Restart the computer by following these steps:
 - OS X: Choose Apple⇨Restart.
 - Windows: Choose Start⇨Turn Off Computer and then click Restart.
3. When the screen becomes black during the restart process, hold down the Option key (Alt key on Windows keyboards) and continue holding it until you see a screen like the one shown in Figure 23-9.
4. Use the arrow keys to select the desired operating system and then press Enter.

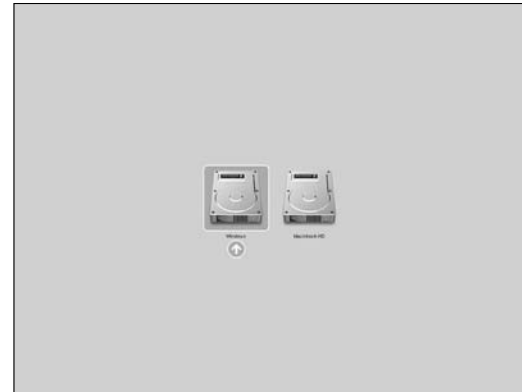


Figure 23-9: Selecting the desired operating system

Eject a Disc in Windows

1. If your Mac doesn't have an eject button for the CD/DVD drive, choose Start⇨My Computer.
2. Right-click the icon for the CD/DVD drive and choose Eject from the menu that appears, as shown in Figure 23-10.



Instead of right-clicking, you can also left-click the CD/DVD drive once to select it and then click Eject This Disk under the System Tasks heading in the upper-left corner of the My Computer window.

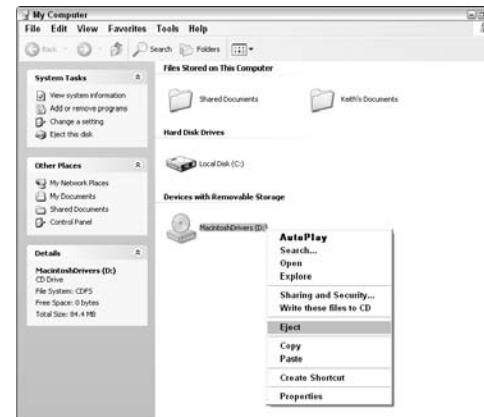


Figure 23-10: Ejecting a disc

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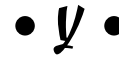
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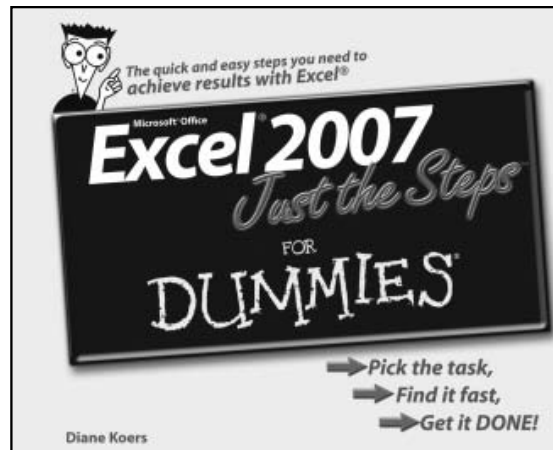
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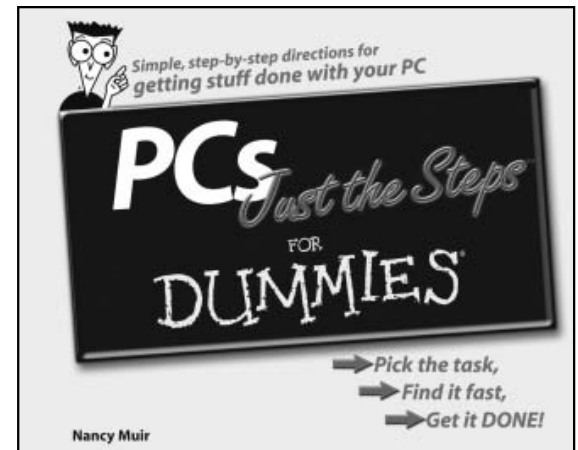


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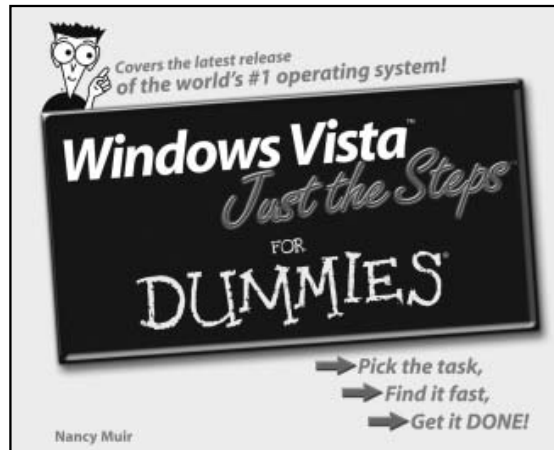
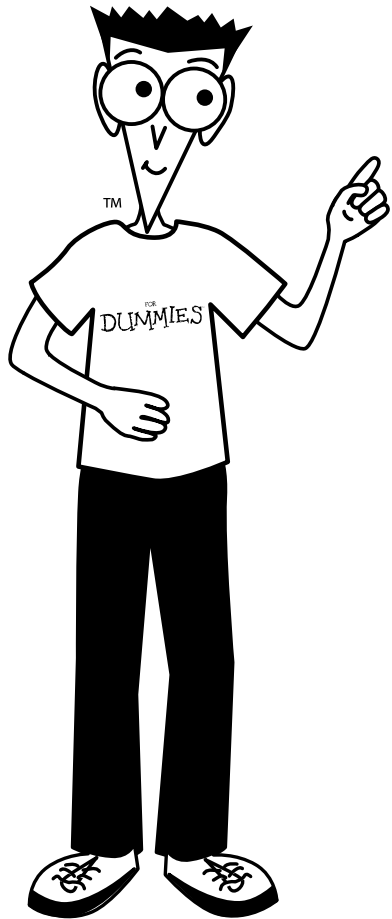


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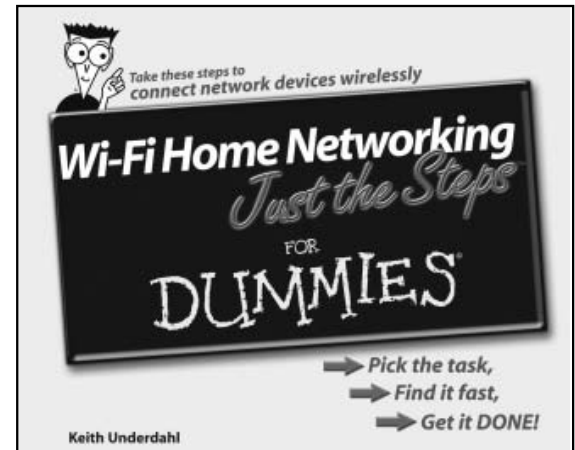
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Cool Mac OS X Lingo

AirPort Apple's name for 802.11b/g Wi-Fi networking technologies. AirPort Extreme is equivalent to (and compatible with) 802.11g.

Alias A clickable desktop icon that launches a specific program or file. An alias is analogous to a shortcut icon in Microsoft Windows.

Apple menu Click the Apple icon in the upper-left corner of the OS X screen to open this menu and access important OS X functions like System Preferences, shutdown commands, and more.

Bluetooth A technology that allows devices (most commonly cell phones or headsets) to easily connect to each other wirelessly. All new Macs come with built-in Bluetooth radios and software.

Boot Camp A component in OS X Snow Leopard that allows you to install Microsoft Windows on a Macintosh computer with an Intel processor.

Dashboard Part of Mac OS X that gives you quick access to sticky notes, a calculator, a dictionary, a units and measures converter, weather and stock reports, and other handy tools. Click the Dashboard icon on the Dock to open the Dashboard.

Disk Image A virtual disk that can contain files and folders. Disk Images can be burned to CD or DVD, and software downloads frequently come inside of a disk image.

Dock A toolbar normally located at the bottom of the OS X screen with buttons for launching your favorite programs. The Trash and minimized program windows are also on the Dock.

Ethernet A port that connects your computer to a wired Ethernet network or to a broadband Internet modem. Ethernet isn't as convenient as wireless AirPort networking, but Ethernet is faster and less prone to intrusion by unauthorized users.

Exposé An OS X feature that lets you quickly see all open windows on your computer. Click a window's silhouette in Exposé to switch to that window.

FileVault An OS X tool for encrypting sensitive files on your computer.

Firewall A security program that protects your computer from unauthorized intrusion over a network. OS X has a built-in firewall.

Firewire Also called IEEE-1394, this is a high-speed port technology developed by Apple in the 1990s. Firewire is most often used with digital video cameras, but it's also used for external hard drives and other peripherals. Most modern Macs have Firewire ports.

Front Row A simple menu giving quick access to your iTunes Library, your iPhoto picture collection, videos, the DVD player, and more. Press the Menu button on your Apple Remote to access Front Row.

MobileMe A service offered by Apple which includes Web-accessible e-mail accounts, photo and Web page hosting, and even online storage space for file exchange and backup. MobileMe was formerly known as .Mac.

Spaces A component of OS X that helps you arrange multiple workspaces that you can open or close depending on the kind of work you plan to do.

Spotlight A search tool in OS X that searches everything on your computer, including e-mails, Web pages, and files.

SuperDrive A drive capable of recording CDs and DVDs. Using a SuperDrive, you can burn your own movie DVDs, as well as data DVDs for backing up large files.

System Preferences Like the Control Panel in Microsoft Windows, this is where you access system settings on your Mac. You can access System Preferences from the Apple menu or the Dock.

Time Machine A powerful feature in OS X that helps you quickly restore your computer to an earlier state or recover older versions of files if you encounter a problem.

Trash Deleted files go to the Trash, where they can be recovered if needed (unless the Trash has been emptied). You also unmount removable discs and drives by dragging them to the Trash. The Recycle Bin in Microsoft Windows is modeled after the OS X Trash.

USB Short for Universal Serial Bus, this port allows you to easily attach input devices, cameras, iPods, printers, and many other peripherals to your computer.

Widget A simple little program that resides on the OS X Dashboard. OS 10.6 Snow Leopard lets you easily create your own Dashboard widgets.

Windows File Sharing An OS X feature that allows you to easily network and share files with computers running Microsoft Windows.

Easy steps for setting up and using Mac OS X Snow Leopard



Simple steps...

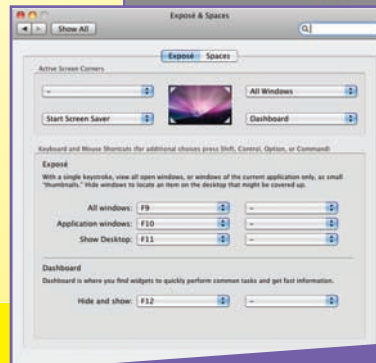
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Open Dashboard

1. To open Dashboard, simply click the Dashboard icon on the Dock. The screen dims slightly, and Dashboard widgets zoom into view, as shown in Figure 7-1.
2. To change the way Dashboard opens, open System Preferences and then click the Exposé & Spaces icon.
3. To create a hot corner for Dashboard, click the Exposé tab and then select Dashboard from one of the Active Screen Corner menus.



TIP If you want to use a modifier key, such as \mathring{A} or Control, simply hold down that key (or keys) while making a selection in the Hide and Show menu.



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