

Mac[®] Bible

Dwight Spivey



Wiley Publishing, Inc.

Acknowledgments	vii
Introduction	ix
Part I: The Basic Mac	1
Chapter 1: Know Your Mac	3
Laptops.....	4
MacBook.....	4
MacBook Pro.....	6
MacBook Air	7
Desktops.....	8
iMac.....	8
Mac mini.....	10
Mac Pro.....	11
Input Devices.....	12
Mac keyboards.....	12
Using a mouse.....	13
Get familiar with the trackpad.....	14
Alternative input devices.....	15
Trackballs.....	15
Graphics tablets.....	15
External Devices	15
FireWire devices	16
USB devices.....	17
Mac OS X.....	17
Prevalent Technologies in Mac OS X.....	18
Darwin.....	19
Quartz.....	19
Aqua	19
PDF.....	19
Java	19
ColorSync	20
OpenGL.....	20
QuickTime.....	20
Summary	20

Chapter 2: The Finder Is Your Friend 21

Finder Functions	21
Utilizing the Finder	22
Menus and icons	23
Working with windows	25
Choosing a view	26
Moving and resizing windows	26
Customizing the Finder toolbar	28
Working with folders	29
What are the folders on your Mac used for?	29
Create new folders	30
Smart Folders and Burn Folders	30
Working with files	32
Creating new files	32
Open files in applications	33
Preview files with Quick Look	34
Get information on files and folders	35
A few more file and folder tricks	36
Create aliases of files and folders	36
Rename files and folders	38
Delete items from your Mac	38
Set the Finder Preferences	39
General	39
Labels	40
Sidebar	41
Advanced	41
Find Items on Your Mac	42
Use the Spotlight menu	43
Search from within a Finder window	44
Set Spotlight's preferences	45
Summary	47

Chapter 3: Finder Fun. 49

Mastering the Dock	49
Rearrange items in the Dock	50
Remove items from the Dock	50
Add items to the Dock	51
Organize the Dock's icons	53
Taking out the Trash	53
Change the way your Dock behaves	53
Become a Dashboard Aficionado	55
Viewing your widgets	55
Activate a widget	55
Deactivate a widget	56

Managing widgets	56
Enable and disable widgets.....	57
Install new widgets.....	57
Uninstall a widget.....	58
Exposé Basics.....	60
Use the function keys to enable Exposé.....	60
Set preferences for Exposé.....	62
Gain More Desktop Ground with Spaces	63
Enable your Mac for Spaces.....	64
Move between Spaces.....	64
Link applications to Spaces	65
Summary	66
Chapter 4: Customize Your Mac.	67
Installing Applications	67
CD or DVD installation	68
Installing downloaded items.....	69
Adding and Managing Fonts	70
Where are fonts stored?.....	70
How to use Font Book.....	70
Manage fonts.....	71
Add or delete fonts.....	72
Font Book Preferences.....	73
Third-party font-management utilities.....	74
Jazz Up Your Workspace with Desktop Pictures and Screen Savers.....	76
Change your Desktop picture.....	76
Selecting screen savers.....	78
Assign Custom Icons to Your Folders.....	79
Utilities to Help You Change the Look of Your Mac	81
Summary	82
Chapter 5: The Nuts and Bolts of System Preferences	83
What Are System Preferences?	83
System Preferences In-Depth.....	84
Personal: Configuring Appearance, Security, and Searches.....	85
Appearance	85
Desktop & Screen Saver.....	87
Dock	87
Exposé & Spaces.....	87
International	87
Language.....	87
Formats.....	87
Input Menu	89

Security.....	89
General.....	90
FileVault.....	91
Firewall	92
Spotlight	93
Hardware: Interacting with Other Devices	93
Bluetooth	93
CDs & DVDs.....	94
Displays	94
Energy Saver	95
Keyboard & Mouse	96
Keyboard.....	96
Trackpad	97
Mouse	97
Bluetooth.....	97
Keyboard Shortcuts	97
Print & Fax	98
Sound	98
Sound Effects	98
Output	99
Input	99
Internet & Network	99
MobileMe.....	99
Network.....	100
QuickTime.....	100
Register	100
Browser	100
Update	101
Streaming	101
Advanced	101
Sharing.....	102
System: Modifying Leopard.....	102
Accounts	102
Date & Time	102
Date & Time	103
Time Zone.....	103
Clock.....	103
Parental Controls.....	104
Software Update.....	104
Scheduled Check.....	104
Installed Updates.....	105
Speech	105
Speech Recognition	105
Text to Speech.....	106
Startup Disk	106
Time Machine	107

Universal Access.....	107
Seeing.....	107
Hearing.....	107
Keyboard.....	108
Mouse & Trackpad.....	108
Summary.....	108
Chapter 6: Manage User Accounts	109
User Account Types.....	109
Administrator.....	110
Standard.....	110
Managed with Parental Controls.....	110
Sharing Only.....	111
Group.....	111
Create New User Accounts.....	111
Customize your account.....	113
Change your login picture.....	113
Change your password and user name.....	114
Login Items.....	115
Login Options.....	116
Set Parental Controls.....	117
The System tab.....	118
Use Simple Finder.....	119
Limit application usage and tasks.....	119
The Content tab.....	121
The Mail & iChat tab.....	122
The Time Limits tab.....	123
The Logs tab.....	124
Summary.....	125
Part II: The Networked Mac	127
Chapter 7: Add Your Mac to a Network	129
What Is a Network?.....	129
Network protocols supported by Mac OS X.....	131
Wired or wireless?.....	132
Wireless Networks.....	132
Wireless network hardware.....	133
How to set up your Mac on a wireless network.....	134
Wired Networks.....	138
Hardware requirements for wired networks.....	138
How to set up your Mac on a wired network.....	138
Using the Network Setup or Diagnostic Assistant.....	141
Using the Assistant.....	141
Using Network Diagnostics.....	145

Network Utility.....	149
Summary	151

Chapter 8: Sharing Files from Your Mac 153

Explore Leopard's Sharing Preferences.....	153
Enable file sharing.....	154
Adding shared items.....	155
Setting user permissions	155
File-sharing protocols supported by Mac OS X	156
Explore the other sharing options	159
DVD or CD Sharing.....	159
Screen Sharing.....	159
Printer Sharing.....	160
Web Sharing.....	161
Remote Login	161
Remote Management	163
Remote Apple Events.....	163
Xgrid Sharing	164
Internet Sharing.....	165
Bluetooth Sharing.....	165
Accessing Shared Files on Your Network	166
Accessing locally shared files and folders.....	166
Accessing files and folders shared on your network.....	167
Finding other shared resources on a network.....	170
Shared printers.....	171
Shared cameras.....	173
Using FTP clients	173
Fetch	174
RBrowser	174
Transmit.....	174
Yummy.....	176
FileZilla	176
Sharing Files Without a Network	177
Burning data to discs.....	178
Utilizing USB flash drives	179
Summary	181

Part III: The Working Mac

183

Chapter 9: Word Processing with Your Mac 185

Basic Word Processing with TextEdit.....	186
What can you do with TextEdit?	186
Formatting text in your document.....	188
Stylizing text.....	188
Text alignment	188

Setting margins and tab stops	190
Working with fonts	190
Using Pages.....	192
Create new documents	192
Choose a template	193
Getting around in the Pages interface	193
Placing images and shapes.....	195
Images.....	195
Shapes.....	197
Add tables and charts.....	197
Import and export files.....	200
Get to Know Word on Your Mac.....	201
Utilize the Project Gallery.....	201
New text and graphics features.....	202
Document Elements	203
Quick Tables	204
Charts	204
SmartArt Graphics.....	204
WordArt.....	206
Import and export files.....	206
Alternative Word Processors	208
OpenOffice.org Writer	208
NeoOffice.....	211
Summary	212

Chapter 10: The Mac Does Spreadsheets and Presentations, Too 213

Using Numbers to Create Spreadsheets.....	213
Create a new spreadsheet	214
Use templates	215
Getting around in Numbers.....	216
Format cells and rows	217
Spicing up your table with a chart	221
Import and export spreadsheets	222
Importing spreadsheets	223
Exporting spreadsheets.....	223
Working with Excel	224
Spreadsheet creation	225
Use the Toolbox to format your spreadsheet.....	226
Add items to your spreadsheet with the Elements Gallery	228
Share your spreadsheets	231
Creating Presentations Using Keynote.....	234
Learn your way around in Keynote	234
Use Themes to create a new presentation	236
Spicing up your slide show	237
A few more Keynote tidbits	239
Sharing your slide show	240

PowerPoint for Mac OS X	240
Getting around in PowerPoint.....	241
Using themes and layouts.....	242
Import and export presentations	244
Summary	245
Chapter 11: Organize Life Using Your Mac.	247
Getting to Know iCal	247
Working with calendars	249
Create new calendars.....	249
Exporting and importing calendars.....	251
Subscribe to calendars.....	252
Add events to your calendar	252
Create an event.....	252
Set reminders for your events	253
Using the Address Book	254
Add contacts and groups.....	254
Edit contact information.....	256
Importing and exporting address books	257
Address Book preferences.....	257
In Sync with iSync	259
Set up a device to sync with	259
Synchronize information between devices.....	260
Third-Party Organizational Tools.....	262
Bento.....	262
Today.....	263
Summary	265
Chapter 12: Printing and Scanning with Your Mac	267
Using a Printer.....	267
How to Connect Your Printer to Your Mac.....	268
USB.....	269
Ethernet	269
Basic Printer Installation	269
Install a driver	269
Create a printer queue.....	270
USB	270
Network.....	272
Utilizing the printer queue	274
Change your printer's configuration	277
Printing a Job	278
Printer Sharing.....	280
Share with other Macs.....	281
Share with Windows users	281

Scanners Made Easy	282
Install drivers for your scanner	283
Connect your scanner	283
Use Image Capture to scan documents and images.....	284
Scan an item.....	286
Share your imaging devices	288
Summary	289

Part IV: The Multimedia Mac

291

Chapter 13: Mastering Digital Images. 293

Get to Know iPhoto	294
Import Images.....	296
Import from a camera.....	297
Import from files.....	299
View and Organize Images.....	301
Assigning keywords to images.....	303
Creating albums and Smart Albums	304
Making a standard album	304
Making a Smart Album.....	304
Utilizing slide shows	305
Create slide shows.....	305
Setting up and playing slide shows	306
Edit Images.....	309
Remove that pesky red-eye.....	309
Advanced image editing	309
Export Images.....	312
Exporting as a file.....	312
Exporting via e-mail.....	313
Print Your Images	315
Create Customized Books, Calendars, and Greeting Cards.....	317
Image Capture	320
Acquiring images.....	320
Deleting and adding images to and from your camera	322
Manually delete images from your camera	322
Add images to your camera	323
Summary	324

Chapter 14: iMovie Magic. 325

Get to Know iMovie	326
Import Video into iMovie.....	327
Importing from a video camera	328
Random Access Devices.....	328
Tape-based digital video cameras	329

Importing from a file	329
Viewing your imported video	330
Create New iMovie Projects	331
Select clips	332
Mark your favorite clips	332
Add music and sound effects	333
Using transitions	334
Sharing Your Projects	335
Publish your iMovie to the Web	335
Create a movie for your iPhone, iPod, or Apple TV	337
Share a movie with other applications	338
Export your iMovie	339
Summary	339

Chapter 15: Musical Mac 341

Getting Around in iTunes	341
Initializing iTunes	342
Navigating the iTunes Jukebox interface	344
Getting music into iTunes	348
Importing audio files	349
Importing from a CD	349
iTunes preferences	350
General	350
Podcasts	351
Playback	352
Sharing	354
Store	354
Advanced	355
Parental	358
Apple TV and Syncing	359
Playlists and Smart Playlists	359
Create a standard playlist	360
Create a Smart Playlist	361
Spend a Buck (Or Not) at the iTunes Store	361
Getting around in the iTunes Store	362
Creating an iTunes Store account	363
Using iPod and iPhone with iTunes	364
Viewing information about your iPhone/iPod	365
Synchronizing libraries and other information	366
Viewing other items on your iPhone/iPod	366
Other Music Utilities	367
GarageBand	367
Audacity	368
Songbird	368
Summary	369

Chapter 16: Staying Connected Through E-Mail 373

You've Got Mail	373
Get Rolling with Your First Account	374
Get to know Mail's interface	378
Modify Mail's toolbar	380
A look at Mail's preferences	380
General	380
Accounts	382
RSS	385
Junk Mail	385
Fonts & Colors	386
Viewing	386
Composing	387
Signatures	388
Rules	389
Sending E-Mail	390
Format your message	390
Letting other files tag along	392
Customize your messages with Stationery	392
Receiving and Replying to E-Mail	394
Saving attachments	394
Add people to your Address Book	395
Alternative E-Mail Clients	396
Thunderbird	396
How to get and install Thunderbird	397
Set up your account	397
Extensions	401
Entourage	402
Create an account	402
Utilize My Day	404
Summary	405

Chapter 17: Cruising the Internet with Web Browsers 407

Internet Technologies Built Right into Your Mac	407
Java	408
QuickTime	408
PDF	409
Safari	409
Getting from point A to point B	409
Set Safari's preferences	411
General	411
Appearance	411
Bookmarks	412

Tabs	413
RSS.....	413
AutoFill	414
Security	414
Advanced	415
Private browsing.....	416
Block those annoying popups.....	416
Tabbed browsing.....	416
Develop menu.....	418
Using bookmarks	419
Organize bookmarks	419
Import/export bookmarks	420
Using RSS.....	420
Firefox	422
How to get and install Firefox	423
Add-ons	424
Other Web-Browsing Alternatives.....	425
Opera.....	425
Camino	425
Working with Downloaded Files.....	426
Where to save downloaded files	426
Archived and compressed files	427
Supported file compression types	427
Archive and compression utilities.....	427
Summary	428
Chapter 18: Chatting Across the Miles	429
Discover iChat	429
Setting Up Your Account	431
Start Chatting.....	432
Add people to your Buddy List.....	432
Different ways to chat.....	434
Text chats.....	434
Audio chats	434
Video chats.....	436
Other Cool Uses for iChat.....	437
Sending files via iChat.....	437
Receiving files in iChat	438
Make Presentations with iChat Theater	439
Third-Party Chat Utilities.....	439
Yahoo Messenger.....	439
Microsoft Messenger.....	439
AIM.....	440
Adium.....	440
Summary	440

Chapter 19: UNIX	443
Using a Command Line Interface	444
Using the Terminal	445
Getting around in Terminal	445
Tabbed windows	446
Modify Terminal's preferences	448
Startup	449
Settings	450
Window Groups	451
Encodings	451
Common UNIX Commands	452
man	452
ls	452
ls -a	453
cd	454
su	454
sudo	454
mv	454
cp	455
mkdir	455
pwd	455
rm	455
rm -r	455
Summary	456
Chapter 20: Alternative Operating Systems	457
Why Install Other Operating Systems on Your Mac?	457
Boot Camp	459
Installing Windows	459
Selecting a startup volume	464
Choosing a startup volume within Windows	464
Choosing a startup volume within Mac OS X	465
Restoring your Mac's hard disk	466
Virtual Machines	466
What is a virtual machine?	467
Virtualization software for Mac OS X	467
Which virtualization software should you use?	467
Parallels Desktop for Mac	469
VMware Fusion	470
VirtualBox	471
Summary	472

Chapter 21: Doctor Your Ailing Mac. 473

Restart: It's Just That Simple!	474
Utilize a Troubleshooting Account	475
Keep Software Up to Date	475
Using Software Update	475
Update your third-party software	476
Your Mac Won't Start Up or Shut Down Properly	477
The Mac simply won't power on	477
Hanging at startup	478
Your Mac can't shut down	479
Problematic External Devices	479
Thaw Your Frozen Mac	480
Straighten Out That Misbehaving Application	481
Fixing Permissions	482
Maintenance and Troubleshooting Utilities	483
Disk utilities	484
Virus-proof your Mac	484
Maintain your Mac	484
Starting from Scratch	486
Helpful Resources	487
Summary	488

Chapter 22: Backing Up Your Mac 489

Why and What to Back Up	489
Why back up?	489
What files should you back up?	490
Discover Time Machine	491
Using a disk to store backups	491
Hardware requirements	491
Set up a backup disk	491
Tell Time Machine about the backup disk	492
Tell Time Machine what to back up	494
Working with your backups	495
Manually back up your stuff	496
Pausing and resuming backups	496
Retrieving backed up information	497
Restoring single files	497
Restoring entire disks	498
Delete files from Time Machine backups	499
Third-Party Backup Utilities	500
Carbon Copy Cloner	500
SuperDuper!	500
Personal Backup	501
Retrospect	502
Summary	502

Part VII: Appendixes	503
Appendix A: Popular Third-Party Applications and Utilities	505
Appendix B: Gaming on the Mac	515
Appendix C: Resources	521
Appendix D: Apple Certification and Training	529
Appendix E: Glossary	533
Index	541