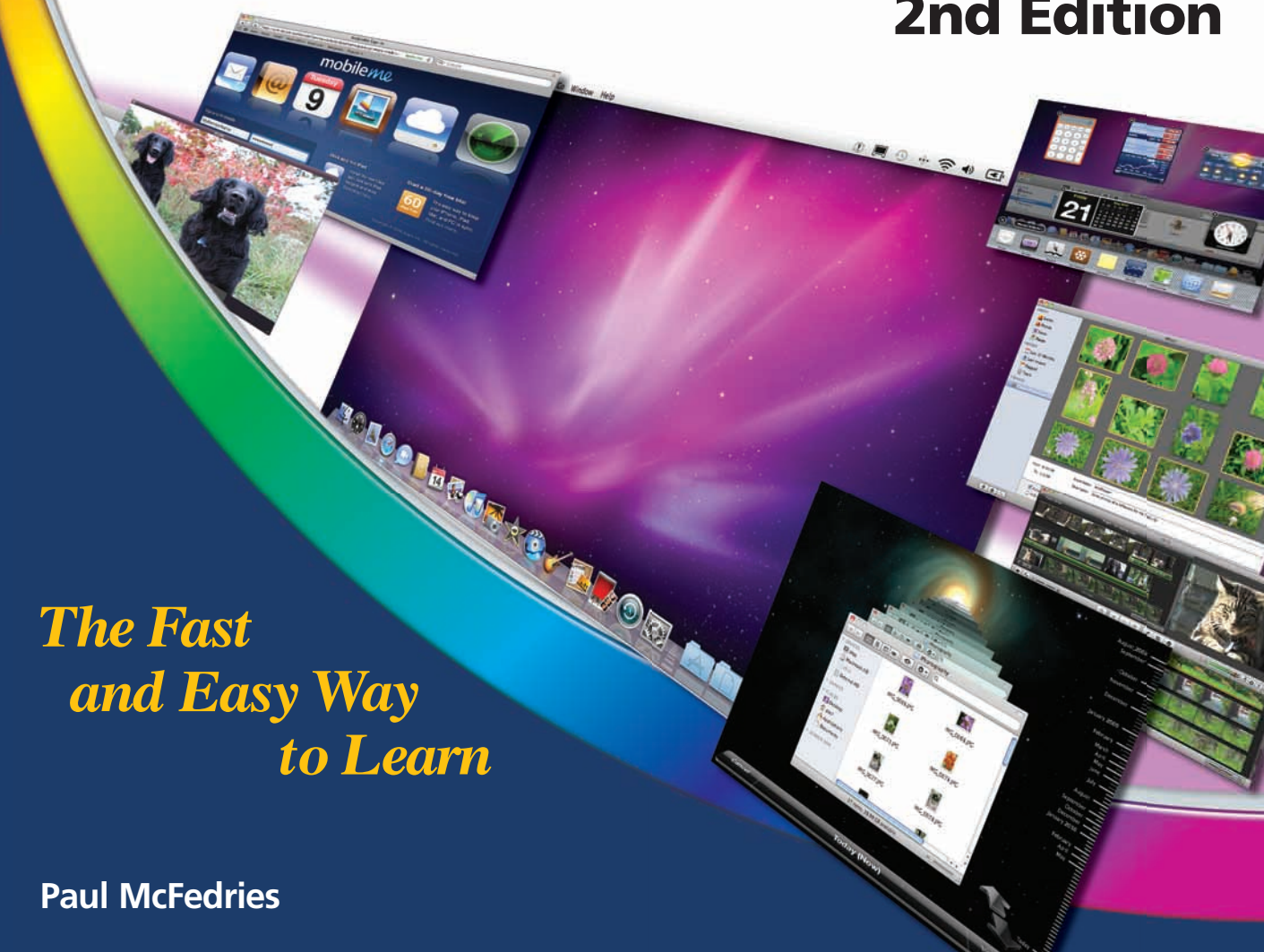
Visual

Read Less-Learn More®

Teach Yourself VISUALLY™ Macs

2nd Edition



The Fast and Easy Way to Learn

Paul McFedries

Teach Yourself VISUALLY™ Macs

2nd Edition

by Paul McFedries

Wiley Publishing, Inc.

Teach Yourself VISUALLY™ Macs, 2nd Edition

Published by
Wiley Publishing, Inc.
10475 Crosspoint Boulevard
Indianapolis, IN 46256

www.wiley.com

Published simultaneously in Canada

Copyright © 2010 by Wiley Publishing, Inc., Indianapolis, Indiana

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, 201-748-6011, fax 201-748-6008, or online at www.wiley.com/go/permissions.

Library of Congress Control Number: 2010933464

ISBN: 978-0-470-88848-3

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

Trademark Acknowledgments

Wiley, the Wiley Publishing logo, Visual, the Visual logo, Teach Yourself VISUALLY, Read Less - Learn More and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates. Mac is a registered trademark of Apple, Inc. All other trademarks are the property of their respective owners. Wiley Publishing, Inc. is not associated with any product or vendor mentioned in this book. Teach Yourself VISUALLY Macs, 2nd Edition is an independent publication and has not been authorized, sponsored, or otherwise approved by Apple, Inc.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

FOR PURPOSES OF ILLUSTRATING THE CONCEPTS AND TECHNIQUES DESCRIBED IN THIS BOOK, THE AUTHOR HAS CREATED VARIOUS NAMES, COMPANY NAMES, MAILING, E-MAIL AND INTERNET ADDRESSES, PHONE AND FAX NUMBERS AND SIMILAR INFORMATION, ALL OF WHICH ARE FICTITIOUS. ANY RESEMBLANCE OF THESE FICTITIOUS NAMES, ADDRESSES, PHONE AND FAX NUMBERS AND SIMILAR INFORMATION TO ANY ACTUAL PERSON, COMPANY AND/OR ORGANIZATION IS UNINTENTIONAL AND PURELY COINCIDENTAL.

Contact Us

For general information on our other products and services please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support please visit www.wiley.com/techsupport.

Wiley Publishing, Inc.

Sales

Contact Wiley
at (877) 762-2974 or
fax (317) 572-4002.

Credits

Acquisitions Editor
Aaron Black

Project Editor
Lynn Northrup

Technical Editor
Dennis Cohen

Editorial Director
Robyn Siesky

Editorial Manager
Rosemarie Graham

Business Manager
Amy Knies

Senior Marketing Manager
Sandy Smith

Vice President and Executive Group Publisher
Richard Swadley

Vice President and Executive Publisher
Barry Pruett

Project Coordinator
Patrick Redmond

Graphics and Production Specialists
Andrea Hornberger
Jennifer Mayberry

Quality Control Technicians
Melissa Cossell
Rob Springer

Proofreader
Susan Hobbs

Indexer
Christine Karpeles

Screen Artist
Jill A. Proll

Illustrators
Ronda David-Burroughs
Cheryl Grubbs

About the Author

Paul McFedries is is a technical writer who has been authoring computer books since 1991. He has more than 70 books to his credit, which together have sold more than three million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY Microsoft Office 2008 for Mac*, *Teach Yourself VISUALLY Mac OS X Snow Leopard*, and *Macs Portable Genius*. Paul also runs Word Spy, a Web site dedicated to tracking new words and phrases (see www.wordspy.com). Please visit Paul's personal Web site at www.mcfedries.com.

Author's Acknowledgments

The book you hold in your hands is not only an excellent learning tool, but it is truly beautiful, as well. I am happy to have supplied the text that you will read, but the gorgeous images come from Wiley's crack team of artists and illustrators. The layout of the tasks, the accuracy of the spelling and grammar, and the veracity of the information are all the result of hard work performed by project editor Lynn Northrup and technical editor Dennis Cohen. Thanks to both of you for your excellent work. My thanks, as well, to acquisitions editor Aaron Black for asking me to write this book.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross-reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

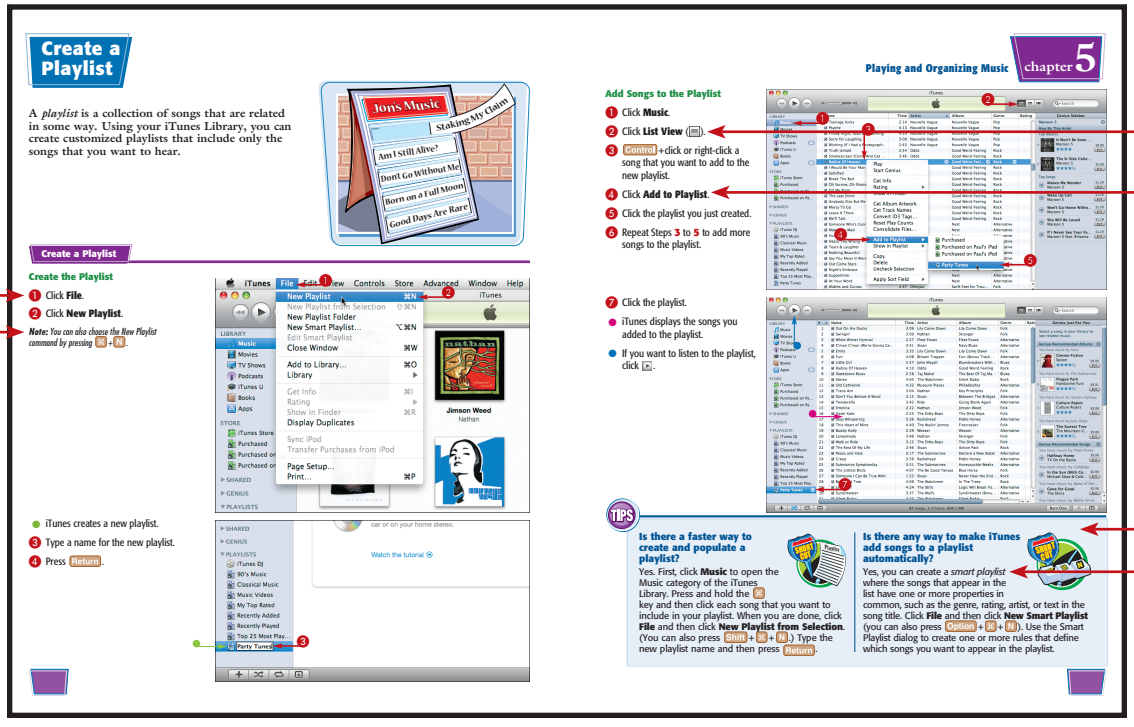
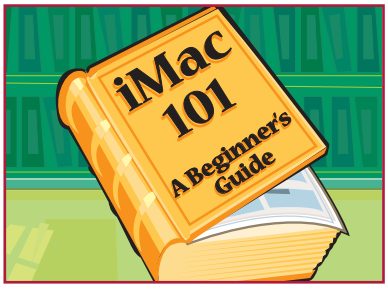


Table of Contents

chapter 1 Learning About Mac Types

Understanding Mac Types 4
Learn About the iMac 6
Delve into the Mac Mini 8
Get to Know the Mac Pro 10
Check Out the MacBook Pro 12
Tour the MacBook Air 14
Take a Look at the MacBook 16

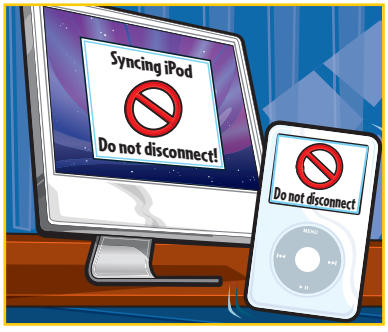


chapter 2 Understanding What You Can Do with Your Mac

Create Documents 20
Play and Record Music 22
View and Organize Your Photos 24
Play or Make a Movie or DVD 26
Take Advantage of the Web 28
Communicate with Others 30
Organize Your Contacts and Events 32

chapter 3 Connecting Devices to Your Mac

Connect Your Mac to an External Display 36
Connect a Printer 38
Connect a Fax Modem 42
Connect an iPod 44
Connect an iPhone 46
Connect an iPad 48
Connect a Bluetooth Device 50
Connect Your Mac to Another Mac 54



chapter 4 Learning Mac Basics

Explore the OS X Screen 60
Tour the Dock 61
Start a Program 62
Switch Between Programs 64
Tour a Program Window 65
Select a Command from a Pull-Down Menu 66
Select a Command Using a Toolbar 67
Select Options with Dialog Controls 68
Save a Document 70
Open a Document 71
Print a Document 72
Edit Document Text 74
Copy a File 78
Move a File 79
Rename a File 80
Delete a File 81

Table of Contents

chapter 5 Playing and Organizing Music

Open and Close iTunes 84
Understanding the iTunes Library. 86
Navigate the iTunes Window. 87
Play a Song 88
Play a Music CD 90
Import Tracks from a Music CD 94
Create a Playlist 96
Burn Music Files to a CD 98
Edit Song Information 100
Purchase Music from the iTunes Store 102
Listen to an Internet Radio Station 104
Subscribe to a Podcast. 106

chapter 6 Viewing and Editing Your Photos

View a Preview of a Photo 110
View a Slide Show of Your Photos 112
Open and Close iPhoto 114
Import Photos from a Digital Camera. 116
View Your Photos 118
Create an Album 120
Crop a Photo 122
Rotate a Photo 124

Hide a Photo 125
Straighten a Photo 126
Remove Red Eye from a Photo 128
Add Names to Faces in Your Photos 130
Map Your Photos 132
E-Mail a Photo 134
Take Your Picture 136

chapter 7 Playing and Creating Digital Video

Play a DVD Using DVD Player 140
Play Digital Video with QuickTime Player 142
Create a New Movie Project 144
Import a Video File 146
Add Video Clips to Your Project 148
Trim a Clip 150
Add a Transition Between Clips 152
Add a Photo 154
Add a Music Track 156
Record a Voiceover 158
Add Titles and Credits 160
Play the Movie 162
Create a DVD of Your Movie 164

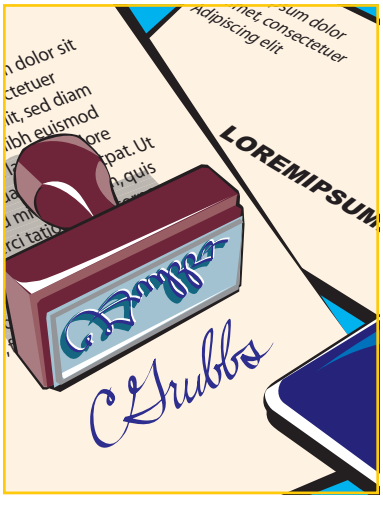
Table of Contents

chapter 8 Surfing the World Wide Web

Open and Close Safari 168
Select a Link 170
Enter a Web Page Address 171
Open a Web Page in a Tab 172
Navigate Web Pages 174
Navigate with the History List 176
Change Your Home Page 178
Bookmark Web Pages 180
Search for Sites 182
Download a File 184

chapter 9 Communicating via E-Mail and Chat

Open and Close Mail 188
Add an E-Mail Account 190
Send an E-Mail Message 192
Add a File Attachment 194
Add a Signature 196
Receive and Read E-Mail Messages 198
Reply to a Message 200
Forward a Message 202
Open and Close iChat 204
Add a Buddy 206
Start a Text Chat 208
Start an Audio Chat 210



chapter 10 Tracking Your Contacts and Events

Open and Close Address Book 214
Add a New Contact 216
Edit a Contact 218
Create a Contact Group 220
Open and Close iCal 222
Navigate the Calendar 224
Create an Event 226
Create a Repeating Event 228
Create a To-Do Item 230

chapter 11 Working with Your MobileMe Account

Log in to MobileMe 234
Send and Receive MobileMe Mail 236
Work with MobileMe Contacts 238
Manage Your Schedule with MobileMe 240
Share Photos with MobileMe 242
Upload Files to Your iDisk 244
Synchronize Your Mac with MobileMe 246

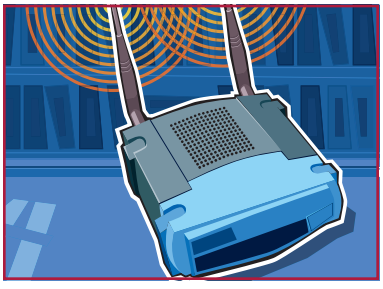
Table of Contents

chapter 12 Customizing Your Mac

Display System Preferences 250
Change the Desktop Background 252
Activate the Screen Saver 254
Set Your Mac's Sleep Options 256
Change the Display Resolution 258
Change Your Mac's Name 260
Customize the Dock 262
Add an Icon to the Dock 264
Hide the Dock 266
Add a Widget to the Dashboard 268

chapter 13 Networking with Your Mac

Understanding Networking 272
Connect to a Wireless Network 274
Connect to a Network Resource 276
Turn On File and Printer Sharing 278
Share a Folder 280
Share a Printer 282
Add a Shared Printer 284



chapter 14 Maintaining Your Mac

Empty the Trash 288
Organize Your Desktop 289
Check Hard Disk Free Space 290
Uninstall Unused Applications 292
Set a Software Update Schedule 294
Update Software by Hand 296
Remove Unneeded Login Items 298
Configure Time Machine Backups 300
Restore Files Using Time Machine 302
Recondition Your Mac Notebook Battery 304

chapter 15 Troubleshooting Your Mac

Restart Your Mac 308
Unlock System Preferences 310
Force a Stuck Program to Close 312
Repair a Corrupt Preferences File 314
Reset a Forgotten Password 316
Repair Disk Permissions 318
Repair a Disk 320
Reinstall Mac OS X 322