OSX Mavericks

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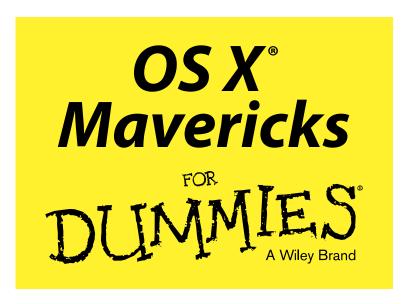
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by Bob "Dr. Mac" LeVitus



OS X[®] Mavericks For Dummies[®]

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Contents at a Glance

Introduction	1
Part 1: Getting Started with OS X Mavericks	7
Chapter 1: OS X Mavericks 101 (Prerequisites: None)	
Chapter 2: The Desktop and Windows and Menus (Oh My!)	
Chapter 3: Have It Your Way	
Chapter 4: What's Up, Dock?	73
Chapter 5: The Finder and Its Desktop	93
Part 11: Mavericks Taming (Or "Organization	
for Smart People")	127
Chapter 6: The Care and Feeding of Files and Folders	129
Chapter 7: Four Terrific Timesaving Tools	
Chapter 8: Dealing with Disks	195
Chapter 9: Organizing Your Life	199
Part 111: Do Unto Mavericks: Getting Things Done	215
Chapter 10: (Inter)Networking	217
Chapter 11: Communications Made Easy	233
Chapter 12: The Musical Mac	269
Chapter 13: The Multimedia Mac	287
Chapter 14: Words and Letters	303
Part 1V: Mastering Your Mavericks	313
Chapter 15: Publish or Perish: The Fail-Safe Guide to Printing	315
Chapter 16: Sharing Your Mac and Liking It	331
Chapter 17: Features for the Way You Work	365
Part V: The Care and Feeding of Your Mavericks	387
Chapter 18: Safety First: Backups and Other Security Issues	389
Chapter 19: Utility Chest	405
Chapter 20: Troubleshooting OS X	417

Part VI: The Part of Tens	427
Chapter 21: Almost Ten Ways to Speed Up Your Mac Experience	
Chapter 22: Ten (Or So) Great Websites for Mac Freaks	439
Index	447

Table of Contents

Introduction	1
About This Book	1
Conventions Used in This Book	
Foolish Assumptions	
Beyond the Book	
Icons Used in This Book	
Where to Go from Here	
Part 1: Getting Started with OS X Mavericks	7
Chapter 1: OS X Mavericks 101 (Prerequisites: None)	9
Gnawing to the Core of OS X	
A Safety Net for the Absolute Beginner (Or Any User)	
Turning the dang thing on	
What you should see on startup	
Shutting down properly	
A few things you should definitely NOT do with your Mac	
Point-and-click boot camp	
Not Just a Beatles Movie: Help and the Help Menu	
Chapter 2: The Desktop and Windows and Menus (Oh My!)	23
Touring the Finder and Its Desktop	
Anatomy of a Window	26
Top o' the window to ya!	
A scroll new world	
(Hyper)Active windows	
Dialog Dealie-Boppers	
Working with Windows	
Opening and closing windows	
Resizing windows and window panes	
Moving windows	35
Shuffling windows	
Menu Basics	38
The ever-changing menu bar	
Shortcut menus: They're sooo contextual	
Recognizing disabled options	
Navigating submenus	
Underneath the Apple menu tree	
Using keyboard shortcut commands	44

Chapter 3: Have It Your Way	47
Introducing System Preferences	
Putting a Picture on the Desktop	50
Setting Up a Screen Saver	
Putting Widgets on the Dashboard	53
Translation	
Flight Tracker	57
Giving Buttons, Menus, and Windows a Makeover	58
Adjusting the Keyboard, Mouse, Trackpad, and Other Hardware	61
Keyboard	61
Mouse	
Bluetooth	68
Trackpad (notebooks and desktops with a Magic Trackpad)	
Styling Your Sound	
Changing sound effects	
Choosing output and input options	72
Chapter 4: What's Up, Dock?	73
A Quick Introduction to Your Dock	74
The default icons of the Dock	
Trash talkin'	
Opening application menus in the Dock	
Reading Dock icon body language	
Opening files from the Dock	82
Customizing Your Dock	82
Adding Dock icons	83
Removing an icon from the Dock	
Resizing the Dock	86
What should you put in YOUR Dock?	
Setting your Dock preferences	88
Chapter 5: The Finder and Its Desktop	93
Introducing the Finder and Its Minions: The Desktop and Icons	93
Introducing the Desktop	
Bellying up to the toolbar	
Figuring out what an icon is	99
Identifying your Finder icons in the wild	
Aliases: Greatest Thing Since Sliced Bread	
Creating aliases	103
Deleting aliases	105
Hunting down an alias's parent	105
The View(s) from a Window	105
Moving through folders fast in Column view	
Perusing in Icon view	
Listless? Try touring folders in List view	
You gotta go with the flow	111

Finder on the Menu		12
Like a road map: The current for	older's pop-up menu1	15
	11	
Customizing Finder Windows	1	18
	1	
Setting Finder preferences	1	19
Digging for Icon Data in the Info Wine	dow1	23
Part 11: Mavericks Taming (Or "O	vaanization	
for Smart People")	1941112411011	7
for Smart reopte J		1
Chapter 6: The Care and Feeding of Fi	los and Foldors 1	วต
Understanding the OS X Folder Struc	cture1	30
	older 1	
Peeking into the Applications to	older1	33
	e public Library folder1	
	er1	
Saving Your Document Before It's To		
	1	
	erent names for same result1	
Open Sez Me		
	le1	
	noice1	
Organizing Your Stuff in Folders		
Files versus folders		55
	folders1	
	folders1	
Shuffling Around Files and Folders		
Copying files and folders		64
Pasting from the Clipboard		65
Selecting multiple icons		67
Playing the icon name game: Re	enaming icons1	68
	1	
Catting aid of isome	1.	cc

Chapter 7: Four Terrific Timesaving Tools	171
With a Quick Look	171
Share and share alike with the Share menu	
Slide into Slideshow (full-screen) mode	174
Spotlight on Finding Files and Folders Faster	
Using the Search box in Finder windows	
Using the Spotlight menu and window	
Finding files by other attributes	
Exposé Yourself to Mission Control The Mission Control pane: It's painless	
Hot corners!	
Spaces from 30,000 feet (an overview)	
Getting around in space(s)	
Launchpad: The Place for Applications	
Customizing Your Launchpad	192
Chapter 8: Dealing with Disks	105
•	
Comprehending Disks	
Some disks need to be formatted first	
Moving and copying between disks Surprise: Your PC Disks Work, Too!	
•	
Chapter 9: Organizing Your Life	199
Keeping Track with Calendar	
Navigating Calendar views	
Creating calendars	
Grouping calendars	
Deleting a calendar or group	
Creating and managing eventsReminders: Protection Against Forgetting	
Getting started with Reminders	
To do or not to do: Setting reminders	
Everything you need to know about the Notification Cent	
Use Notes for Making Notes	
Part III: Do Unto Mavericks: Getting Things Done	215
Chapter 10: (Inter)Networking	217
Getting Connected to the Internet	
Setting up your modem	
Your Internet service provider and you	
Plugging in your Internet-connection settings	
Browsing the web with Safari	
Navigating with the toolbar buttons	
Bookmarking your favorite pages	

What's on your Reading List?	226
Using the terrific Top Sites page	
Searching with Google	
Checking out Help Center	230
Video Calls with FaceTime	
Chapter 11: Communications Made Easy	233
Collecting Your Contacts	233
Adding contacts	
Importing contacts from other programs	236
Creating a basic group	
Setting up a Smart Group (based on contact criteria)	237
The View is lovely	
iCloud + Contacts = Your contacts everywhere	
Sending e-mail to a contact or group	
Sending and Receiving E-Mail with Mail	
Setting up Mail	
Composing a new message	
A quick overview of the toolbar	245
Working with stationery	
Checking your mail	
Dealing with spam	248
Changing your preferences	249
Mail rules rule	
Mailboxes smart and plain	251
Sign here, please	254
Take a (Quick) look and (Slide) show me some photos	
Communicating with Messages	256
What the heck is an iMessage?	256
Chit-chatting with Messages	
Maps Are Where It's At	258
Finding your current location with Maps	258
Finding a person, place, or thing	
Views, zooms, and pans	
Maps and contacts	
Timesaving map tools: Bookmarks, Recents, and Contacts	
Smart map tricks	264
Chapter 12: The Musical Mac	269
Introducing iTunes	269
Working with Media	
Adding songs	
Adding movies and videos	274
Adding podcasts	
Learning from iTunes U	
Listening to Internet radio	

All About Playlists	281
Creating a regular playlist	281
Working with smart playlists	282
Burning a playlist to CD	284
Looking at the Genius playlist	284
Chapter 13: The Multimedia Mac	287
Playing Movies and Music in QuickTime Player	287
iBooks: Finally on the Mac	289
Buying iBooks	
Shopping for books without Apple	
Reading iBooks	
You're the Star with Photo Booth	
Viewing and Converting Images and PDFs in Preview	
Importing Media	
Downloading photos from a camera	
Downloading DV video from a camcorder	301
Chapter 14: Words and Letters	303
Processing Words with TextEdit	303
Creating and composing a document	
Working with text	306
Adding graphics to documents	
Font Mania	
Types of fonts	
Managing your fonts with Font Book	311
Installing fonts manually	312
Part IV: Mastering Your Mavericks	313
Chapter 15: Publish or Perish: The Fail-Safe Guide to Printin	a315
Before Diving In	•
Ready: Connecting and Adding Your Printer	
Connecting your printer	
Setting up a printer for the first time	
One last thing: Printer sharing	
Set: Setting Up Your Document with Page Setup	
Print: Printing with the Print Sheet	
Printing a document	
Choosing among different printers	
Choosing custom settings	
Saving custom settings	
Preview and PDF Options	

Chapter 16: Sharing Your Mac and Liking It	331
Introducing Networks and File Sharing	332
Portrait of home-office networking	
Three ways to build a network	
Setting Up File Sharing	
Access and Permissions: Who Can Do What	
Users and groups and guests	
Creating users	339
OS X knows best: Folders shared by default	
Sharing a folder or disk by setting permissions	
Useful settings for permissions	352
Unsharing a folder	
Connecting to a Shared Disk or Folder on a Remote Mac	
Changing Your Password	
Changing your account password on your Mac	
Changing the password of any account	
but your own on your Mac	360
Changing the password for your	
account on someone else's Mac	360
More Types of Sharing	
Screen Sharing	
Web Sharing	
Internet Sharing	363
And yet more ways to share	
Chapter 17: Features for the Way You Work	
Talking and Listening to Your Mac	
Dictation: You talk and your Mac types	
Commanding your Mac by voice	
Listening to your Mac read for you	
Automatic Automation	
AppleScript	
Automator	
A Few More Useful Goodies	
App Store	
Accessibility	
Energy Saver	382
Bluetooth	
Ink	
Automatic Login (Users & Groups System Preferences pane)	
Boot Camp	
AirPlay Mirroring	325

Part V: The Care and Feeding of	Your Mavericks	387
Chapter 18: Safety First: Backups an	d Other Security Issues	389
Backing Up Is (Not) Hard to Do		
	xcellent Time Machine	
	ual, brute-force method	
	cial backup software	
Why You Need Two Sets of Backup		
Non-Backup Security Concerns		
	ware	
	e updates	
Protecting Your Data from Prying E		
	ons	
	ault	
Setting other options for secu	ırity	401
Chapter 19: Utility Chest		405
Calculator		405
Activity Monitor		
AirPort Utility		
ColorSync Utility		408
DigitalColor Meter		
Disk Utility		
Grab		
Grapher		
Keychain Access		
Migration Assistant		
System Information		
Terminal		415
Chapter 20: Troubleshooting OS X		
About Startup Disks and Booting		
Recovering with Recovery HD		
If Your Mac Crashes at Startup		425
Part VI: The Part of Tens	***************************************	427
Chapter 21: Almost Ten Ways to Speed	d Up Your Mac Experience	429
Chapter 22: Ten (Or So) Great Websi		
Index		667
4UMVA concentration of the second		441

Introduction

ou made the right choice twice: OS X Mavericks and this book. Take a deep breath and get ready to have a rollicking good time. That's right. This is a computer book, but it's fun. What a concept! Whether you're brand spanking new to the Mac or a grizzled Mac vet, I guarantee that reading this book to discover the ins and outs of OS X Mavericks will make everything easier. The publisher couldn't say as much on the cover if it weren't true!

About This Book

This book's roots lie with my international best seller *Macintosh System 7.5* For Dummies, an award-winning book so good that now-deceased Mac cloner Power Computing gave away a copy with every Mac clone it sold. OS X Mavericks For Dummies is the latest revision and has been, once again, completely updated to include all the OS X goodness in Mavericks. In other words, this edition combines all the old, familiar features of previous editions — but is once again updated to reflect the latest and greatest offering from Apple as well as feedback from readers.

Why write a *For Dummies* book about Mavericks? Well, Mavericks is a big, somewhat complicated personal-computer operating system. So I made *OS X Mavericks For Dummies* a not-so-big, not-very-complicated book that shows you what Mavericks is all about without boring you to tears, confusing you, or poking you with sharp objects.

In fact, I think you'll be so darned comfortable that I wanted the title to be *OS X Mavericks Made Easy*, but the publishers wouldn't let me. Apparently, we *For Dummies* authors have to follow some rules and using *For Dummies* and *OS X Mavericks* in this book's title are among them.

And speaking of *dummies*, remember that's just a word. I don't think you're a dummy at all — quite the opposite! My second choice for this book's title was *OS X Mavericks For People Smart Enough to Know They Need This Book*, but you can just imagine what Wiley thought of that. ("C'mon, that's the whole point of the name!" they insisted. "Besides, it's shorter our way.")

The book is chock full of information and advice, explaining everything you need to know about OS X in language you can understand — along with timesaving tips, tricks, techniques, and step-by-step instructions, all served up in generous quantities.

Another rule we *For Dummies* authors must follow is that our books cannot exceed a certain number of pages. (Brevity is the soul of wit, and all that.) So I wish I could have included some things, but they didn't fit. Although I feel confident you'll find everything you need to know about OS X Mavericks in this book, some things bear further looking into, including these:

✓ Information about some of the applications (programs) that come with OS X Mavericks: An installation of OS X Mavericks includes roughly 50 separate applications, mostly located in the Applications folder and the Utilities folder within it. I'd love to walk you through each one of them, but that would have required a book a whole lot bigger, heavier, and more expensive than this one.

I brief you on the small handful of bundled applications essential to using OS X Mavericks and keep the focus there — namely, Calendar, Contacts, Messages, Mail, Safari, TextEdit, and the like, as well as important utilities you may need to know how to use someday.

For what it's worth, many books cover the applications that come with OS X Mavericks, as well as applications commonly bundled with Mavericks on a new Mac, such as iLife; the one my publisher suggested I recommend is *OS X Mavericks All-in-One For Dummies*, written by Mark L. Chambers, which is (of course) also published by Wiley.

- ✓ Information about Microsoft Office, iLife, iWork, Adobe Photoshop, Quicken, and most other third-party applications: Okay, if all the gory details of all the bundled (read: *free*) OS X Mavericks applications don't fit here, I think you'll understand why digging into third-party applications that cost extra was out of the question.
- ✓ Information about programming for the Mac: This book is about using OS X Mavericks, not writing code for it. Dozens of books cover programming on the Mac, most of which are two or three times the size of this book.

Conventions Used in This Book

To get the most out of this book, you need to know how I do things and why. Here are a few conventions I use in this book to make your life easier:

- When I want you to open an item in a menu, I write something like Choose File

 Open, which means, "Pull down the File menu and choose the Open command."
- ✓ Stuff you're supposed to type appears in bold type, like this.

- ✓ Sometimes an entire a sentence is in boldface, as you see when I present a numbered list of steps. In those cases, I leave the bold off what you're supposed to type, like this.
- Web addresses, programming code (not much in this book), and things that appear onscreen are shown in a special monofont typeface, like this. (If you're reading an ebook version of this book, web addresses are clickable links.)
- For keyboard shortcuts, I write something like \mathbb{H}+A, which means to hold down the \mathbb{H} key (the one with the little pretzel and/or \mathbb{s} symbol on it) and then press the A key on the keyboard. If you see something like \mathbb{H}+Shift+A, that means to hold down the \mathbb{H} and Shift keys while pressing the A key. Again, for clarity, I never refer to the \mathbb{H} key with the \mathbb{s} symbol. I reserve that symbol for the \mathbb{m} menu (Apple menu). For the Command key, I use only the \mathbb{H} symbol. Got it? Very cool.

Foolish Assumptions

Although I know what happens when you make assumptions, I've made a few anyway. First, I assume that you, gentle reader, know nothing about using OS X — beyond knowing what a Mac is, that you want to use OS X, that you want to understand OS X without having to digest an incomprehensible technical manual, and that you made the right choice by selecting this particular book. And so I do my best to explain each new concept in full and loving detail. Maybe that's foolish, but . . . that's how I roll.

Oh, and I also assume that you can read. If you can't, ignore this paragraph.

Beyond the Book

We have written a lot of extra content that you won't find in this book. Go online to find the following:

Online articles covering additional topics at

www.dummies.com/extras/osxmavericks

✓ The Cheat Sheet for this book is at

www.dummies.com/cheatsheet/osxmavericks

✓ Updates to this book, if we have any, are at

www.dummies.com/extras/osxmavericksfdupdates

Icons Used in This Book

Little round pictures (icons) appear off to the left side of the text throughout this book. Consider these icons miniature road signs, telling you a little something extra about the topic at hand. Here's what the different icons look like and what they all mean.



Look for Tip icons to find the juiciest morsels: shortcuts, tips, and undocumented secrets about Mavericks. Try them all; impress your friends!



When you see this icon, it means that this particular morsel is something that I think you should memorize (or at least write on your shirt cuff).



Put on your propeller-beanie hat and pocket protector; these parts include the truly geeky stuff. It's certainly not required reading, but it must be interesting or informative, or I wouldn't have wasted your time with it.



Read these notes very, very, very carefully. (Did I say *very?*) Warning icons flag important cautionary information. The author and publisher won't be responsible if your Mac explodes or spews flaming parts because you ignored a Warning icon. Just kidding. Macs don't explode or spew (with the exception of a few choice PowerBook 5300s, which won't run Mavericks anyway). But I got your attention, didn't I?



These icons represent my ranting or raving about something that either bugs me or makes me smile. When I'm ranting, imagine foam coming from my mouth. Rants are required to be irreverent, irrelevant, or both. I try to keep them short, for your sake.



Well, now, what could this icon possibly be about? Named by famous editorial consultant Mr. Obvious, this icon highlights all things new and different in OS X Mavericks.

Where to Go from Here

The first few chapters of this book are where I describe the basic things that you need to understand to operate your Mac effectively. If you're new to Macs and OS X Mavericks, start there.

Even though OS X Mavericks is somewhat different from previous Mac operating systems, the first part of the book is so basic that if you've been using a Mac for long, you might think you know it all — and okay, you might know most of it. But hey! Not-so-old-timers need a solid foundation. So here's my advice: Skip the stuff you know; you'll get to the better stuff faster.



I would love to hear how this book worked for you. So please send me your thoughts, platitudes, likes and dislikes, and any other comments. Did this book work for you? What did you like? What didn't you like? What questions were unanswered? Did you want to know more (or less) about something? Tell me! I have received more than 100 suggestions about previous editions, most of which are incorporated here. So keep up the good work! E-mail me at Mavericks4Dummies@boblevitus.com. I appreciate your feedback, and I try to respond to all reasonably polite e-mail within a few days.

So what are you waiting for? Go — enjoy the book!

Part I





In this part...

- ✓ In the beginning: The most basic of basics including how to turn your Mac on.
- A gentle introduction to Mavericks' Finder and its Desktop.
- Making Mavericks work the way you want it to by customizing it to suit your style.
- Your Dock: Making it work harder for you.
- Everything you need to know about Mavericks' windows, icons, and menus (oh my)!
- ✓ All the bad puns and wisecracks you've come to expect.
- A plethora of Finder tips and tricks to make life with Mavericks even easier (and more fulfilling).
- Visit www.dummies.com/extras/osxmavericks for great Dummies content online.





OS X Mavericks 101 (Prerequisites: None)

In This Chapter

- ▶ Understanding what an operating system is and is not
- ► Turning on your Mac
- Getting to know the startup process
- ► Turning off your Mac
- ► Avoiding major Mac mistakes
- Pointing, clicking, dragging, and other uses for your mouse
- ▶ Getting help from your Mac

ongratulate yourself on choosing OS X, which stands for (Macintosh) *Operating System X* — that's the Roman numeral *ten*, not the letter *X* (pronounced *ten*, not *ex*). You made a smart move because you scored more than just an operating-system upgrade. OS X Mavericks includes several new features that make using your Mac easier and dozens of improvements that help you do more work in less time.

In this chapter, I start at the very beginning and talk about OS X in mostly abstract terms; then I move on to explain what you need to know to use OS X Mavericks successfully.

If you've been using OS X for a while, some of the information in this chapter may seem hauntingly familiar; a number of features that I describe haven't changed from earlier versions of OS X.

But if you decide to skip this chapter because you think you have all the new stuff figured out, I assure you that you'll miss at least a couple of things that Apple didn't bother to tell you (as if you read every word in OS X Help — the only user manual Apple provides — anyway!).



Tantalized? Let's rock.



One last thing: If you're about to upgrade to Mavericks from an earlier version of OS X, you might want to peruse the Appendix first. It describes the process of installing or reinstalling Mavericks in full and loving detail and has other useful information about installing Mavericks. Download the Appendix from www.dummies.com/downloads/osxmavericks.

Gnawing to the Core of OS X

The operating system (that is, the *OS* in *OS X*) is what makes a Mac a Mac. Without it, your Mac is a pile of silicon and circuits — no smarter than a toaster.

"So what does an operating system do?" you ask. Good question. The short answer is that an operating system controls the basic and most important functions of your computer. In the case of OS X and your Mac, the operating system

- Manages memory.
- Controls how windows, icons, and menus work.
- Keeps track of files.
- Manages networking.
- ✓ Does housekeeping. (No kidding!)

Other forms of software, such as word processors and web browsers, rely on the operating system to create and maintain the environment in which they work their magic. When you create a memo, for example, the word processor provides the tools for you to type and format the information. In the background, the operating system is the muscle for the word processor, performing crucial functions such as the following:

- Providing the mechanism for drawing and moving the onscreen window in which you write the memo
- Keeping track of a file when you save it
- Helping the word processor create drop-down menus and dialogs for you to interact with
- Communicating with other programs
- ✓ And much, much more (stuff that only geeks could care about)

So, armed with a little background in operating systems, take a gander at the next section before you do anything else with your Mac.



The Mac advantage

Most of the world's personal computers use Microsoft Windows (though more and more people are switching to the Mac these days). But you're among the lucky few to have a computer with an operating system that's intuitive, easy to use, and (dare I say?) fun. If you don't believe me, try using Windows for a day or two. Go ahead. You probably won't suffer any permanent damage. In fact, you'll really begin to appreciate how good you have it. Feel free to hug your Mac. Or give it a peck on the disc-drive slot (assuming your Mac has one; most, including the MacBook Air and Mac Mini at this writing, don't). Just try not to get your tongue caught.

As someone once told me, "Claiming that the Macintosh is inferior to Windows because more people use Windows is like saying that all other restaurants serve food that's inferior to McDonald's."

We might be a minority, but Mac users have the best, most stable, most modern all-purpose operating system in the world, and here's why: Unix, on which OS X is based, is widely regarded as the best industrial-strength operating system on the planet. For now, just know that being based on Unix means that a Mac running OS X will crash less often than an older Mac or a Windows machine, which means less downtime. Being Unix-based also means far fewer viruses and malicious software. But perhaps the biggest advantage OS X has is that when an application crashes, it doesn't crash your entire computer, and you don't have to restart the whole computer to continue working.

By the way, with the advent of Intel-powered Macs a few years ago, you can now run Windows natively. That's right — you can now install and run Microsoft Windows on any Mac powered by an Intel processor, as I describe in Chapter 17. Don't let that Unix stuff scare you. It's there if you want it, but if you don't want it or don't care (like most of us), you'll rarely even know it's there. In fact, you'll rarely (if ever) see the word *Unix* again in this book. As far as you're concerned, Unix under the hood means your Mac will just run and run and run without crashing and crashing and crashing.

One last thing: As I mention in this book's Introduction (I'm repeating it here only in case you normally don't read introductions), OS X Mavericks comes with more than 50 applications. Although I'd love to tell you all about each and every one, I have only so many pages at my disposal. If you need more info on the programs I don't cover, may I (again) recommend *OS X Mavericks All-in-One For Dummies*, written by Mark L. Chambers, or *iLife For Dummies*, written by my old friends Tony Bove and Cheryl Rhodes (both published by John Wiley & Sons, Inc.).

A Safety Net for the Absolute Beginner (Or Any User)

In the following sections, I deal with the stuff that OS X Help doesn't cover — or doesn't cover in nearly enough detail. If you're a first-time Macintosh user, please, *please* read this section of the book carefully; it could save your life. Okay, okay, perhaps I'm being overly dramatic. What I mean to say is that reading this section could save your *Mac* or your sanity. Even if you're an experienced Mac user, you may want to read this section. Chances are you'll see at least a few things you've forgotten that will come in handy now that you've been reminded of them.

Turning the dang thing on

Okay. This is the big moment — turning on your Mac! Gaze at it longingly first, and say something cheesy, such as "You're the most awesome computer I've ever known." If that doesn't turn on your Mac (and it probably won't), keep reading.

Apple, in its infinite wisdom, has manufactured Macs with power buttons on every conceivable surface: on the front, side, and back of the computer itself and even on the keyboard and monitor.

So if you don't know how to turn on your Mac, don't feel bad; just look in the manual or booklet that came with your Mac. It's at least one thing that the documentation *always* covers.

These days, most Macs have a power-on button near the keyboard (notebooks) or the back (iMacs). It usually looks like the little circle thingy you see in the margin.



Don't bother choosing Helpt Mac Help, which opens the Help Viewer program. It can't tell you where the switch is. Although the Help program is good for finding out a lot of things, the location of the power button isn't among them. If you haven't found the switch and turned on the Mac, of course, you can't access Help anyway. (D'oh!)

What you should see on startup

When you finally do turn on your Macintosh, you set in motion a sophisticated and complex series of events that culminates in the loading of OS X and the appearance of the OS X Desktop. After a small bit of whirring, buzzing, and flashing (meaning that the operating system is loading), OS X first tests all your hardware — slots, ports, disks, random-access memory (RAM), and so on. If everything passes, you hear a pleasing musical tone and see the tasteful gray Apple logo in the middle of your screen, along with a small spinning-pinwheel cursor somewhere on the screen. Both are shown in Figure 1-1.



Figure 1-1: This is what you'll see if everything is fine and dandy when you turn on your Mac.

Here are the things that might happen when you power up your Mac:

✓ Fine and dandy: Next, you might or might not see the OS X login screen, where you enter your name and password. If you do, press Return or Enter (after you type your name and password, of course), and away you go.

If you don't want to have to type your name and password every time you start or restart your Mac (or even if you do), check out Chapter 17 for the scoop on how to turn the login screen on or off.

Either way, the Desktop soon materializes before your eyes. If you haven't customized, configured, or tinkered with your Desktop, it should look pretty much like Figure 1-2. Now is a good time to take a moment for positive thoughts about the person who convinced you that you wanted a Mac. That person was right!

✓ Blue/black/gray screen of death: If any of your hardware fails when it's tested, you may see a blue, black, or gray screen.

Some older Macs played the sound of a horrible car wreck instead of the chimes, complete with crying tires and busting glass. It was exceptionally unnerving, which might be why Apple doesn't use it anymore.

The fact that something went wrong is no reflection on your prowess as a Macintosh user. Something is broken, and your Mac may need repairs. If this is happening to you right now, check out Chapter 20 to try to get your Mac well again.

If your computer is under warranty, dial 1-800-SOS-APPL, and a customerservice person can tell you what to do. Before you do anything, though, skip ahead to Chapter 20. It's entirely possible that one of the suggestions there can get you back on track without your having to spend even a moment on hold.

✓ **Prohibitory sign (formerly known as the flashing-question-mark disk):** Most users eventually encounter the prohibitory sign shown in the left margin (which replaced the flashing question-mark-on-a-disk icon and flashing folder icon back in OS X Jaguar). This icon means that your









- Mac can't find a startup disk, hard drive, network server, or DVD-ROM containing a valid Macintosh operating system. See Chapter 20 for ways to ease your Mac's ills.
- ✓ Kernel panic: You shouldn't see this very often, but you may occasionally see a block of text in six languages, including English, as shown in Figure 1-3. This means that your Mac has experienced a kernel panic, the most severe type of system crash. If you restart your Mac and see this message again, look in Chapter 20 for a myriad of possible cures for all kinds of ailments, including this one.



Figure 1-2: The OS X Mavericks Desktop after a brand-spanking-new installation of OS X.



How do you know which version of the Mac OS your computer has? Simple:

1. Choose About This Mac from the semenu (the menu with the symbol in the top-left corner of the menu bar).

The About This Mac window pops up on your screen, as shown in Figure 1-4. The version you're running appears just below *OS X* in the center of the window. Version 10.9 is the release we know as *Mavericks*.



If you're curious or just want to impress your friends, OS X version 10.8 was known as Mountain Lion; 10.7 as Lion; 10.6 as Snow Leopard; 10.5 as Leopard; 10.4 as Tiger; 10.3 as Panther; 10.2 as Jaguar; 10.1 as Puma; and 10.0 as Cheetah. And, by the way, Mavericks is the name of a famous surfing beach near Half Moon Bay, California.

2. Click the More Info button to launch the System Information application.

This app shows you much more information, including bus speed, number of processors, caches, installed memory, networking, storage devices, and much more. You can find more about this useful program in Chapter 19.

Your computer restarted because of a problem. Press a key or wait a few seconds to continue starting up.

Votre ordinateur a redémarré en raison d'un problème. Pour poursuivre le redémarrage, appuyez sur une touche ou patientez quelques secondes.

El ordenador se ha reiniciado debido a un problema. Para continuar con el arranque, pulse cualquier tecla o espere unos segundos.

Ihr Computer wurde aufgrund eines Problems neu gestartet. Drücken Sie zum Fortfahren eine Taste oder warten Sie einige Sekunden.

問題が起きたためコンピュータを再起動しました。このまま起動する場合は、いずれかのキーを押すか、数秒間そのままお待ちください。
电脑因出现问题而重新启动。请按一下按键,或等几秒钟以继续启动。

Figure 1-3: If this is what you're seeing, things are definitely *not* fine and dandy.



Figure 1-4: See which version of OS X you're running.

Shutting down properly

Turning off the power without shutting down your Mac properly is one of the worst things you can do to your poor Mac. Shutting down your Mac improperly can really screw up your hard or solid-state drive, scramble the contents of your most important files, or both.



If a thunderstorm is rumbling nearby, or you're unfortunate enough to have rolling blackouts where you live, you may really want to shut down your Mac. (See the next section, where I briefly discuss lightning and your Mac.)



To turn off your Mac, always use the Shut Down command on the # menu or shut down in one of these kind-and-gentle ways:

- ✓ Press the Power button once and then click the Shut Down button in the Are You Sure You Want to Shut Down Your Computer Now? dialog.
- On keyboards that don't have a Power key, press Control+Eject instead then click the Shut Down button that appears in the Are You Sure You Want to Shut Down Your Computer Now? dialog.



You can use a handy keyboard shortcut when the Shut Down button (or any button, for that matter) is highlighted in blue and pulsating slightly. Pressing the Return or Enter key is the same as clicking that button.

The Are You Sure You Want to Shut Down Your Computer Now? dialog sports a check-box option in OS X Mavericks: Reopen Windows When Logging Back In. If you check this box, your Mac will start back up with the same windows (and applications) that were open when you shut down or restarted. I think it's pretty darn sweet! I'm happy to report that Mavericks is full of such nice little improvements.

Eternally yours . . . now

OS X is designed so that you never have to shut it down. You can configure it to sleep after a specified period of inactivity. (See Chapter 17 for more info on the Energy Saver features of OS X.) If you do so, your Mac will consume very little electricity when it's sleeping and will usually be ready to use (when you press any key or click the mouse) in less than a minute. On the other hand, if you're not going to be using it for a few days, you might want to shut it down anyway.

Note: If you leave your Mac on constantly, and you're gone when a lightning storm or rolling

blackout hits, your Mac might get wasted. So be sure you have adequate protection — say, a decent surge protector designed specifically for computers — if you decide to leave your Mac on and unattended for long periods. See the section "A few things you should definitely NOT do with your Mac," elsewhere in this chapter, for more info on lightning and your Mac. Often as not, I leave it on when I'm on the road so that I can access it from my laptop via remote screen sharing. So, because OS X is designed to run 24/7, I don't shut it down at night unless the night happens to be dark and stormy.

Most Mac users have been forced to shut down improperly more than once without anything horrible happening, of course — but don't be lulled into a false sense of security. Break the rules one time too many (or under the wrong circumstances), and your most important files *will* be toast. The *only* time you should turn off your Mac without shutting down properly is when your screen is completely frozen or when your system crashed due to a kernel panic and you've already tried everything else. (See Chapter 20 for what those "everything elses" are.) A really stubborn crash doesn't happen often — and less often under OS X than ever before — but when it does, forcing your Mac to turn off and then back on might be the only solution.

A few things you should definitely NOT do with your Mac

In this section, I cover the bad stuff that can happen to your computer if you do the wrong things with it. If something bad has already happened to you — I know . . . I'm beginning to sound like a broken record — see Chapter 20.

- **Don't unplug your Mac when it's turned on.** Very bad things can happen, such as having your operating system break. See the preceding section, where I discuss shutting down your system properly.
 - Note that this warning doesn't apply to laptops as long as their battery is at least partially charged. As long as there's enough juice in the battery to power your Mac, you can connect and disconnect its power adapter to your heart's content.
- ✓ Don't use your Mac when lightning is near. Here's a simple life equation for you: Mac + lightning = dead Mac. 'Nuff said. Oh, and don't place much faith in inexpensive surge protectors. A good jolt of lightning will fry the surge protector and your computer as well as possibly frying your modem, printer, and anything else plugged into the surge protector. Some surge protectors can withstand most lightning strikes, but those warriors aren't the cheapies that you buy at your local computer emporium. Unplugging your Mac from the wall during electrical storms is safer and less expensive. (Don't forget to unplug your external modem, network hubs, printers, and other hardware that plugs into the wall as well; lightning can fry them, too.)
 - For laptops, disconnect the power adapter and all other cables (because whatever those cables are connected to could fry and fry your laptop right along with it). Once you do that you can use your laptop during a storm if you care to. Just make sure that it's 100 percent wireless and cableless if you do.
- ✓ Don't jostle, bump, shake, kick, throw, dribble, or punt your Mac, especially while it's running. Many Macs contain a hard drive that spins at 4,200 revolutions per minute (rpm) or more. A jolt to a hard drive while it's reading or writing a file can cause the head to crash into the disk, which can render many or all files on it unrecoverable. Ouch!



Don't think you're exempt if your Mac uses a solid-state drive with no moving parts. A good bump to your Mac could damage other components. Treat your Mac like it's a carton of eggs, and you'll never be sorry.

▶ Don't forget to back up your data! If the stuff on your hard drive means anything to you, you must back it up. Not *maybe*. *Must*. Even if your most important file is your last saved game of Bejeweled, you still need to back up your files. Fortunately, OS X Mavericks includes an awesome backup utility called Time Machine. (Unfortunately, you need either an external hard drive or an Apple Time Capsule device to take advantage of it.) So I beg you: Please read Chapter 18 now, and find out how to back up before something horrible happens to your valuable data!



I *strongly* recommend that you read Chapter 18 sooner rather than later — preferably before you do any significant work on your Mac. Dr. Macintosh says, "There are only two kinds of Mac users: Those who have lost data and those who will." Which kind do you want to be?

▶ Don't kiss your monitor while wearing stuff on your lips. For obvious reasons! Use a clean, soft cloth and/or OmniCleanz display cleaning solution (I love the stuff, made by RadTech; www.radtech.us) to clean your display.



Don't use household window cleaners or paper towels. Either one can harm your display. Use a soft clean cloth, and if you're going to use a cleaner, make sure it's specifically designed not to harm computer displays. (And spray it on the *cloth*, not the screen.)

Point-and-click boot camp

Are you new to the Mac? Just figuring out how to move the mouse around? Now is a good time to go over some fundamental stuff that you need to know for just about everything you'll be doing on the Mac. Spend a few minutes reading this section, and soon you'll be clicking, double-clicking, pressing, and pointing all over the place. If you think you have the whole mousing thing pretty much figured out, feel free to skip this section. I'll catch you on the other side.

Still with me? Good. Now for some basic terminology:

- ✓ **Point:** Before you can click or press anything, you have to *point* to it. Place your hand on your mouse, and move it so that the cursor arrow is over the object you want like on top of an icon or a button.
 - If you're using a trackpad, slide your finger lightly across the pad until the cursor arrow is over the object you want.
- ✓ **Click:** Also called *single click*. Use your index finger to push the mouse button all the way down and then let go so the button produces a satisfying clicking sound. (If you have one of the new optical Apple Pro mice, you push the whole thing down to click.) Use a single click to highlight an icon, press a button, or activate a check box or window.

In other words, first you point and then you click — *point and click*, in computer lingo.

If you're using a trackpad, press down on it to click.

▶ Double-click: *Click twice* in rapid succession. With a little practice, you can perfect this technique in no time. Use a double click to open a folder or to launch a file or application.

Trackpad users: Press down on the pad two times in rapid succession.

Control-click: Hold down the Control key while single-clicking. (Also called Secondary click.)

Trackpad users can either hold down the Control key while pressing down on the pad with one finger, or by pressing down with two fingers without holding down the Control key.

Control-clicking is the same as right-clicking a Windows system and displays a menu (called a *contextual menu*) when you Control-clicked. In fact, if you're blessed with a two-or-more-button mouse such as the Apple Magic Mouse, you can right-click and avoid having to hold down the Control key. (You may have to enable this feature in the Mouse System Preference pane.)



Finally, if clicking your trackpad with two fingers doesn't bring up the little menu, check your Trackpad System Preference pane (see Chapter 3). If you have a Mac with a built-in trackpad or Apple Magic Trackpad, you can configure it to recognize a two-fingered tap as a right-click. (You may have to enable this feature in the Trackpad System Preference pane.)

- ✓ Drag: Dragging something usually means you have to click it first and hold down the mouse button. Then you move the mouse on your desk or mouse pad so that the cursor and whatever you select moves across the screen. The combination of holding down the button and dragging the mouse is usually referred to as clicking and dragging.
- ✓ Choosing an item from a menu: To get to OS X menu commands, you must first open a menu and then pick the option you want. Point at the name of the menu you want with your cursor, press the mouse button, and then drag downward until you select the command you want. When the command is highlighted, finish selecting by letting go of the mouse button.



If you're a longtime Mac user, you probably hold down the mouse button the whole time between clicking the name of the menu and selecting the command you want. You can still do it that way, but you can also click the menu name to open it, release the mouse button, drag down to the item you want to select, *and then click again*. In other words, OS X menus stay open after you click them, even if you're not holding down the mouse button. After you click a menu to open it, you can even type the first letter (or letters) of the item to select it and then execute that item by pressing the spacebar or the Return or Enter key.

A menu remains open until you click something else. Go ahead and give it a $try\dots I'll$ wait.



The terms given in the preceding list apply to all Mac laptop, desktop, and tower systems. If you use a MacBook, MacBook Pro, MacBook Air, or Apple Magic Trackpad, however, there are a few more terms — such as *tap*, *swipe*, *rotate*, *pinch*, and *spread* — you'll want to add to your lexicon. You can read all about them in full and loving detail in Chapter 3.

Not Just a Beatles Movie: Help and the Help Menu

One of the best features about all Macs is the excellent built-in help, and OS X Mavericks doesn't cheat you on that legacy: This system has online help in abundance. When you have a question about how to do something, the Help Center is the first place you should visit (after this book, of course).

Clicking the Help menu reveals the Search Help field at the top of the menu and the Mac Help item, which opens the Mac Help window, as shown in Figure 1-5.

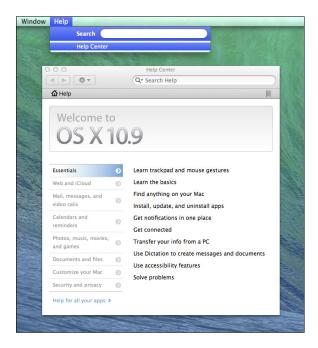


Figure 1-5: Mac Help is nothing if not helpful.

The keyboard shortcut for Help appears on the Help menu as #+?, but you really need to press Shift+#+? to open Help using the keyboard.



Just so you know, this is the only shortcut I can think of in which the menu doesn't display an up arrow (Shift+#+?) to let you know that you need to press Shift.

You can find out much more about keyboard shortcuts in Chapter 3.

To use Mac Help, simply type a word or phrase in either Search field — the one in the Help menu itself or the one near the top of the Help window on the right side — and then press Return or Enter. In a few seconds, your Mac provides you one or more articles to read, which (theoretically) are related to your question. Usually. If you type **menus** and press Return, for example, you get 17 help topics, as shown in Figure 1-6.

As long as your Mac is connected to the Internet, search results include articles from Apple's online support database by default. Click the magnifying-glass icon to the left of the Search field, as shown in Figure 1-6, if you want to disable this feature.

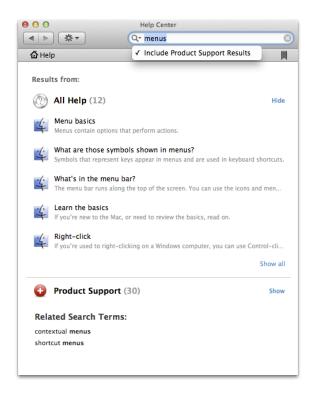


Figure 1-6: You have questions? Mac has answers.



I can't think of any reason why you'd want to disable this useful feature, but I want you to know that you can if you like.



Although you don't have to be connected to the Internet to use Mac Help, you do need an Internet connection to get the most out of it. (Chapter 10 can help you set up an Internet connection, if you don't have one.) That's because OS X installs only certain help articles on your hard drive. If you ask a question that those articles don't answer, Mac Help connects to Apple's website and downloads the answer (assuming that you have an active Internet connection). These answers are the Support Articles, denoted by a plus sign (as shown at the bottom of the window shown earlier in Figure 1-6). Click one of these entries, and Help Viewer retrieves the text over the Internet. Although this can sometimes be inconvenient, it's also quite smart. This way, Apple can update the Help system at any time without requiring any action from you.

Furthermore, after you've asked a question and Mac Help has grabbed the answer from the Apple website, the answer remains on your hard drive forever. If you ask for it again — even at a later date — your computer won't have to download it from the Apple website again.

Finally, here's a cool feature I like to call *automatic visual help cues*. Here's how they work:

- 1. Type a word or phrase in the Help menu's Search field.
- 2. Select any item that has a menu icon to its left (such as the Secure Empty Trash item in Figure 1-7).

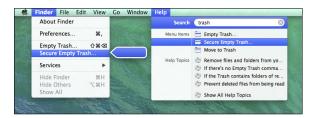


Figure 1-7: If you choose an item with a menu icon, an arrow points to that item in context.

The automatic visual cue — an arrow — appears, pointing at that command in the appropriate menu.























The Desktop and Windows and Menus (Oh My!)

In This Chapter

- ► Checking out the parts of a window
- ▶ Dealing with dealie-boppers in windows
- Resizing, moving, and closing windows
- ► Getting comfortable with menu basics

his chapter introduces important features of OS X, starting with the first things you see when you log in: the Finder and its Desktop. After a quick look around the Desktop, you get a look into two of its most useful features: windows and menus. About This Mac

Windows are (and have always been) an integral part of Macintosh computing. Windows in the Finder (or, as a PC user would say, "on the Desktop") show you the contents of the hard drive, optical drive, flash (thumb) drive, network drive, disk image, and folder icons; windows in applications do many things. The point is that windows are part of what makes your Mac a Mac; knowing how they work and how to use them — is essential.

Menus are another quintessential part of the Macintosh experience. The latter part of this chapter starts you out with a few menu basics. As needed, I direct you to other parts of the book for greater detail. So relax and don't worry. By the end of this chapter, you'll be ready to work with windows and menus in any application that uses them (and most applications, games excluded, do).



~ 8 GB 1333 M₽

Touring the Finder and Its Desktop

The Finder is the program that creates the Desktop, keeps track of your files and folders, and is always running. Just about everything you do on your Mac begins and ends with the Finder. It's where you manage files, store documents, launch programs, and much more. If you ever expect to master your Mac, the first step is to master the Finder and its Desktop. Check out the default Mac Finder and Desktop for OS X Mavericks in Figure 2-1.



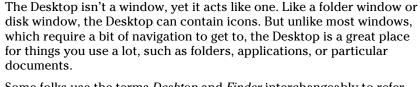
Figure 2-1: The default Mavericks Finder and Desktop.

The Finder is the center of your Mac OS experience, so before I go any further, here's a quick description of its most prominent features:

✓ Desktop: The Desktop is the area behind the windows and the Dock. In Mavericks, it looks like a wave (which I assume is breaking on OS X Mavericks namesake beach in Northern California). It's also where your hard-drive icon (ordinarily) lives, though if you bought a new Mac with Mavericks preinstalled, there won't be any icons at all.



If you don't see your disk icon(s) and you're old-school like me and prefer to always see them on the Desktop, never fear — you'll learn how to enable this behavior in Chapter 5.





Some folks use the terms *Desktop* and *Finder* interchangeably to refer to the total Macintosh environment you see after you log in — the icons, windows, menus, and all that other cool stuff. Just to make things confusing, the background you see on your screen — the picture behind your hard-drive icon and your open windows — is *also* called the Desktop. In this book, I refer to the application you use when the Desktop is showing as the *Finder*. When I say *Desktop*, I'm talking about the picture background behind your windows and the Dock, which you can use as a storage place for icons if you want.

To make things even more confusing, the Desktop is a full-screen representation of the icons in the Desktop folder inside your Home folder. Don't panic — this is all explained in more detail in Chapters 5 and 6.

- ✓ **Dock:** The Dock is the Finder's main navigation shortcut tool. It makes getting to frequently used icons easy, even when you have a screen full of windows. Like the Desktop, the Dock is a great place for the folders, applications, and specific documents you use most. Besides putting your frequently used icons at your fingertips, it's extremely customizable; read more about it in Chapter 4.
- ✓ **Icons:** Icons are the little pictures you see in your windows and even on your Desktop. Icons represent the things you work with on your Mac, such as applications (programs), documents, folders, utilities, and more.
- ✓ Windows: Opening most icons (by double-clicking them) makes a window appear. Windows in the Finder show you the contents of hard-drive and folder icons, and windows in applications usually show you the contents of your documents. In the sections that follow, you can find the full scoop on Mavericks' windows, which may be different from Mac windows in previous OS releases.
- Menus: Menus let you choose to do things, such as create new folders; duplicate files; cut, copy, or paste text; and so on. I introduce menu basics later in this chapter in the "Menu Basics" section; you find details about working with menus for specific tasks throughout this book.

Whereas this chapter offers a basic introduction to the Finder and Desktop, Chapters 5 and 6 explain in detail how to navigate and manage your files in the Finder. You find out how to use the Finder toolbar, navigate folders and subfolders, and switch among views, among other things. But before you start using the Finder, it helps to know the basics of working with windows and menus; if these Mac features are new to you, I suggest that you read this entire chapter and pay special attention to Chapters 5 and 6 later.

Anatomy of a Window

Windows are a ubiquitous part of using a Mac. When you open a folder, you see a window. When you write a letter, the document that you're working on appears in a window. When you browse the Internet, web pages appear in a window . . . and so on.

For the most part, windows are windows from program to program. You'll probably notice that some programs (Adobe Photoshop or Microsoft Word, for example) take liberties with windows by adding features (such as pop-up menus), custom toolbars, or textual information (such as zoom percentage or file size) that may appear around the edges of the document window.

Don't let it bug you; that extra fluff is just window dressing (pun intended). Maintaining the window metaphor, many information windows display different kinds of information in different *panes*, or discrete sections within the window.

When you finish this chapter, which focuses exclusively on OS X Finder windows, you'll know how to use most windows in most applications.

And so, without further ado, the following list gives you a look at the main features of a typical Finder window (as shown in Figure 2-2). I discuss these features in greater detail in later sections of this chapter.

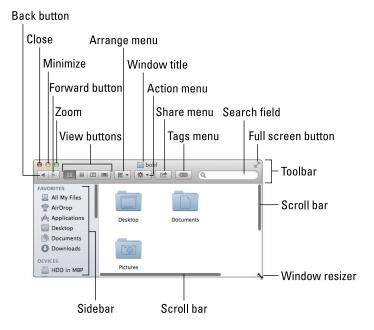


Figure 2-2: A typical Finder window in OS X Mavericks.



If your windows don't look exactly like the one shown in Figure 2-2, don't be concerned. You can make your windows look and feel any way you like. As I explain later in the "Working with Windows" section, moving and resizing windows are easy tasks. Chapter 3 explains how to customize certain window features. Chapter 5 focuses on ways you can change a window's view, specifically when you're using the Finder.

Meanwhile, here's what you see (clockwise from top left):

- ✓ Close, Minimize, and Zoom (gumdrop) buttons: Shut 'em, shrink and place 'em in the Dock, and make 'em grow.
- ✓ **View buttons:** Choose among four exciting views of your window: Icon, List, Column, and Cover Flow. Find out more about views in Chapter 5.
- ✓ **Arrange menu:** Click this little doohickey to arrange this window's icons by Kind, Application, Date Modified, Date Created, Date Last Opened, Date Added, Size, or Label. Or, of course, by None.
- Action menu: This button is really a pop-up menu of commands you can apply to currently selected items in the Finder window or on the Desktop. (These are generally the same commands you'd see in the shortcut menu if you right-clicked or Control-clicked the same items.)
- ✓ Window title: Shows the name of the window.

\(\mathbb{H}\)-click the name of the window to see a pop-up menu with the complete path to this folder (try it). This tip applies to most windows you'll encounter, not just Finder windows. So \(\mathbb{H}\)-click a window's title, and you'll usually see the path to its enclosing folder on your disk.

You can also have the path displayed at the bottom of every Finder window by choosing View Show Path Bar, as shown in the active window (Applications) if you look ahead to Figure 2-4.

- ✓ Share menu: Another button that's actually a menu; click it to share selected files or folders via e-mail, Messages, or AirDrop.
- Tags menu: Yet another button/menu; click it to assign a tag to the selected files or folders.
- Search field: Type a string of characters here, and OS X Mavericks digs into your system to find items that match by filename or document contents (yes, words within documents).
- **✓ Full screen button:** Click it to expand the window to full screen.
- ✓ Toolbar: Buttons for frequently used commands and actions.
- ✓ Scroll bars: Use the scroll bars for moving around a window.
- ✓ Sidebar: Frequently used items live here.







- Window Resizer: This helpful little visual cue appears when you hover over an edge or corner of a window, or over the dividing line between two panes in the same window (the sidebar and main area of Finder windows, for example). If you click a Resizer, you can then drag the edge, corner, or dividing line to resize the window or pane.
- Forward and Back buttons: These buttons take you to the next or previous folder displayed in this particular window.

If you're familiar with web browsers, the Forward and Back buttons in the Finder work the same way. The first time you open a window, neither button is active. But as you navigate from folder to folder, these buttons remember your breadcrumb trail so you can quickly traverse backward or forward, window by window. You can even navigate this way from the keyboard by using the shortcuts \Re +[for Back and \Re +] for Forward.

The Forward and Back buttons remember only the other folders you've visited that appear in *that* open window. If you've set a Finder Preference so that a folder always opens in a new window — or if you forced a folder to open in a new window, which I describe in a bit — the Forward and Back buttons won't work. You have to use the modern, OS X–style window option, which uses a single window, or the buttons are useless.

Kudos to Apple for fixing something I ranted about in earlier editions of this book. In Snow Leopard and earlier releases of OS X, if you hid the toolbar, the Sidebar was also hidden, whether you liked it or not. Conversely, if you wanted to see the toolbar, you'd have to see the Sidebar as well. Mavericks gives you the flexibility to show or hide them independently in its View menu, as you see in Chapter 5.

Top o' the window to ya!

Take a gander at the top of a window — any window. You see three buttons in the top-left corner and the name of the window in the top center. The three buttons (called *gumdrop buttons* by some folks because they look like, well, gumdrops) are officially known as Close, Minimize, and Zoom, and their colors (red, yellow, and green, respectively) pop off the screen. Here's what they do:

- Close (red): Click this button to close the window.
- Minimize (yellow): Click this button to minimize the window. Clicking Minimize appears to close the window, but instead of making it disappear, Minimize adds an icon for the window to the right side of the Dock.



See the section about minimizing windows into application icons in Chapter 4 if a document icon doesn't appear in your Dock when you minimize its window.

To view the window again, click the Dock icon for the window that you minimized. If the window happens to be a QuickTime movie, the movie continues to play, albeit at postage-stamp size, in its icon in the Dock. (I discuss the Dock in detail in Chapter 4.)

✓ **Zoom (green):** Click this button to make the window larger or smaller, depending on its current size. If you're looking at a standard-size window, clicking Zoom *usually* makes it bigger. (I say *usually* because if the window is larger than its contents, clicking this button shrinks the window to the smallest size that can completely enclose the contents without scrolling.) Click the Zoom button again to return the window to its previous size.

A scroll new world

Yet another way to see more of what's in a window or pane is to scroll through it. Scroll bars appear at the bottom and right sides of any window or pane that contains more stuff — icons, text, pixels, or whatever — than you can see in the window. Figure 2-3, for example, shows two instances of the same window: Dragging the scroll bar on the right side of the front window reveals the items above Dashboard and Dictionary and below Game Center and Image Capture (that is, items that are visible in the expanded window in the background). Dragging the scroll bar on the bottom of the window reveals items to the left and right, such as Font Book, Mail, Launchpad, and Notes.

Simply click and drag a scroll bar to move it up or down or side to side.



If your scroll bars don't look exactly like the ones in Figure 2-3 or work as described in the following list, don't worry. These are System Preferences you can configure to your heart's desire, but you'll have to wait until Chapter 3 to find out how.

Here are some ways you can scroll in a window:

- Click a scroll bar and drag. The content of the window scrolls proportionally to how far you drag the scroll bar.
- ✓ Click in the scroll bar area but don't click the scroll bar itself. The window scrolls either one page up (if you click above the scroll bar) or down (if you click below the scroll bar). You can change a setting in your General System Preference pane to cause the window to scroll proportionally to where you click.



Figure 2-3: The same window twice; in the front window, you use the scroll bars to see the hidden icons that are visible in the back window.



For what it's worth, the Page Up and Page Down keys on your keyboard function the same way as clicking the grayish scroll bar area (the vertical scroll bar only) in the Finder and many applications. But these keys don't work in every program; don't become too dependent on them. Also, if you've purchased a mouse, trackball, or other pointing device that has a scroll wheel, you can scroll vertically in the active (front) window with the scroll wheel or press and hold the Shift key to scroll horizontally. Alas, this horizontal scrolling-with-the-Shift-key works in Finder windows, but not in all applications. For example, it works in Apple's TextEdit application, but not in Microsoft Word.

- ✓ **Use the keyboard.** In the Finder, first click an icon in the window and then use the arrow keys to move up, down, left, or right. Using an arrow key selects the next icon in the direction it indicates and automatically scrolls the window, if necessary. In other programs, you might or might not be able to use the keyboard to scroll. The best advice I can give you is to try it either it'll work or it won't.
- ✓ Use a two-finger swipe (on a trackpad). If you have a notebook with a trackpad or use a Magic Trackpad or Magic Mouse, just move the arrow cursor over the window and then swipe the trackpad with two fingers to scroll.

(Hyper) Active windows

To work within a window, the window must be *active*. The active window is always the frontmost window, and inactive windows always appear behind the active window. Only one window can be active at a time. To make a window active, click it anywhere — in the middle, on the title bar, or on a scroll bar. It doesn't matter where; just click anywhere to activate it.

Look at Figure 2-4 for an example of an active window in front of an inactive window (the Applications window and the Utilities window, respectively).

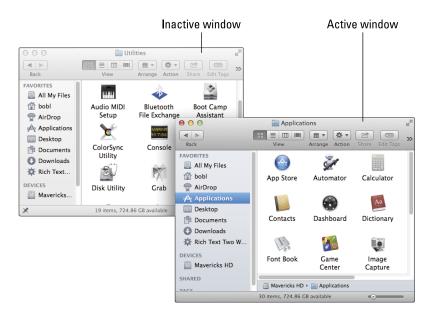


Figure 2-4: An active window in front of an inactive window.

The following is a list of the major visual cues that distinguish active from inactive windows:

✓ The active window's title bar: The Close, Minimize, and Zoom buttons are red, yellow, and green. The inactive windows' buttons are not.

This is a nice visual cue — colored items are active, and gray ones are inactive. Better still, if you move your mouse over an inactive window's gumdrop buttons, they light up in their usual colors so you can close, minimize, or zoom an inactive window without first making it active. Neat!

✓ Other buttons and scroll bars in an active window: They're bright. In an inactive window, these features are grayed out and more subdued.



Bigger and darker drop shadows in an active window: They grab your attention more than those of inactive windows and trick your eye into thinking the active window is further away from the background than the inactive one.

Dialog Dealie-Boppers

Dialogs are special windows that pop up over the active window. You generally see them when you select a menu item that ends in an ellipsis (. . .).

Dialogs can contain a number of standard Macintosh features (I call them *dealie-boppers*), such as radio buttons, pop-up menus, tabs, text-entry fields, and check boxes. You see these features again and again in dialogs. Take a moment to look at each of these dealie-boppers in Figure 2-5.





Figure 2-5: This window offers most dealie-boppers you're ever likely to encounter.

✓ Radio buttons: Radio buttons are so named because, like the buttons on your car radio (if you have a very old car), only one at a time can be active. (When they're active, they appear to be pushed in, just like the old radio buttons.) Radio buttons always appear in a group of two or more; when you select one, all the others are automatically deselected.



Here's a nifty and undocumented shortcut: You can usually select check boxes and radio buttons by clicking their names (instead of the buttons or boxes).

- ✓ Tabs: When a dialog contains more information than can fit in a single window, the info may be divided among panes denoted by tabs. In Figure 2-5, the New Document tab is selected on the left, and the Open and Save tab is selected on the right.
- ✓ Pop-up menus: These menus are appropriately named because that's what they do: They pop up when you click them. In Figure 2-5, the Document Type menu has been clicked and is popped up; the other pop-up menus Opening Files, Saving Files (mostly obscured by the popped-up Document Type menu), Styling, and Encoding are unclicked and unpopped.

You can always recognize a pop-up menu because it appears in a slightly rounded rectangle and has a double-ended arrow symbol (or a pair of triangles, if you like) on the right.

Have you figured out yet what radio buttons, tabs, and pop-up menus have in common? *Hint:* All three enable you to make a single selection from a group of options. (Well, okay, that was more of an answer than a hint.)

- ✓ Text-entry fields: In text-entry fields, you type text (including numbers) from the keyboard. In Figure 2-5, the Width, Height, Author, Organization, and Copyright options are text-entry fields.
- Check boxes: The last dealie-bopper that you see frequently is the check box. In a group of check boxes, you can select as many options as you like. Check boxes are selected when they contain a check mark, and they're deselected when they're empty, as shown in Figure 2-5.



Some applications have *tri-state* check boxes (and no, I'm not talking geography here). These special check boxes are empty when nothing in the group is selected, sport an X when everything in the group is selected, and sport a minus sign (–) when some items in the group are selected and some are not. This type of check box is often used for the Custom Install screen of OS X installers.

Working with Windows

In the following sections, I give you a closer look at windows themselves: how you move them, size them, and use them. And although Mavericks windows are similar to windows you've used in other versions of Mac OS (and even, dare I say it, Windows), you may just discover a new wrinkle or two.



If you're relatively new to the Mac, you may want to read this section while sitting at your computer, trying the techniques as you read them. You may find it easier to remember something you read if you actually do it. If you've been using your Mac for a while, you've probably figured out how windows work by now.

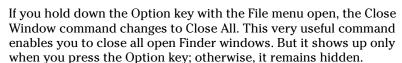
Opening and closing windows

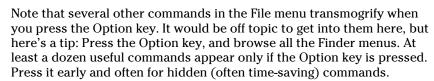
To start peering into windows on your Mac, first you need to know how to open and close them. When you're working in the Finder, you can choose the following commands from the File menu. Note that you'll probably find similar commands on the File menu of programs other than the Finder.



You'll use many of these commands frequently, so it would behoove you to memorize the keyboard shortcuts. If you're not sure how keyboard shortcuts work, check out "Using keyboard shortcut commands," later in this chapter.

- ✓ **New Finder Window (%+N):** Opens a new Finder window. In other programs, **%+N** might open a new document, project, or whatever that program helps you create.
- Open (策+O): Opens the selected item, be it an icon, a window, or a folder.
- ✓ Close Window (ૠ+W): Closes the active window. If no windows are open or if no window is selected, the Close Window command is grayed out and can't be chosen. Or if you prefer, you can close a window by clicking the red Close button in the top-left corner.









Resizing windows and window panes

If you want to see more (or less) of what's in a window, just hover the pointer over any edge or corner and drag. When the cursor turns into a little double-headed arrow, as shown in Figure 2-6, click and drag to resize the window.

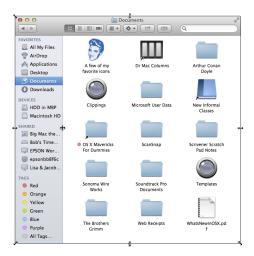


Figure 2-6: Hover over any corner or edge (except the upper-right corner); when the double-headed arrow resizer appears, click and drag to resize the window.



Display windows, like those in the Finder, frequently consist of multiple panes. If you look at Figure 2-6, the line divides the blue Sidebar to the left of it and the actual contents of the window to the right. When your mouse pointer hovers over the resizing area of this bar, the cursor changes to a vertical bar (or it could be horizontal if the panes are one above the other) with little arrows pointing out of both sides, as shown in the margin and Figure 2-6.

When you see this cursor, you can click and drag anywhere in the dividing line that separates the Sidebar from the rest of the window. Doing so resizes the two panes relative to each other; one gets larger and one gets smaller.

Moving windows

To move a window, click anywhere in a window's title bar (or anywhere in the gray part of a display window, except on a button, menu, search field, or scroll bar) and drag the window to wherever you want it. The window moves wherever you move the mouse, stopping dead in its tracks when you release the mouse button.

Shuffling windows

I've already spent plenty of pages giving you the scoop on how to work with windows. But wait; there's more . . . the commands on the Window menu provide tools you can use to manage your windows. (Refer to Figure 2-1.) Here is a brief look at each of the items on the Window menu (and if you're unfamiliar with menus and keyboard shortcuts, I explain how they work later in this chapter):

- ✓ Minimize (無+M): Use this command to minimize the active Finder window to the Dock and unclutter your Desktop. It's the same as clicking the yellow gumdrop button.
- **Zoom:** This command does the same thing as the green gumdrop button. If you've forgotten what the green gumdrop does already, just turn back a few pages to the "Top o' the window to ya!" section and read it again.
- Cycle Through Windows (⊕+`): Each time you choose this command or use the keyboard shortcut for it, a different window becomes active. So if you have three windows call 'em Window 1, Window 2, and Window 3 and you're using Window 1, this command deactivates Window 1 and activates Window 2. If you choose it again, the command deactivates Window 2 and activates Window 3. Choose it one more time, and it deactivates Window 3 and reactivates Window 1.



The next four commands in the Windows menu help you manage Mavericks' new Finder window Tabs. If you're a fan of tabbed browsing (à la Safari), you'll love tabs even more in a Finder window.

The modern Mavericks way of doing things lets you view multiple folders and disks in a single window, with each folder or disk in its own tab, as shown in Figure 2-7.

Tabbed windows are an ingenious way to cram a lot of information into a little space. I've tried a number of third-party utilities that purported to provide tabbed Finder windows, but I've never found one that's reliable and robust enough to continue using. This one, on the other hand, just works.

➤ Show Previous Tab (Ctrl+Shift+Tab): Each time you choose this command or use the keyboard shortcut for it, the previous tab — the one to its left, unless it's the leftmost tab — becomes active. For example, in Figure 2-7, Documents is the active tab. Use this command, and Applications becomes the active tab. Use it a third time, and Downloads becomes active. Because Downloads is the leftmost tab, if you use this command yet again, it wraps around and Documents becomes the active tab again.



Figure 2-7: I can view the contents of my Downloads, Applications, or Documents folders by merely clicking the appropriate tab.

- ✓ Show Next Tab (Ctrl+Tab): Same as above except in reverse. Instead of showing the previous tab (the one to the left), this command shows the next tab (the one to the right). Use this command three times in a row (refer to order in Figure 2-7), and you see the Downloads, then the Applications, and finally the Documents tabs again.
- Move Tab to New Window: Does just what it says: Moves the active tab into a new window of its own.
- Merge All Windows: Combines all open windows and tabs in one window. You can click a tab and drag it left or right to change the order. You can also drag and drop a tab from one Finder window to another. The trick is to drag it right onto the tabs in the target window. If you drop it anywhere else, the tab will be displayed in a new window.
- ✓ Bring All to Front: In OS X Mavericks, windows from different applications interleave. For example, you can have (from front to back) a Finder window, a Microsoft Word window, an Adobe Photoshop window, another Microsoft Word window, and another Finder window. In this example, choosing Bring All to Front while the Finder is the active application enables you to have both of the Finder windows move in front of those belonging to Word and Photoshop.





If you want to bring all the windows belonging to the Finder (or any other program, for that matter) to the front at the same time, you can also click the appropriate Dock icon (the Finder, in this case).

If you hold down the Option key when you click the Window menu, Minimize Window changes to Minimize All, and the Zoom command changes to Zoom All.

✓ **Other items:** The remaining items on the Window menu are the names of all currently open Finder windows (Applications in Figure 2-1). Click a window's name to bring it to the front.

Menu Basics

Mac menus are often referred to as *pull-down menus*. To check out the OS X menus, click the Finder button in the Dock to activate the Finder and then look at the top of your screen. From left to right, you see the Apple menu, the Finder menu, and six other menus. To use an OS X menu, click its name to make the menu appear and then pull (drag) down to select a menu item. Piece of cake!

Ever since Mac OS 8, menus stay down after you click their names until you either select an item or click outside a menu's boundaries.

The ever-changing menu bar



Before you start working with OS X menus, you really, really should know this about menus in general: *They can change unexpectedly.* Why? Well, the menus you see on the menu bar at the top of the screen always reflect the program that's active at the time. When you switch from the Finder to a particular program — or from one program to another — the menus change immediately to match whatever program you switched to.

Figure 2-8 shows the menu bars for the Finder, TextEdit, and Preview applications.

An easy way to tell which program is active is to look at the application menu — it's the leftmost menu with a name, just to the right of the menu. When you're in the Finder, of course, the application menu reads *Finder*. But if you switch to another program (by clicking its icon in the Dock or by clicking any window associated with the program) or launch a new program, that menu changes to the name of the active program.

When you have an application open, the commands on the menu change, too — but just a little bit. What makes this cool is that you have access to some standard application menu items whether you're running Mail or Safari. For example, most (but not all) applications have Cut, Copy, and Paste

commands in their Edit menus, and Open, Save, and Print commands in their File menus. You can find much more about commands for applications in Part III, which explains how applications that come with OS X Mavericks can help you get things you want to do done.

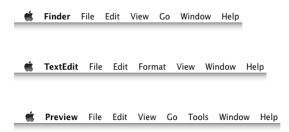


Figure 2-8: Menu bars change to reflect the active application.

Shortcut menus: They're sooo contextual . . .

Shortcut menus (also known as *contextual menus*) list commands that apply only to the item that is currently selected. Shortcut menus might be available in windows, on icons, and in most places on the Desktop.

To use them, you either hold down the Control key and click — which you can call a *Control-click* to sound cool to your Mac friends — or, if your mouse has two or more buttons, *right-click*.

Most Mac laptops (as well as the Magic Trackpad and the Magic Mouse) let you click the trackpad using two fingers to simulate a right-click or Controlclick.



If this doesn't work for you, make sure the Secondary Click check box is enabled in the Two Fingers section of the Trackpad System Preference pane.

Actions appear in shortcut menus only if they make sense for the item that you Control-click or right-click. (That's why people call 'em *shortcuts!* They stick to the immediate context.) Figure 2-9 shows the shortcut menu that appears when you Control-click (or right-click) a document icon on the left and the shortcut menu for the Desktop on the right.

Shortcut menus are also available in most applications. Open your favorite app and try Control-clicking to find out whether those menus are there. In most cases, using a shortcut menu is a quick way to avoid going to the menu bar to choose a command. In some programs — such as iMovie, iTunes, and many more — shortcut menus are the *only* way to access some commands.

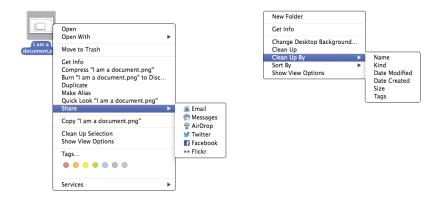


Figure 2-9: Only relevant items appear in a shortcut menu.

To make the Finder-related shortcut menus available to users who didn't have the foresight to purchase this book, Apple added the Actions button to the toolbar. As a result, people who don't know about Control-clicking or right-clicking (or have only one free hand) can access most shortcut menus by clicking the Actions button and displaying its shortcut menu. You, on the other hand, gentle reader, know how to get at these commands without having to run your mouse all the way up to the Action button in the toolbar, plus a handful of commands appear in the Control-click/right-click shortcut menu that don't appear in the Actions button/menu.



I'm a big fan of multibutton mice, and shortcut menus are a huge reason for this preference. Fortunately, Apple now includes multibutton mice with all its desktop computers (except the Mac mini, which doesn't include a mouse, keyboard, or monitor). You may have to enable it. If you have an older Mac with a single-button mouse, you may want to replace that mouse with one that offers you at least two buttons. With a multibutton mouse, you need only one hand to access these beautiful little shortcut menus.



Get in the habit of Control-clicking (or right-clicking or two-finger clicking) items on your screen. Before you know it, using shortcut menus will become second nature to you.

Recognizing disabled options

Menu items that appear in black on a menu are currently available. Menu items that aren't currently available are grayed out, meaning that they're disabled for the time being. You can't select a disabled menu item.

In Figure 2-10, the File menu on the left is pulled down while nothing is selected in the Finder; this is why many of the menu items are disabled (in gray). These items are disabled because an item (such as a window or icon) must be selected for you to use one of these menu items. For example, the Show Original command is grayed out because it works only if the selected item is an alias. On the right side of Figure 2-10, I selected a document before I pulled down the menu; notice that many of the formerly disabled commands are enabled when an icon is selected. (The Show Original command is still grayed out because the selected icon *is not* an alias.)



Figure 2-10: File menu with nothing selected (left) and with a document icon selected (right); the disabled items are grayed out.

Finally, notice that items that end in an ellipsis (...), such as the Burn "I Am a Document.png" to Disc command in Figure 2-10, will open a dialog with additional options.

Navigating submenus

Some menu items have more menus attached to them, and these are called *submenus* — menus that are subordinate to a menu item. If a menu has a black triangle to the right of its name, it has a submenu.

To use a submenu, click a menu name once (to drop the menu down) and then slide your cursor down to any item with a black triangle. When the item is highlighted, move your mouse to the right just slightly. The submenu should pop out of the original menu's item, as shown in Figure 2-11.

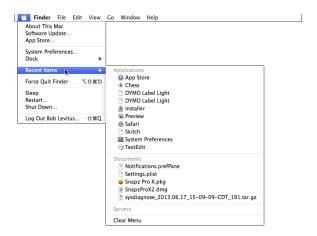


Figure 2-11: The Apple menu's Recent Items selection, with its submenu popped out.

Underneath the Apple menu tree

On the far-left side of the menu bar sits a little , which, if you click it, actually displays a menu. No matter what application is active, the menu is always available in the top-left corner of your menu bar.



The menu bar is always available, even with apps that hide it in full-screen mode. To make it reappear, move your cursor to the top of the screen, wait a second or two, and watch the menu bar magically reappear.

From top to bottom, the \bullet menu gives you a number of options, including the following:

About This Mac: Choose this item to see what version of OS X you're running, what kind of Mac and processor you're using, how much memory your Mac has, and the name of your Startup Disk. The window that appears also sports a Get Info button that will launch the Apple System Information utility; there, you can find out more than you'll probably ever want or need to know about your Mac's hardware and software.



If you click the version number in this window, it changes to the *build number* (Apple's internal tracking number for versions). If you click the build number in this window, it changes to the serial number of your Mac. Finally, if you click the serial number of your Mac in this window, it changes to the version number again. This interesting effect is shown in Figure 2-12.







Figure 2-12: Click the Version, Build, or Serial number to cycle through these three informative items in this window.

- ✓ **Software Update:** If you're connected to the Internet, choose this item to have your Mac check with the mothership (Apple) to see whether any updates are available for OS X, its included applications, other Apple-branded applications such as iPhoto, Final Cut Pro, Pages, or even Apple-branded peripheral devices, such as the iPod or iPhone.
- ✓ **App Store:** Choose this item to launch the Mac App Store.
- ✓ **System Preferences:** Choose this item to open the System Preferences window (which I discuss further in Chapter 3 and elsewhere).
- ✓ Dock (submenu): This lets you mess with options for the Dock. Scour Chapter 4 for more info on the Dock.
- ✓ Recent Items: This lets you quickly access applications, documents, and servers you've used recently, as shown earlier in Figure 2-11.
- ✓ Force Quit: Use this option only in emergencies. What's an emergency? Use it when an application becomes recalcitrant or otherwise misbehaves or refuses to quit when you say Quit.



Memorize the keyboard shortcut for Force Quit (<code>#+Option+Power</code> Button). Sometimes a program gets so badly hosed that you can't click anywhere and other keyboard shortcuts won't do anything at all. It doesn't happen often, nor does it happen to everyone. If it should happen to you, calmly press the magic key combo you memorized (<code>#+Option+power</code> button), and the Force Quit Applications dialog (usually) appears. Click the name of the program that's acting up and then click the Force Quit button or press the Return or Enter key to make the balky application stop balking.



The reason Force Quit should be used only in an emergency is that if you use it on an application that's working fine and have any unsaved documents, your work since the last time you saved the file will be blown away.

Or not. The Auto Save and Versions features, which first appeared in Lion, are still the default for Apple's own applications. You'll hear more about these features in Chapter 6; if the app you're using supports Auto Save features, you shouldn't lose any (or at least not much) of your work regardless of when you last saved.

- Shut Down options: These four commands do exactly what their names imply:
 - *Sleep:* Puts your Mac into an energy-efficient state of suspended animation. See the section about Energy Saver in Chapter 17 for details on the Energy Saver System Preference pane and sleeping.
 - Restart: Quits all open programs and restarts your Mac. It's quite
 polite about this task, asking if you want to save any unsaved
 changes in open documents before complying.
 - Shut Down: Turns off your Mac. Refer to Chapter 1 for details.
 - Log Out: Quits all open programs and logs you out. Again, your Mac will be ever so polite, asking if you want to save unsaved changes in open documents before complying. When it's done, the login screen appears.

Using keyboard shortcut commands

Most menu items, or at least the most common ones, have *keyboard shortcuts* to help you quickly navigate your Mac without having to haggle so much with the mouse. Using these key combinations activates menu items without using the mouse; to use them, you press the Command (\Re) key and then press another key (or keys) without releasing the \Re key. Memorize the shortcuts that you use often.



You'll learn how to change keyboard shortcuts and even how to create ones of your own, but not until the next chapter (Chapter 3).



Some people refer to the Command key as the *Apple key*. That's because on many keyboards that key has both the pretzel-like Command-key symbol (策) and an Apple logo (�) on it. To avoid confusion, I always refer to 策 as the Command key.

Here are five things that will give you a handle on keyboard shortcuts:

- ✓ **Keyboard shortcuts are shown in menus.** For example, Figure 2-10 shows that the keyboard shortcut for the Print command appears on the menu after the words Print: \Re +P. Any menu item with one of these pretzel-symbol+letter combinations after its name can be executed with that keyboard shortcut. Just hold down the \Re key and press the letter shown in the menu N for New Finder Window, F for Find, and so on and the appropriate command executes.
- Capital letters don't mean that you have to press Shift as part of the shortcut. Although the letters next to the ℜ symbol in the Finder menus are indeed capitals, they just identify the letter on the keyboard. For example, if you see ℜ+P, just hold down the ℜ key and then press P. Some programs have keyboard combinations that require the use of ℜ and the Shift key, but those programs tell you so by calling the key combination something like ↑+ℜ+S or ↑+ℜ+O. (Look at the Empty Trash shortcut in Figure 2-13 to see one of these up-facing arrows in its natural environment.)
- ✓ Recognize the funky-looking Option-key symbol. You'll see one other symbol sometimes used in keyboard shortcuts: It represents the Option key (sometimes abbreviated in keyboard shortcuts as *Opt* and, on some keyboards, also labeled *Alt*). Check it out next to the Hide Others command, shown in Figure 2-13.

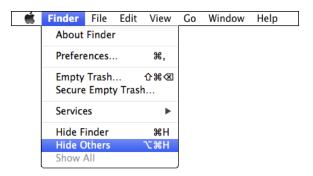
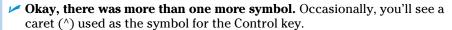


Figure 2-13: Some keyboard shortcuts, such as Hide Others, use the Option (∇) key in combination with the Command (\Re) key.

What this freakish symbol means in the Finder menu item (Hide Others in Figure 2-13) is that if you hold down both the Option and the # keys as you press the H key, all applications other than the Finder will be hidden.





✓ **If it makes sense, it's probably a shortcut.** Most keyboard shortcuts have a mnemonic relationship with their names. For example, the following table shows some of the basic keyboard shortcuts.

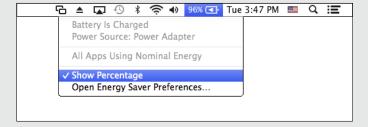
Mnemonic Keyboard Shortcut
% +N
Shift+⊛+N
% +0
% +I
% +A
% +C
% +D

More menus 4 U

If you like the menus you've seen so far, have I got a treat for you: OS X Mavericks includes 23 additional special-purpose menus, known as *Menu Extras*, that you can install if you like. Some — including Sound, Displays, Battery, and others — can be enabled from the appropriate System Preference pane. But the

easiest way is to open the Menu Extras folder (System/Library/CoreServices/Menu Extras) and double-click each Menu Extra you want to install.

The following figure shows a handful of the Menu Extras installed in the menu bar.



If you install a Menu Extra and later decide that you don't need or want it in your menu bar, hold

down the **#** key and drag it off the menu bar; it disappears with a satisfying poof.

























Have It Your Way

In This Chapter

- Making it just the way you like it with System Preferences
- ▶ Beautifying your Mavericks with a Desktop background and screen saver
- ▶ Working with those wonderful Dashboard widgets
- ► Customizing hardware and keyboard shortcuts
- Setting up for superb sound

veryone works a bit differently, and everyone likes to use the Mac in a particular way. In this chapter, you find out how to tweak various options so everything is just the way you like it. The first things most people like to do are set their background and screen saver and populate the Dashboard with handy widgets. You can begin with that stuff, but keep in mind that you can do much more.

You can change the colors in windows, the standard font, and more if you like. Your Mac lets you choose how onscreen elements behave and how your hardware — such as the keyboard, mouse, and any wireless Bluetooth gadgets — interacts with your Mac.

Introducing System Preferences

You should start by becoming familiar with System Preferences, which appears on the Apple (*) menu and in the Dock.

The following steps explain how to move around the System Preferences window, no matter what you're trying to tweak:

1. Open the System Preferences window, shown in Figure 3-1.



(?)



Figure 3-1: The System Preferences window is where you change many of Mavericks' options.

You can do so in at least four ways: Choose **Ć**System Preferences, double-click the System Preferences icon in your Applications folder, click the System Preferences icon in Launchpad, or click the System Preferences icon on your Dock.

2. Click any of the icons in the System Preferences window.

The bottom part of the window changes to reflect the options for whichever icon you click. When this happens, I call the bottom part of the window a *pane*. So, for example, when you click the General icon in the System Preferences window, the bottom part of the window becomes the General Preference pane.

When you finish working with System Preferences panes, you should (of course) quit by choosing System Preferences (shortcut: $\Re+Q$).

3. To work with a different Preference pane, click the Show All button in the toolbar, choose View⇒Show All Preferences, or press ૠ+L to return to the window with icons for all available System Preferences panes.

Alternatively, you can choose a different Preference pane right from the View menu or the Dock icon menu, both shown in Figure 3-2.



If you press the System Preferences icon in the Dock (don't click; just press and keep pressing for a couple of seconds), a menu pops up listing all available Preference panes. The cool part is that this works even if the System Preferences window isn't open. When you know which pane you need, this shortcut is often the fastest way to get to it.

Last but not least, notice that you can navigate to the next or previous pane you've viewed with the Back and Forward buttons below the red and yellow gumdrops (shortcuts $\Re+[$ and $\Re+]$, respectively). Back and Forward commands also appear on the View menu.



One last general tip before you work with an actual Preference pane: You can get rid of the categories altogether and display the icons in alphabetical order. As a bonus, it makes the System Preferences window roughly 25 percent smaller onscreen. To switch to alphabetical view, choose View Organize Alphabetically. The categories disappear, the window shrinks, and the icons are alphabetized, as shown in Figure 3-2. To switch from alphabetical view back to category view, choose View Organize by Categories.



Mavericks lets you hide little-used System Preferences pane icons. To manage icons, choose View Customize, and a little check box appears next to each icon. Uncheck the box if you want to hide the icon; recheck the box to make the icon reappear.

Click Done when you're finished checking and unchecking.



Figure 3-2: The View menu (left), the System Preferences window organized alphabetically (center), and the Dock icon menu (right).



System Preferences is actually an application; you can find it in the Applications folder. The menu item and Dock icon are merely shortcuts that open the System Preferences application. The actual files for preference panes are stored in the Preference Panes folder, inside the Library folder in the System folder. If you choose to install third-party preference panes, they should go either in the Preference Panes folder in the Library folder at the top level of your startup disk (if you want them to be available to all users) or in the Preference Panes folder in the (hidden) Library inside your Home folder (if you want to keep them to yourself). Don't sweat this technical stuff too much; most third-party preference panes come with an installer that puts them in the proper folder for you. (You discover the thrills and chills of that hidden Home/Library folder in Chapter 6.)

Putting a Picture on the Desktop

Figure 3-3 shows my Desktop with a portrait of my dog Zeke painted by artist Jeanne Illenye. (Refer to the default Desktop background in Figure 3-2.)

Here's how you can change your Desktop picture if you care to:



1. From the Desktop, choose **€** System Preferences.

Or Control-click the Desktop and choose Change Desktop Background from the contextual menu, and skip to Step 3.

The System Preferences window appears.



Figure 3-3: My beautified Desktop.



2. Click the Desktop & Screen Saver icon.

When the Desktop & Screen Saver pane appears, click the Desktop tab if it's not selected already, as it is in Figure 3-4.

3. Click a folder in the column on the left and then click a picture in the area on the right.

In Figure 3-4, I clicked a picture called Elephant, one of the items in the Desktop Pictures folder.



You have at least three other ways to change your Desktop picture:

- ✓ Drag a picture file from the Finder onto the *image well* (the little rectangular picture to the left of the picture's name).
- Choose the Pictures Folder in the list of folders on the left side of the Desktop & Screen Saver Preference pane and then choose a folder by using the standard Open File dialog. That folder then appears in the list; you can use any picture files it contains for your Desktop picture.
- Click one of the iPhoto or Aperture items in the column on the left side of the Desktop & Screen Saver Preference pane.

Although I love having a beautiful Desktop picture, I use a plain white Desktop (click Solid Colors in the list, and then click the white color swatch) for most of the figures in this book so you can see fine details.



Figure 3-4: Choosing an elephant as my Desktop picture.

Setting Up a Screen Saver

OS X comes with several screen-saver modules, and many more are available for free (search for *OS X Screen Saver*). To set up your screen saver, follow these steps:

1. Open System Preferences, click the Desktop & Screen Saver icon, and then click the Screen Saver tab to see the options shown in Figure 3-5.

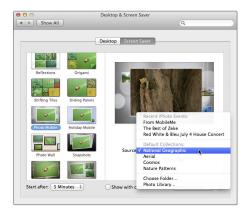


Figure 3-5: The Screen Saver tab.

2. In the Screen Savers column on the left side of the pane, choose a screen saver that interests you.





If you can't decide, scroll to the bottom of the screen savers list and choose Random to have your Mac choose a different screen saver at random each time the screen saver kicks in.

3. (Optional) To see what the chosen module looks like in action, click the large Preview image on the right.

A little Preview button appears on the image when you hover your cursor over it to remind you how to see a preview. Nice touch!

Press any key or click anywhere to end the test.

- 4. After you've chosen a screen saver, select the number of minutes you want the Mac to wait before activating the screen saver from the Start After pop-up menu.
- 5. Choose the Show with Clock check box to display a digital clock along with the screen saver.
- 6. (Optional) Click the Hot Corners button to choose which corner of your screen activates the screen saver and which disables it.

If you enable this option, when you move your cursor to the chosen corner of the screen, you activate or disable the screen saver until you move the cursor elsewhere. Note that hot corners are optional and are turned off by default.

7. When you're done, close the Desktop & Screen Saver pane.



You can require a password to wake your Mac from sleep or a screen saver. To do so, follow these steps:

- Open System Preferences, click the Security and Privacy icon, and then click the General tab at the top of the System Preferences window.
- 2. Choose the Require Password after Sleep or Screen Saver Begins check box.
- 3. Choose a length of time from the pop-up menu between the words *Password* and *After*, which contains options such as Immediately, 15 minutes, and 4 hours.

From now on, you must supply the user account password to wake up your computer. (I discuss user accounts and passwords in Chapter 16 and the Appendix. Download the Appendix from www.dummies.com/downloads/osxmavericks.)

Putting Widgets on the Dashboard



Dashboard offers a way-cool set of *widgets*, Apple's name for the miniapplications that live inside the Dashboard layer. You see, Dashboard takes over your screen when you invoke it (as shown in Figure 3-6) by clicking Dashboard's Dock icon or pressing its keyboard shortcut: F4 on newer Mac keyboards or F12 (or fn+F12) on almost any Mac keyboard. In Figure 3-6, Dashboard is shown with just a few of its default widgets: Calculator, Weather, World Clock, and Calendar.

Widgets are small, single-function applications that work only within Dashboard. Some widgets, such as Contacts and Calendar, talk to applications on your hard drive. Other widgets — such as Flight Tracker, Stocks, Movies, and Weather — gather information for you via the Internet.



Figure 3-6: Dashboard lives in its own gray overlay layer.



The following tips can help you work with widgets:

- ✓ Each time you invoke Dashboard, widgets that were open the last time you used it will be on your screen.
- ✓ **To close an open widget**, click the minus sign in a circle in the lower-left corner of the screen and then click the encircled X in the top-left corner of the widget you want to close. Alternatively, you can press the Option key and hover over a widget to reveal its encircled X; click the X to close the widget.
- **To configure most widgets**, move your cursor over the bottom-right corner of a widget and click the little *i* that appears (as it does with the Weather widget in Figure 3-6). The widget then flips around so you can see its backside, where the configuration options reside. For example, the Weather widget gives you choices that include your City, State, or Zip Code, Fahrenheit or Celsius, and whether to include lows in the sixday forecast (as shown in Figure 3-6), and the Clock widget allows you to choose your region and city. When you finish configuring a widget, click the Done button, which is usually (but not always) in the bottom-right corner; doing so flips the widget around again.

- Not all widgets can be configured. For example, the Calendar and Calculator widgets have no options to configure. If a little *i* doesn't appear when you hover over the bottom-right corner of a widget with your cursor (or hover while pressing the Option key), that widget has no options to configure.
- ✓ **To access widgets other than the four on your screen by default,** click the Open button (the large encircled plus sign shown earlier in the bottom-left corner of Figure 3-6) to open the Widget Selection Screen, which displays your currently available widgets, as shown in Figure 3-7.
 - Widget Selection Screen may sound like a mouthful, but its former moniker, The Widget Bar, made it sound like some trendy watering hole downtown.
- ✓ To add a widget from the Widget Selection Screen to your Dashboard, click the widget on the Widget Selection Screen.
- ✓ **To manage your widgets on the Widget Selection Screen,** click the Manage Widgets button (the large encircled minus sign visible in the bottom-left corner of Figure 3-7), and all your widgets will begin to wiggle on the screen. If you have an iPhone, iPad, or iPod touch, you'll recognize this wiggling as the "rearrange the icons dance."



Figure 3-7: The Widget Selection Screen with the default selection of widgets.

- ✓ To close the Widget Selection Screen, click anywhere on the gray background or click the Open button again.
- ✓ To move a widget around on your screen, click almost anywhere on the widget and then drag it to the appropriate location.
 - At the bottom of the Widget Selection Screen is a button titled More Widgets. Clicking it launches your web browser and shows you additional widgets you can download from the Apple website.
- ✓ To uninstall a third-party widget that you no longer want, merely open the Widget Selection Screen and click the red minus sign next to its name. Your Mac politely asks whether you want to move this widget to the trash. You do.

Finally, to close your Dashboard, press the same key you pressed to open Dashboard (F4 on newer Mac keyboards, or F12 or fn+F12 on almost any Mac keyboard), press the Esc key, or click the encircled arrow at the bottom-right corner of the screen.



If you're using a trackpad, the three-fingered swipe is your friend. Try this: Swipe right to left with three fingers, and your Dashboard will magically appear. Now swipe left to right with three fingers to make it go bye-bye. Or use the keyboard shortcuts Control+left-arrow and Control+right-arrow. Bear in mind that both keyboard and trackpad shortcuts require you to enable the option to treat Dashboard as a Space.

Think of your Dashboard widgets as being handy-yet-potent mini-programs available at any time with a keystroke or click. Widgets are just so danged cool that I want to give you a quick look at a couple I consider particularly useful. Read on for details.

Translation



The Translation widget could be a lifesaver. You've been able to do this trick on the web for a while, but you can also do it right on your Dashboard. This widget translates words from one language to another. It offers more than a dozen language choices — including French, German, Spanish, Russian, Dutch, Chinese, and more — and can translate in either direction. I love the Translation widget, shown in Figure 3-8, so much that sometimes it hurts.



It's fun at parties, too. Try this: Type a paragraph or two of your purplest prose into Translation. Now translate back and forth to any language a few times. Howl when prose written as "It was a dark and stormy night when our heroine met her untimely demise" turns into something like "It was one night dark and stormy where our heroin met an ugly transfer." It doesn't get much better than this, folks. Alternatively, you could use iTranslate or Google Translate, both free translation apps, on your iPhone or iPad.

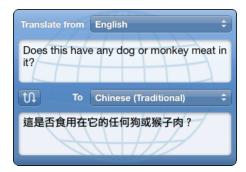


Figure 3-8: The Translation widget is incredibly useful when you travel abroad.

Flight Tracker



Flight Tracker, shown in Figure 3-9, can find flights on most airlines and report the flight's status in real time — a terrific timesaver when you have to meet a flight.



Figure 3-9: Finding a flight (top) and viewing its status (bottom).

When you have to meet someone's flight, this widget can be a lifesaver. Just open Dashboard every few minutes, and you know exactly what the flight's status is at that moment.



This is a really good tip for harried air travelers: You can open more than one instance of a widget. So if you're trying to track *more than one flight*, or you want to know the weather or time in *more than one city*, just click the appropriate widget on the Widget Selection Screen, and another instance of it appears.

Giving Buttons, Menus, and Windows a Makeover



Computers don't care about appearances, but if you want your Mac to look a bit more festive (or, for that matter, businesslike), you have options in the General pane (see Figure 3-10) at your disposal. To open this pane, choose ♣\$System Preferences, and then click the General icon.



Figure 3-10: The General pane.

First up are the general appearance options:

Appearance pop-up menu: Use this menu to choose different appearances and change the overall look of buttons, such as the three gumdrop buttons in the top-left corner of most windows.

Apple, however, in its infinite wisdom, provides only two choices: Blue and Graphite.



✓ Highlight Color pop-up menu: From here, you can choose the color that text is surrounded by when you choose it in a document or select an icon. This time, Apple isn't so restrictive: You have eight highlight colors you can choose, plus Other, which brings up a color picker from which you can choose almost any color.

I'm partial to Gold, which makes selections look like they've been run over by a yellow highlighter.

Sidebar Icon Size pop-up menu: Choose Small, Medium, or Large for icons in your Finder Sidebar.

The next area in the General pane enables you to set the behavior of scroll bars and title bars:

- ✓ The Show Scroll Bars radio buttons let you choose when you want to see scroll bars on windows. Your choices are Automatically Based on Mouse or Trackpad, When Scrolling, or Always.
- ✓ The Click in the Scroll Bar To radio buttons give you the option of moving your view of a window up or down by a page (the default) or to the position in the document roughly proportionate to where you clicked in the scroll bar.



An easy way to try these options is to open a Finder window and place it side by side with the General pane, as shown in Figure 3-11, reducing the size of the window if necessary to make scroll bars appear. Select an option, observe the behavior of the scroll bars, and then select a different option and observe again.

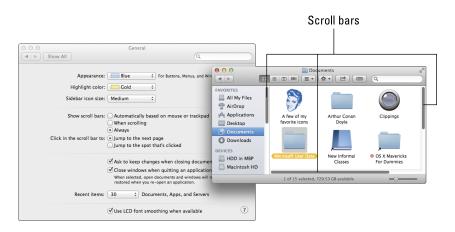


Figure 3-11: Here's how I try different scroll-bar settings.





Choose the Jump to the Spot That's Clicked radio button if you often work with long (multipage) documents. It's quite handy for navigating long documents. And don't forget — the Page Down key does the same thing as choosing the Jump to the Next Page choice, so you lose nothing by choosing Jump to the Spot That's Clicked.

It would be even nicer if all third-party apps supported this feature, but some — including Microsoft Office 2011 — don't behave properly no matter what you choose for this setting.

The first two items in the next section are a pair of check boxes:

- Ask to Keep Changes when Closing Documents: Like Lion and Mountain Lion before it, Mavericks can save versions of your documents automatically and without any action on your part. So when you quit an application or close a document, your changes are saved automatically. If you want to be able to close documents without having to manually save your changes, enable this option.
- ✓ Close Windows when Quitting an Application: Your Mac's default behavior is to reopen documents and windows that were open when you quit that app. When you launch the app again, all the windows and documents magically reappear right where you left them. So enable this option to have your apps open to a clean slate, without reopening documents or windows from the previous session.



These last two items may not work as expected with older third-party applications. As a rule of thumb, the longer it's been since a program's last update, the more likely it is that the app will ignore these two settings.



The last item in this section of the General pane is Recent Items. It controls the number of recent items that are remembered and displayed in your ♣⇒Recent Items submenu. The default is ten, but I like having access to more than ten applications and documents in my Recent Items submenu, so I crank mine up to 30, as shown in Figure 3-11.

The final area offers a single option for how fonts look: The Use LCD Font Smoothing when Available check box, which makes text look better on most flat-screen displays. Unless your monitor is a very old tube-type (CRT) display or you're a photographer or artist who insists on a CRT for its color accuracy, you probably want to select this check box.

Adjusting the Keyboard, Mouse, Trackpad, and Other Hardware

No one uses the keyboard and mouse in the same way. Some folks don't use a mouse at all. (You might not even use the keyboard much if you use voice-recognition software or other devices, as I explain in Chapter 16.) If you're using OS X on a notebook, you have a *trackpad*, that little surface where you move your finger around to control the cursor. Or perhaps you have a Bluetooth-enabled keyboard and mouse so you can hook them up wirelessly. Regardless of what you have, you should give some thought to customizing the way it works so it feels "just right" for you.

The Keyboard, Mouse, and Trackpad System Preference panes offer several tabs to do just that: enable you to modify the behavior of your keyboard, mouse, and trackpad in a myriad of ways. So the first thing to do is open the Keyboard Preference pane by choosing �� System Preferences and clicking the Keyboard icon.

Keyboard



The Keyboard System Preference pane has four tabs: Keyboard, Text, Shortcuts, and Input Sources.

Keyboard tab

On the Keyboard tab, you can adjust your settings in the following ways:

- ✓ Drag the Key Repeat Rate slider to set how fast a key repeats when you hold it down. This feature comes into play when (for example) you hold down the hyphen (-) key to make a line or the asterisk (*) key to make a divider.
- Drag the Delay until Repeat slider to set how long you have to hold down a key before it starts repeating.

If you have a notebook Mac (such as a MacBook, MacBook Pro, or MacBook Air), you also see one or more of these additional features:

✓ **Use all F1, F2 Keys as Standard Function Keys:** If this check box is selected, the F keys at the top of your keyboard control the active software application.

To use the special hardware features printed on each F key (display brightness, screen mirroring, sound volume, mute, and so on), you have to press the Fn (Function) key before pressing the F key. If the check box is left deselected, you have to press the Fn key if you want to use the F keys with a software application. Got it? Good.

Finally, these keys may not work if you use a third-party keyboard (one not manufactured by Apple).

- Adjust Keyboard Brightness in Low Light: This check box turns your laptop's ambient keyboard lighting on and off.
- ✓ Turn Off When Computer Is Not Used For: This slide control lets you determine how long the ambient keyboard lighting remains on when your computer isn't in use.

Of course, if your notebook computer doesn't *have* ambient keyboard lighting, as many don't, you don't see the last two items.

Ambient keyboard lighting is a cool feature, but remember that it reduces battery life. My recommendation is to use it only when you really need it.

✓ Show Keyboard & Character Viewers in the Menu Bar: This check box adds a new menu for opening either of these useful windows, as shown in Figure 3-12.

Click any character (smiley faces in Figure 3-12) to insert it in your document; click the little icons at the bottom of the window to view additional screens full of characters.

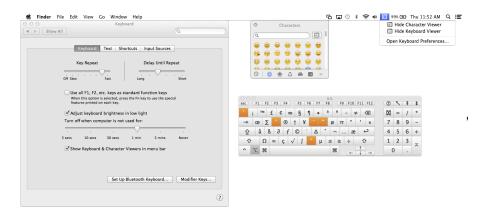


Figure 3-12: (Clockwise) Keyboard tab, Character Viewer window (Characters), Keyboard and Character Viewer menu, and Keyboard Viewer window (U.S.) in all their glory.





If you've used the Character Viewer in earlier versions of OS X, you've noticed that it looks completely different in Mavericks. While it still offers the same old characters you know and love, the presentation has changed. Never fear. If you prefer the old look and feel, scroll to the top of the window and click the little Character Viewer icon to the right of the search field (shown in the margin). This transforms the Character Viewer back to its pre-Mavericks look, as shown in Figure 3-13.

To return the window to its new Mavericky glory, just click the little icon again.



Click the Action menu (the little gear near the upper-left corner) and choose Customize List to enable additional character categories, including Braille Patterns, Dingbats, Geometrical Shapes, Musical Symbols, and many more.

- Set Up Bluetooth Keyboard button: Launches the Bluetooth assistant and walks you through pairing and setup as described in Chapter 16.
- ✓ **Modifier Keys button:** Lets you change the action performed by the Caps Lock, Control, Option, and Command keys. It's particularly useful if you use a non-Apple keyboard, although it works just fine on Apple keyboards, too.

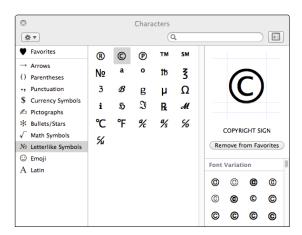


Figure 3-13: The little icon on the right of the search field toggles the look of the Character Viewer window between the old look shown here and the new look (shown in Figure 3-12).



I'm always engaging the Caps Lock key accidentally with my overactive left pinky, so I set *my* Caps Lock key to perform No Action. Now I never type half a sentence in ALL CAPS BECAUSE I ACCIDENTALLY PRESSED THE CAPS LOCK KEY.



The Text and Input Sources tabs aren't new in Mavericks, but they're new to the Keyboard System Preference pane. In Mountain Lion, these two tabs appeared in the Language & Text System Preference pane, which made little sense. That pane has now been renamed Language & Region in Mavericks, and those two keyboard-related tabs have been relocated to the Keyboard System Preference pane.

Text tab

This is one of my favorite features in all of Macdom 'cause it saves me countless keystrokes every day. Not because it's the tab with the Correct Spelling Automatically check box. Enable it (if it's not already enabled) and be done. Spelling correction is good, but the reason I love the Text tab so much is because it lets me create shortcuts to replace short phrases with longer ones.

When I type: My Mac replaces it with:

btw by the way . . .
vty Very truly yours,

blc boblevitus@boblevitus.com

It's a very handy trick indeed. Plus, a preview pops up just below your typing so you can accept the replacement by pressing the Spacebar or reject it by clicking the little x or pressing Esc.

To create your own shortcuts, click the little plus sign near the bottom-left corner of the window. Type the short phrase in the Replace field, click in the With field or press Tab, and then type the replacement phrase. You can see what happens when I type *blc* in the TextEdit window in the foreground of Figure 3-14.



Although it's not obvious, you can create multiline substitutions. Just hold down Option and press Enter or Return to start a new line of text.

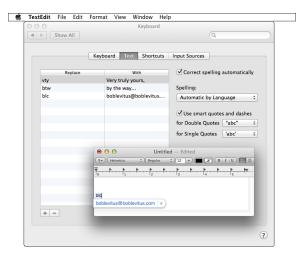


Figure 3-14: The Text tab of the Keyboard System Preference pane (background) and what I see when I type *blc* in a TextEdit document (foreground).

Shortcuts tab

If you really hate to use your mouse or if your mouse is broken, keyboard shortcuts can be really handy. I tend to use them more on my laptop because I really don't like using the built-in-touch-mouse thing (technically, it's a *track-pad*, and I talk more about it in the next section).

I introduce some commonly used keyboard shortcuts in Chapter 2. You probably don't want to mess with those, but you can assign other commands you use often to just about any key combination you like. By creating your own keyboard shortcuts, you can have whatever commands you need literally at your fingertips.

Not only can you add, delete, or change keyboard shortcuts for many operatingsystem functions (such as taking a picture of the screen or using the keyboard to choose menu and Dock items), but you can also add, delete, or change keyboard shortcuts for your applications. To begin, choose the Keyboard Shortcuts tab in the Keyboard System Preference pane. Now you can do any or all of the following:

- ✓ **To change a shortcut,** first click the appropriate application, preference, or feature in the left column. Next, double-click the shortcut you want to change on the right side of the right column (for example, F3 or ૠ+G). The old shortcut becomes highlighted; when it does, press the new shortcut keys you want to use.
- ✓ **To add a new shortcut**, click the + button. Choose the appropriate application from the Application pop-up menu, type the exact name of the menu command you want to add in the Menu Title field, and then type the shortcut you want to assign to that command in the Keyboard Shortcut field. If the shortcut you press is in use by another application or preference, a yellow triangular caution symbol appears next to it. It really is that simple.
- **✓ To delete a shortcut,** choose it and then click the button.

The Keyboard Shortcuts tab also offers options for changing the tab order. The Full Keyboard Access radio buttons control what happens when you press the Tab key in a window or dialog:

- ✓ If you choose the Text Boxes and Lists Only radio button, the Tab key moves the cursor from one text box to the next or from one list item to the next item (usually alphabetically).
- If you choose the All Controls radio button, you can avoid using the mouse for the most part, if that's your preference.

When All Controls is selected, the Tab key moves the focus from one item to the next in a window or dialog. So (for example) every time you press the Tab key in an Open File dialog, the focus moves — say, from the Sidebar to the file list to the Cancel button to the icon view button, and so on. Each item is highlighted to show it's selected, and you can activate the highlighted item from the keyboard by pressing the spacebar.



You can toggle this setting by pressing Control+F7. And if you don't care for Control+F7 as its shortcut, you can change it by clicking Keyboard in the left column, double-clicking the Change the Way Tab Moves Focus item in the right column, and then pressing the new shortcut.

Input Sources tab

The Input Sources tab is where you can choose to display one or more foreign language keyboards in the Input menu.



The Input menu and the Keyboard and Character Viewer menu are one and the same. If you select one or more foreign keyboards, the icon in your menu bar changes from the rather tame icon shown in Figure 3-13 to the flag of the selected keyboard, as shown in the margin (it's the Lithuanian flag, by the way).

Mouse

The Mouse System Preference pane is where you set your mouse tracking speed, scrolling speed, and double-click delays.



If you use a notebook Mac, you may see a Mouse icon in the System Preferences application, but unless you have a mouse connected via USB or Bluetooth, it will just sit there searching for a mouse.

Don't be sad. If you use a notebook or an Apple Magic Trackpad, you have something that most iMac, Mac mini, and Mac Pro users don't have — namely, the System Preference pane named Trackpad, which I tell you about in the upcoming section "Trackpad (notebooks and desktops with a Magic Trackpad)."

The first item in this pane is a check box: Scroll Direction: Natural. If scrolling or navigating in windows feels backward to you, try unchecking this box.

Moving right along, here are the features you'll find in the Mouse System Preference pane (if you have a mouse connected):

- Move the Tracking Speed slider to change the relationship between hand movement of the mouse and cursor movement onscreen. This slider works just like the slider for trackpads, as I explain in the upcoming section on trackpads.
- ✓ The Double-Click Speed setting determines how close together two clicks must be for the Mac to interpret them as a double-click and not as two separate clicks. Move the slider arrow to the leftmost setting, Very Slow, for the slowest. The rightmost position, Fast, is the fastest setting. I prefer the setting one tick shy of Fast.
- ✓ If your mouse has a scroll ball or scroll wheel, you also see a Scrolling Speed slider, which lets you adjust how fast the contents of a window scroll when you use the scroll wheel or ball.
- ✓ If your mouse has more than one button, you see a pair of Primary Mouse Button radio buttons. These let you choose which button left or right you use to make your primary (regular) click. Conversely, the other mouse button (the one you didn't choose) becomes your secondary (Control or right) click.



This is a setting many lefties like to change. Set the primary button as the right button, and you can click with the index finger of your left hand.

Being right-handed, I've done the opposite in Figure 3-15 and set the left button as the primary and the right button as the secondary (Control or right) click.

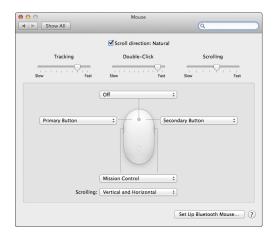


Figure 3-15: The Mouse System Preference pane set up for a right-hander.



Notice that I have the center button — the scroll ball, on this particular mouse — set to the Off position and the side (squeeze) button on this Apple mouse set to Mission Control. Why? Because I find that I click the scroll ball button accidentally far too often when I'm trying to scroll. And I like having an instant shortcut to Mission Control, which you explore in great detail in Chapter 7.

Changes in the Mouse System Preference pane take place immediately, so you should definitely play around a little and see what settings feel best for you.

Bluetooth



Bluetooth is a technology that lets you make wireless connections between your Mac and devices such as Bluetooth mice and phones. You can see a Bluetooth tab in the Mouse System Preference pane if you're using a Bluetooth mouse. Most Macs manufactured in the past few years have Bluetooth built in; some older models don't.



You configure Bluetooth devices you want to use with your Mac elsewhere in the Bluetooth System Preference pane (as I describe in Chapter 16 and Chapter 17).

If your Mac has Bluetooth built in, the Bluetooth tab shows you the battery level of your Bluetooth mouse or keyboard. It also offers a check box to add a Bluetooth status menu to your menu bar and a check box to let Bluetooth devices wake your computer from sleep.

Trackpad (notebooks and desktops with a Magic Trackpad)



If you use a notebook Mac — a MacBook, MacBook Air, and MacBook Pro — or a Magic Trackpad, you'll have an additional System Preferences pane called Trackpad. This pane lets you configure tracking and clicking speed as well as the gesturing behavior of your Mac's built-in trackpad.

Note that in 2008, Apple began equipping all its notebooks with a new and improved multi-touch trackpad. These features distinguish the new model from its predecessor:

- ✓ It's 40 percent larger than the original MacBook Pro and MacBook trackpads.
- It's fabricated from some kind of high-tech glass. So it's even smoother and more touch-friendly than the original trackpads.
- The whole trackpad is the click button; you just tap anywhere on it to click.
- ✓ It supports multi-finger gestures that use up to four fingers at once.



If your Mac doesn't have a mouse, I recommend you check out Apple's \$69 Magic Trackpad. This nifty wireless device can be used with any Mac or PC that has Bluetooth. It's also the biggest glass multi-touch trackpad yet, nearly 80 percent larger than the MacBook Pro's built-in trackpad. Yes, you can use the Magic Trackpad with your MacBook Pro, and yes, that does mean you have dual trackpads.

I have become more of a trackpad believer since OS X 10.7 (Lion) introduced iPhone-like gestures on the Mac. I have a Magic Trackpad and a mouse and grab whichever is appropriate at the moment.

The Trackpad System Preference pane has three tabs — Point & Click, Scroll & Zoom, and More Gestures — as shown in Figure 3-16.



If you have an older notebook with the older-style trackpad, you may not see all the controls in Figure 3-16.

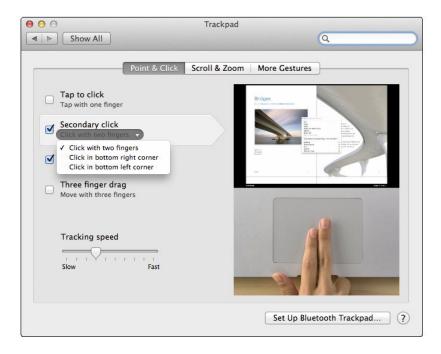


Figure 3-16: The Trackpad System Preference pane offers controls for one-finger and multi-finger gestures.

All three tabs work the same way as the Point & Click tab shown in Figure 3-16. To enable or disable a feature, click its check box. To see how a feature works, just move your cursor over it (you don't even have to click), and a movie demonstrates that gesture on the right side of the window. In Figure 3-16, I'm pointing to the Secondary Click feature on the left; how it works is demonstrated in the movie playing on the right. Pretty cool, don't you think?

You need to know a couple of other things about the Trackpad System Preference pane before you move on:

- ✓ If you see a little black triangle next to a feature's description (Click with Two Fingers in Figure 3-16), a drop-down menu is available; click near the triangle to display the options for that feature.
- ✓ The Tracking Speed slider lets you change the relationship between finger movement on the trackpad and cursor movement onscreen. A faster tracking-speed setting (moving the slider to the right) sends your

cursor flying across the screen with a mere flick of the finger; slower tracking-speed settings (moving the slider to the left) make the cursor crawl across in seemingly slow motion, even when your finger is flying. Set this setting as fast as you can stand it — I like the fastest speed. Try it: You might like it.

Styling Your Sound



Out of the box, OS X Mavericks comes with a preset collection of beeps and controls. By using the Sound Preference pane, however, you can change the way your Mac plays and records sound by changing settings on each of its three tabs: Sound Effects, Output, and Input.

Three items appear at the bottom of the Sound pane, no matter which of the three tabs is active:

- To make your Mac's volume louder or softer, use the Output Volume slider. You can also change or mute the volume with the designated volume and mute keys found on most Apple keyboards.
- Select the Mute check box to turn off all sound.
- Click the Show Volume in Menu Bar check box to add a volume control menu to your menu bar.



A shortcut to the Sound System Preference pane is to press Option while pressing any of the volume keys (usually the F11 and F12 keys on newer laptops and keyboards and F4 and F5 keys on older ones).

Changing sound effects

On the Sound Effects tab, choose an alert (beep) sound by clicking its name; set its volume by using the Alert Volume slider control.

You can also specify the output device through which sound effects play (if you have more than one device) by choosing it from the Play Sound Effects Through pop-up menu.

The Play User Interface Sound Effects check box turns on sound effects for actions, such as dragging a file to the Trash. The Play Feedback when Volume Is Changed check box tells your Mac to beep once for each key press to increase or decrease volume.

Choosing output and input options

If you have more than one sound-output device (in addition to the built-in speakers), you can choose it here. The Balance slider makes one stereo speaker — left or right — louder than the other.

If you have more than one sound-input device (in addition to the built-in microphone on many Macs or an iSight camera, which contains its own mic), you can choose it here. The Input Volume slider controls the Input Level (how loud input from that device will be), which is displayed as a row of blue dots. If the dots light up all the way to the right side, your input volume is too loud. Ideally, the input level should light up with about three-fourths of the little blue dots — and no more.



Some input sources (microphones) don't let you adjust their level in the Sound System Preference pane.







What's Up, Dock?

In This Chapter

- ► Getting to know the Dock
- Discovering the default Dock icons
- ► Talkin' Trash
- Dock icons and their menus
- ▶ Delving into Dock customization

he Dock appears at the bottom of your screen by default, providing quick access to your most-often-used applications, documents, and folders.



Many users prefer to have the Dock on the left or right side of the screen instead of at the bottom. You see how to relocate your Dock (and more) in the coming pages.

Folder icons in the Dock are called *stacks*, and they display a fan, grid, or list of their contents when clicked. Other icons in the Dock open an application or document with one click.

The Dock is your friend. It's a great place to put files, folders, and apps you use a lot so that they're always just a click away.



A Dock icon is merely a pointer (also known as an alias or shortcut) to applications, documents, and folders stored on your hard disk. So, you can add and remove icons from your Dock (as you discover shortly) without affecting the actual applications, documents, and folders. The point is that you don't need to be shy about adding or removing items from your Dock to make it more useful to you.



A Quick Introduction to Your Dock

Take a minute to look at the row of icons at the bottom of your display. That row, good friend, is the *Dock* (shown in Figure 4-1), and those individual pictures are known as *icons* (which I discuss in greater detail momentarily).



Figure 4-1: The Dock and all its default icons.

Icons in the Dock and Launchpad (see Chapter 7) are odd ducks; you activate them with a single click. Most other Finder icons are *selected* (highlighted) when you single-click and *opened* only when you double-click them. So Dock icons (and their Launchpad brethren) are kind of like links on a web page; you need only a single click to open them.

Here's the rundown on what happens when you click Dock icons:

- If it's an application icon, the application opens and becomes active. If the application is already open, it becomes active, which brings it and all its windows to the front.
- ✓ If it's **a document icon**, that document opens in its appropriate application, which becomes the active application. If that application is already open, it becomes the active application with this document in the front.
- ✓ If it's **a folder or disk icon**, a stack with its contents appears so you can pick an item. If you choose Show in Finder from this menu, the folder's window opens in the Finder.



If the item is open already when you click its Dock icon, it becomes active.

The default icons of the Dock

By default, the Dock contains a number of commonly used OS X applications, and you can also store your own applications, files, or folders there. (I show you how to do that in the "Adding Dock icons" section, later in this chapter.)

But first, look at the items you find in a standard OS X Mavericks Dock. If they aren't familiar to you, they certainly will be as you get to know your Mavericks.

I admit that I can't do justice to all the programs that come with OS X Mavericks that aren't, strictly speaking, part of the operating system. Alas, some of the programs in the default Dock are ones you won't be seeing much more of. But I'd hate to leave you wondering what all those icons in the Dock are, so Table 4-1 gives you a brief description of each default Dock icon (moving from left to right onscreen). If additional coverage of an item appears elsewhere in the book, the table tells you where.



To get a quick look at the name of a Dock icon, just move *(hover)* your cursor over any item in the Dock. Like magic, that item's name appears above it (like *Safari* on the left side of Figure 4-5 later in this chapter). And as I describe in the section "Resizing the Dock" (also later in this chapter), you can resize the Dock to make the icons smaller (which also makes them more difficult to see). Hovering the cursor to discover the name of a teeny icon makes this feature even more useful.

Table 4-1		Icons in the Dock	
lcon	Name	What It Is	Go Here for More Information
4	Finder	The always-running application that manages the Desktop, files, folders, disks, and more	This chap- ter, and Chapters 5 and 6
3	Launchpad	See all your applications arranged on a grid that looks suspiciously like an iPad or iPhone	This chapter
	Mission Control	See all your windows, applications, and spaces	Chapter 3
	Safari	A web browser	Chapter 10
	Mail	An e-mail program	Chapter 11
	Contacts	A contact manager application	Chapter 11
15	Calendar	Apple's calendar program	Chapter 9

(continued)

lcon	Name	What It Is	Go Here for More Information
****	Reminders	A to-do list and reminder application	Chapter 9
STATE OF THE PARTY	Notes	A program for making notes	Chapter 9
	Maps	Program with maps and driving directions	Chapter 11
	Messages	Program for sending and receiving text and multimedia messages as well as transferring files to and from and remotely controlling other Macs	Chapter 13
	FaceTime	A video chat program	Chapter 10
A H	Photo Booth	Program for taking photos and videos using your Mac's built-in camera	Chapter 13
	iTunes	An audio and video player and iPod manager (part of the iLife package and the only one of its apps that's free)	Chapter 12
	Mac App Store	Where you buy Mac apps from Apple	Chapter 17
	System Preferences	An application to configure the way many aspects of your Mac work	Chapters 3, 15, and 16
	Divider	Line that separates apps (on the left) and documents or folders (on the right)	This chapte
•	Downloads folder	This folder will contain files downloaded by Safari or Mail	Chapter 10
	Trash	Drag files and folders onto this icon to get rid of them or drag removable discs onto it to eject them.	This chapte

It's likely that your Dock won't look exactly like the one shown in Figure 4-1. If you added icons to your Dock before you upgraded to Mavericks, for example, you'll see those icons. If you have any of the iLife apps (such as iMovie, iPhoto, and GarageBand) installed, or you get a new Mac with Mavericks preinstalled, you may see their icons in your Dock. And if you've ever deleted one of the icons shown in Figure 4-1 from your Dock, it won't "come back" when you install Mavericks.



If you don't understand what I just said or want to make your Dock look exactly like the one shown in Figure 4-1, I have good news: You find out how to do that and much more before the end of this chapter.

Trash talkin'



The *Trash* is a special container where you put the icons you no longer want to hang around on your hard drive(s). Got four copies of a document named *Letter to the Editor re: Bird Waste Issue* on your hard drive? Drag three of them to the Trash. Tired of tripping over old .pdf and .dmg files you've downloaded but no longer need? Drag them to the Trash, too.

To put something in the Trash, just drag its icon onto the Trash icon in the Dock and watch it disappear. As with other icons, you know that you've connected with the Trash while dragging when the icon is highlighted. And as with other Dock icons, the Trash icon's name appears when you move the cursor over the icon.

Two other ways to put items into the Trash are to select the items you want to dispose of and then choose File Dove to Trash or press ૠ+Delete.



If you accidentally drag something to the Trash and want it back right now, you can magically put it back where it came from — but only if the next thing you do is choose Edit □ Undo or press ℜ+Z. Don't hesitate; the Undo command in the Finder is ephemeral and exists only until you perform another file-related activity in the Finder. In other words, as soon as you create or rename a folder, move a file from one place to another, drag a different file to the Trash, create an alias, or almost anything that affects a file or folder, choosing Edit □ Undo or pressing ℜ+Z will undo that action. You'll find that some Finder actions — most of the items in the View menu, for example — don't affect Undo. So if you drag a file to the Trash and then switch views (see Chapter 5), Undo will still un-trash the file.

Even if you do something and can't use Undo, files you drag to the Trash aren't deleted immediately. You know how the garbage in the can on the street curb sits there until the sanitation engineers come by and pick it up each Thursday? Mavericks' Trash works the same way, but without the smell. Items sit in the Trash, waiting for a sanitation engineer (you) to come along and empty it.

So, if you miss the window of opportunity to use the Undo command, don't worry; you can still retrieve the file from the Trash:

- ✓ To open the Trash and see what's in there, just click its icon in the Dock. A Finder window called Trash opens, showing you the files it contains (namely, files and folders put in the Trash since the last time it was emptied as described in second bullet below).
- ✓ To retrieve an item that's already in the Trash, drag it back out, either onto the Desktop or back into the folder where it belongs.



- Or use the secret keyboard shortcut: Select the item(s) in the Trash that you want to retrieve and press \Re +Delete. This technique has the added benefit of magically transporting the files or folders you select from the Trash back into the folder from which they came. And, unlike Undo, the secret keyboard shortcut will work on a file or folder at any time, or at least until the next time you empty the Trash. Try it it's sweet. And if that doesn't work, you can Right-click or Control+click a file and choose Put Back from the pop-up menu.
- ✓ **To empty the Trash**, choose Finder Empty Trash or press Shift+ H-Delete. If the Trash window is open, you see an Empty button just below its toolbar on the right. Clicking the button, of course, also empties the Trash.



You can also empty the Trash from the Dock by pressing the mouse button and holding it down on the Trash icon for a second or two, or right-clicking or Control-clicking the Trash icon. The Empty Trash menu item pops up like magic. Move your cursor over it to select it and then release the mouse button.



Think twice before you invoke the Empty Trash command. After you empty the Trash, the files that it contained are pretty much gone forever, or at least gone from your hard disk. My advice: Before you get too bold, read Chapter 18, and back up your hard drive at least once (several times is better). After you get proficient at backups, chances improve greatly that even though the files are technically gone forever from your hard drive, you can get them back if you really want to (from your backups).



The Trash icon shows you when it has files waiting for you there; as in real life, Trash that contains files or folders looks like it's full of crumpled paper (see Figure 4-2). Conversely, when your Trash is empty, the Trash icon looks, well, empty (refer to Figure 4-1).

Finally, although you can't open a file that's in the Trash, you can select it and use QuickLook (shortcut: $\Re + Y$) to see its contents before you decide to use Empty Trash and permanently delete it.

And that's pretty much all there is to know about the Trash.

Opening application menus in the Dock

Single-clicking an application icon in the Dock launches that application or, if the application is already open, switches you to that application and brings forward all open windows in that application.

But application icons in the Dock — such as Calendar, Safari, iTunes, and others — also hide menus containing some handy commands. (Folder icons in the Dock have a different but no less handy menu, which I discuss in a moment.)

You can make menus for applications in the Dock appear in two ways:

Press and continue to hold down the mouse button.





If you use a trackpad or a Magic Mouse, a two-finger tap will do the trick, too.

If an application isn't running, you can use either method to display a menu like the one shown in Figure 4-2.

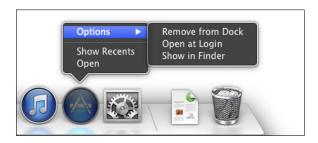


Figure 4-2: The Options menu for an application icon (Mac App Store) in the Dock.

Choosing Open launches the application; choosing Show in Finder opens the enclosing folder (in this instance, that would be the Applications folder) and selects the application's icon; choosing Remove from Dock removes that application's icon from the Dock (waiting until after you quit the application if it's running); and Open at Login launches this application automatically every time you log in to this user account. If an application's icon isn't already in the Dock, you see Add to Dock rather than Remove from Dock.

Show Recents is a relatively new feature, introduced in OS X Lion. Not all applications offer this useful feature. Choose it, and icons for recently used documents appear above the Dock, as shown in Figure 4-3. Hover your cursor over a document icon to see its full name (What'sNewinOSX.pdf in Figure 4-3).



Figure 4-3: Choose Show Recents to see recently used documents.

Last but not least, if you press and hold or right-click/Control-click an open application's Dock icon, you might see a menu like the ones shown in Figure 4-4.

So there you have it: That's the default Options menu, which is what you'll see for most applications when they aren't open.

When an application *is* running, however, its Dock menu usually looks quite different, as shown in Figure 4-4 (clockwise from top left: Safari, Preview, System Preferences, TextEdit, and Calendar).

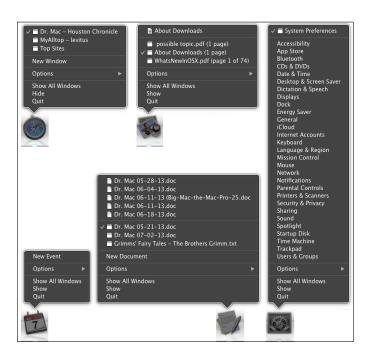


Figure 4-4: Press and hold or right-click/Control-click an open application's Dock icon, and menus such as these appear.

Some applications — such as Calendar, Mail, and System Preferences in Figure 4-4 — provide useful program-specific commands or options.



iTunes (not shown in the figure) has one of my favorite Dock menus, letting me control my music from the Dock with options such as Play/Pause, Next Track, Previous Track, Repeat, and Shuffle.

Other programs, including Preview and Safari in Figure 4-4, offer you a list of open windows with a check mark to indicate the active window.

Finally, the items above the list of open windows for TextEdit (five dated Dr. Mac files in Figure 4-4) are recently used documents.

Reading Dock icon body language

As you use the Dock or when you're just doing regular stuff on your Mac, the Dock icons like to communicate with you. They can't talk, so they have a few moves and symbols that indicate things you might want to know. Table 4-2 clarifies what's up with your Dock icons.

Table 4-2	What Dock	Icons Are Telling You
Icon Movement or Symbol		What It Means
The icon moves up and out in the Dock for a moment, a the middle of Figure 4-5.	•	You single-clicked a Dock icon, and it's letting you know that you activated it.
The icon does a little bounc when that program is open active (that is, the menu bar showing, and it isn't the fror program).	but isn't · isn't	The program desires your attention; give its icon a click to find out what it wants.
A glowing dot appears belo icon, as shown below the S on the left side of Figure 4-5	afari icon	This application is open.
An icon that isn't ordinarily magically appears.	in the Dock	You see a temporary Dock icon for every program that's currently open in the Dock until you quit that application. The icon appears because you've opened something. When you quit, its icon magically disappears.





Figure 4-5: Safari's Dock icon at rest (left) and caught doing the bouncy dance (right).



Opening files from the Dock

One useful function of the Dock is that you can use it to open icons easily. The following tips explain several handy ways to open what you need from the Dock:

✓ You can drag a document icon onto an application's Dock icon. If the application knows how to handle that type of document, its Dock icon is highlighted, and the document opens in that application. If the application can't handle that particular type of document, the Dock icon isn't highlighted, and you can't drop the document onto it.



I'm getting ahead of myself here, but if the application can't handle a document, try opening the document this way: Select the document icon and choose Filer Open With, or right-click/Control-click the document icon and use the Open With menu to choose the application you want to open the document with. And, if you hold down the Option key, the Open With command changes to Always Open With, which enables you to change the default application for this document permanently.

✓ You can find the original icon of any item you see in the Dock by choosing Show in Finder from its Dock menu. This trick opens the window containing the item's actual icon and thoughtfully selects that icon for you.

Customizing Your Dock

The Dock is a convenient way to get at oft-used icons. By default, the Dock comes stocked with icons that Apple thinks you'll need most frequently (refer to Table 4-1), but you can customize it to contain any icons that you choose, as you discover in the following sections. You also find out how to resize the Dock to fit your new set of icons and how to tell Dock icons what your preferences are.



Adding Dock icons

You can customize your Dock with favorite applications, a document you update daily, or maybe a folder containing your favorite recipes. Use the Dock for anything you need quick access to.

Adding an application, file, or folder to the Dock is as easy as 1-2-3:



1. Open a Finder window that contains an application, a document file, or a folder you use frequently.

You can also drag an icon — including a hard drive icon — from the Desktop.

2. Click the item you want to add to the Dock.

As shown in Figure 4-6, I chose the TextEdit application. (It's highlighted.) I use TextEdit all the time to type and edit quick text notes, so having its icon in the Dock is very convenient for me.

3. Drag the icon out of the Finder window and onto the Dock.

The icons to the left and right of the new icon magically part to make room for it. Note that the Dock item isn't the actual item. That item remains wherever it was — in a window or on the Desktop. The icon you see in the Dock is a shortcut that opens the item. I haven't talked about aliases (known as *shortcuts* in the Windows world) yet, but the icon in the Dock is actually an alias of the icon you dragged onto the Dock.

Furthermore, when you remove an icon from the Dock, as you find out how to do in a moment, you aren't removing the actual application, document, or folder; you're removing only its shortcut from the Dock.

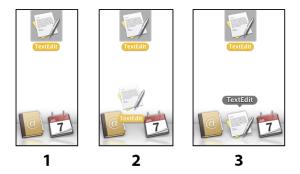


Figure 4-6: Adding an icon to the Dock is as easy as 1-2-3. Just drag the icon onto the Dock.



Folder, disk, document, and URL icons must be on the right side of the divider line in the Dock; Application icons must be on the left side of it. Why does the Dock force these rules upon you? I suppose that someone at Apple thinks this is what's best for you; who knows? But that's the rule: apps on the left; folders, disks, documents, and URLs on the right.



As long as you follow the rule, you can add several items to either side of the divider line at the same time by selecting them all and dragging the group to that side of the Dock. You can delete only one icon at a time from the Dock, however.

Adding a URL to the Dock works slightly differently. Here's a quick way to add a URL to the Dock:

- 1. Open Safari, and go to the page with a URL that you want to save in the Dock.
- 2. Click the small icon that you find to the left of the URL in the address bar and drag it to the right side of the dividing line in the Dock.
- 3. Release the mouse button when the icon is right where you want it.

The icons in the Dock slide over and make room for your URL, as shown in Figure 4-7. From now on, when you click the URL icon that you moved to your Dock, Safari opens to that page.



If you open an icon that normally doesn't appear in the Dock, and you want to keep its temporary icon in the Dock permanently, you have two ways to tell it to stick around after you quit the program:

- Control-click (or click and hold) and choose Keep in Dock from the menu that pops up.
- ✓ Drag the icon (for an application that's currently open) off and then back to the Dock (or to a different position in the Dock) without letting go of the mouse button.

Removing an icon from the Dock

Removing an item from the Dock is as easy as 1-2 (there is no 3): Just drag its icon out of the Dock and onto the Desktop and it disappears with a cool *poof* animation, as shown in Figure 4-8.

Choosing Remove from Dock from the item's Dock menu is another way to make the item go away.







Figure 4-7: Drag the icon from the address bar (top) to the right side of the Dock (middle). The URL appears as a Dock icon (bottom).

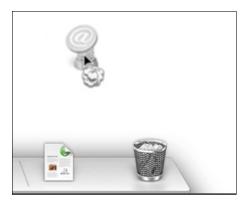


Figure 4-8: To remove an icon, drag it off the Dock, and poof — it's gone.

You can't remove the icon of a program that's running from the Dock until you quit that program. Also, note that by moving an icon out of the Dock, you aren't moving, deleting, or copying the item itself; you're just removing its icon from the Dock. The item is unchanged. The icon is sort of like a library catalog card: Just because you remove the card from the card catalog doesn't mean that the book is gone from the library.

The Dock in OS X releases prior to Mountain Lion included icons for the Documents and Applications folders; the Dock in Mountain Lion and Mavericks does not, at least not by default. I mention it only because having those folders in the Dock is convenient, and you should consider adding them to your Dock if they aren't already there. If your Mac ran OS X 10.7 (Lion) or earlier versions and has been upgraded to Mavericks, the Documents and Applications folders will appear in your Mavericks Dock, unless you removed them at some point.

Resizing the Dock

If the default size of the Dock bugs you, you can make the Dock smaller and save yourself a lot of screen real estate. This space comes in especially handy when you add your own stuff to the Dock.

To shrink or enlarge the Dock (and its icons) without opening the Dock Preferences window, follow these steps:



- 1. Make the Sizer appear (as shown in the left margin) by moving your cursor over the dotted line that you find on the right side of the Dock.
- 2. Drag the Sizer down to make the Dock smaller, holding down the mouse button until you find the size you like.

The more you drag this control down, the smaller the Dock gets.

3. To enlarge the Dock again, just drag the Sizer back up.

Bam! Big Dock! You can enlarge the Dock until it fills your screen from side to side.

What should you put in YOUR Dock?

Put things in the Dock that you need quick access to and that you use often, or add items that aren't quickly available from menus or the Sidebar. If you like using the Dock better than the Finder window Sidebar (for example), add your Documents, Movies, Pictures, Music, or even your Home folder or hard drive to the Dock.

I suggest adding these items to your Dock:

✓ A word-processing application: Most people use word-processing software more than any other applications. Just drag the icon for yours to the left side of the Dock, and you're good to go.

If you don't have a word processor like Microsoft Word or Apple Pages already, give TextEdit a try. It's in every OS X Applications folder, and it's more powerful than you expect from a freebie.

- ✓ A project folder: You know the folder that contains all the documents for your thesis, or all the notes for the biggest project you have at work, or your massive recipe collection . . . whatever. If you add that folder to the Dock, you can access it much quicker than if you have to open several folders to find it.
- A special utility or application: The Preview application is an essential part of my work because I receive a lot of different image files every day. You may also want to add Internet-enabled programs you use (such as Skype, Spotify, Twitter, and so on), your favorite graphics applications (such as Adobe Photoshop or Photoshop Elements), or the game you play every afternoon when you think the boss isn't watching.
- ✓ Your favorite URLs: Save links to sites that you visit every day the ones you use in your job, your favorite Mac news sites, or your personalized page from an Internet service provider (ISP). Sure, you can make one of these pages your browser's start page or bookmark it, but the Dock lets you add one or more additional URLs. (Refer to the "Adding Dock icons" section, earlier in this chapter, for details.)

You can add several URL icons to the Dock, but bear in mind that the Dock and its icons shrink to accommodate added icons, which makes them harder to see. Perhaps the best idea — if you want easy access to several URLs — is to create a folder full of URLs and put that folder in the Dock. Then you can just press and hold your cursor on the folder (or Control-click the folder) to pop up a menu with all your URLs.







Even though you can make the Dock smaller, you're still limited to one row of icons. The smaller you make the Dock, the larger the crowd of icons you can amass. You have to determine for yourself what's best for you: having lots of icons available in the Dock (even though they might be difficult to see because they're so tiny) or having less clutter but fewer icons in your Dock.



After you figure out which programs you use and don't use, it's a good idea to relieve overcrowding by removing the ones you never (or rarely) use from the Dock.

Setting your Dock preferences

You can change a few things about the Dock to make it look and behave just the way you want it to. First, I cover global preferences that apply to the Dock itself. After that, I discuss some preferences that apply only to folder and disk icons in the Dock.

Global Dock preferences

System Preferences Edit View Window Help

To change global Dock preferences, choose **c**Dock Preferences. The System Preferences application opens to the Dock pane (see Figure 4-9).

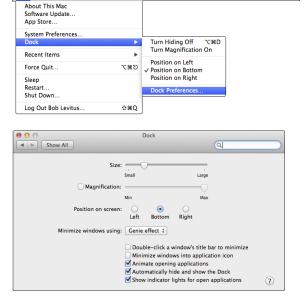


Figure 4-9: The Dock submenu (top) and the Dock System Preferences pane (bottom).



You can also open the Dock Preference pane by right-clicking or Controlclicking the Dock Resizer and choosing Dock Preferences from the shortcut menu or click the System Preferences icon in the Dock and then click the Dock icon in the System Preferences window.

Now you can adjust your Dock with the following preferences:

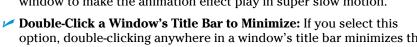


Size: Note the slider bar here. Move this slider to the right (larger) or left (smaller) to adjust the size of the Dock in your Finder. As you move the slider, watch the Dock change size. (Now, there's a fun way to spend a Saturday afternoon!)

As you add items to the Dock, the icons — and the Dock itself — shrink to accommodate the new ones.

- ✓ **Magnification:** This slider controls how big icons grow when you pass the arrow cursor over them. Or you can deselect this check box to turn off magnification entirely.
- **Position on Screen:** Choose one of these three radio buttons to attach the Dock to the left side, the right side, or the bottom of your screen (the default). Personally, I prefer it on the bottom, but you should probably try all three before you decide.
- ✓ **Minimize Windows Using:** From this handy pop-up menu (PC users would call it a *drop-down list*, but what the heck; there's no gravity in a computer screen anyway), choose the animation that you see when you click a window's Minimize button (the vellow gumdrop). The Genie Effect is the default, but the Scale Effect seems a bit faster to me.

Want to amaze your friends? Surreptitiously hold down the Shift key when you click the Minimize button or the Dock icon of a minimized window to make the animation effect play in super slow motion.





option, double-clicking anywhere in a window's title bar minimizes the window.

gumdrop button. The difference is that the gumdrop button is a tiny target and way over on the left side of the window, whereas the title bar — the gray area with the window's title (Dock in Figure 4-9) makes a huge target the width of the window.

This option achieves the exact same result as clicking a window's yellow

Minimize Windows into Application Icon: If you select this option, when you minimize a window by clicking its yellow gumdrop button, you won't see a separate Dock icon for that window.

If this option isn't selected, each window you minimize gets its own personal icon on the right side of your Dock.



- Animate Opening Applications: OS X animates (bounces) Dock icons when you click them to open an item. If you don't like the animation, deselect (that is, uncheck) this check box, and the bouncing ceases evermore.
- ✓ **Automatically Hide and Show the Dock:** Don't like the Dock? Maybe you want to free the screen real estate on your monitor? Then choose the Automatically Hide and Show the Dock check box; after that, the Dock displays itself only when you move the cursor to the bottom of the screen where the Dock would ordinarily appear. It's like magic! (Okay, it's like Windows that way, but I hate to admit it.)

If the Dock isn't visible, deselect the Automatically Hide and Show the Dock check box to bring back the Dock. The option remains turned off unless you change it by checking the Automatically Hide and Show the Dock check box. Choose \(\displies\)\(\text{Dock}\)\(\text{Turn Hiding On (or use its keyboard shortcut \(\mathbb{H}\)+Option+D).

The keyboard shortcut \(\mathbb{H} + Option + D \) is a toggle, so it reverses the state of this option each time you use it.

➤ Show Indicator Lights for Open Applications: Select this option if you want all open applications to display an indicator light below their Dock icons, like the Finder, Mail, Calendar, and TextEdit Dock icons in Figure 4-3. Those four programs are open, whereas the others — the ones without lights — are not. If you disable this option, though I can't imagine why you'd ever want to, none of your Dock icons will ever display an indicator light.

Folder and Disk Dock Icon Menu Preferences

If you click a folder or disk icon in the Dock, its contents are displayed in a Fan, Grid, or List menu, as shown in Figure 4-10.

If you right-click or Control-click a folder or disk icon in the Dock, its Options menu appears, as shown in Figure 4-11.

Here are the choices on the Options menu:

- ✓ **Sort By** determines the order in which items in the folder or disk appear when you click its Dock icon.
- ✓ **Display As** determines what the Dock icon for a folder or disk looks like. If you choose Stack, as I did for the Downloads folder icon in Figure 4-11, the icon takes on the appearance of an item in the folder or disk (a picture of me in Figure 4-11). If you choose Folder, the Dock icon looks like a folder, as does the Applications folder icon to the left of the Documents icon in Figure 4-11.
- View Contents As lets you choose Fan, Grid, or List as the menu type for the folder or disk.



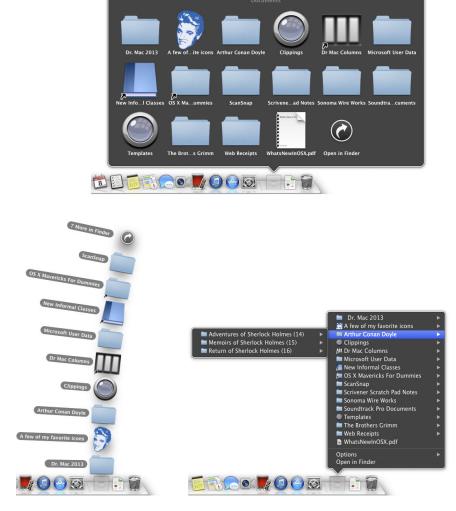


Figure 4-10: My Documents folder's Dock menu as Fan, Grid, and List.



The default is Automatic, which is to say that the Dock tries to pick the menu for you. I much prefer picking the menu I consider most appropriate for a particular folder or disk. I like List menus best, especially for folders or disks with a lot of subfolders. As you can see in Figure 4-10, the List menu is the only one that lets you see and access folders inside folders (and subfolders inside other subfolders). For folders with images, I like the Grid menu because it displays easily discernible icons for the folder or disk's contents. The Fan menu is fantastic (ha!) when the folder or disk contains only a few items.



Figure 4-11: The Options menu for my Documents folder.

- ✓ The Options submenu contains the following items:
 - **Remove from Dock** removes the icon from the Dock.
 - **Show in Finder** opens the window containing the item and selects the item. So, for example, in Figures 4-10 and 4-11, my Home folder would open, and the Documents folder inside it would be selected.

The Dock is your friend. Now that you know how it works, make it work the way you want it to. Put those programs and folders you use most in the Dock, and you'll save yourself a significant amount of time and effort.



The Finder and Its Desktop

In This Chapter

- ► Getting to know the Finder
- ▶ Using aliases: The greatest things since sliced bread
- ► View(ing) the Finder
- Navigating the Finder
- Customizing Finder windows
- Setting Finder preferences
- Getting information on icons

n your Mac, the Finder is your starting point — the centerpiece of your Mac experience, if you will — and it's always available. In Finder's windows or Desktop, you can double-click your way to your att Live in Austin - Stills favorite application, your documents, or your folders. So in ,66 ▼ this chapter, I show you how to get the most from the OS X

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Introducing the Finder and Its Minions: The Desktop and Icons

Mayericks Finder and its Desktop.

The Finder is a special application unlike any other. It launches automatically when you log in and is always running in the background. The Desktop is a special part of the Finder unlike any other. Finally, icons and windows are the units of currency used by the Finder and Desktop.

Before I tackle any deep thoughts — such as what the Finder does or what the Desktop is — I start with a quick overview of some of the icons you're likely to encounter as you get to know the Finder and Desktop.

Introducing the Desktop

The Desktop is the backdrop for the Finder — everything you see behind the Dock and any open windows. The Desktop is always available and is where you can usually find your hard drive icon(s).

This will be a whole lot easier with a picture for reference, so take a gander at Figure 5-1, which is a glorious depiction of a typical OS X Mavericks Finder.

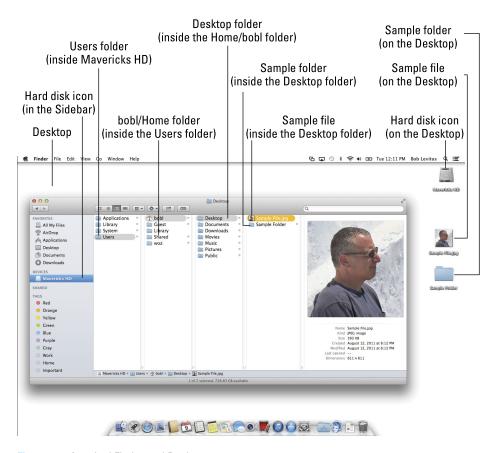


Figure 5-1: A typical Finder and Desktop.

If you're not familiar with the Finder's Desktop, here are a few tips that will come in handy as you become familiar with the icons that hang out there:

✓ **Icons on the Desktop behave the same as icons in a window.** You move them and copy them just as you would icons in a window. The only difference is that icons on the Desktop aren't in a window. Because they're on the Desktop, they're more convenient to use.

- The first icon you need to get to know is the icon for your hard drive (see Figure 5-2). You used to be able to find it on the top-right side of the Desktop, as it is in Figure 5-1. Yours probably has the name Macintosh HD unless you've already renamed it. (I renamed my hard drive Mavericks HD in Figure 5-2; see the section on renaming icons in Chapter 6 if you'd like to rename your own hard drive.) You can see how selected and deselected hard drive icons look in Figure 5-2, too.
 - Mavericks (and Mountain Lion before it) changed a long-time Mac behavior that many users have come to expect. By default, Mavericks (and Mountain Lion) do not display optical disc and hard drive icons on the Desktop by default. If you don't see your hard drive icon on the Desktop, select the check box for hard drives in Finder Preferences as described in the "Setting Finder preferences" section, later in this chapter.
- ✓ Other disc or hard drive icons appear on the Desktop by default. When you insert a CD or DVD or connect an external hard drive, the disc or drive icon appears on the Desktop just below your startup hard-drive icon (space permitting). You can find details about working with discs and drives in Chapter 8.
- ✓ You can move an item to the Desktop so you can find it right away. Simply click its icon in any window and then, without releasing the mouse button, drag it out of the window and onto the Desktop. Then release the mouse button. This will move it from wherever it was to the Desktop.



If you drag an item from an external volume to the Desktop (or any location on your startup disk for that matter), the item is copied, not moved. Put another way, the item is moved if it's on your startup disk, and copied if it's on any other volume.



Figure 5-2: Unselected (left) and selected (right) hard-drive icons.



At the bottom of the Finder window in Figure 5-1 are two optional bars. The lower of the two is called the *status bar*; it tells you how many items are in each window and, if any are selected, how many you've selected out of the total, as well as how much space is available on the hard drive containing this window. And just above the status bar is the *path bar*, which shows the path from the top level of your hard drive to the selected folder (which is Sample File.jpg in Figure 5-1). You can show or hide the status bar by choosing View Hide/Show Status Bar and show or hide the path bar by choosing View Hide/Show Path Bar. Finally, when the toolbar is hidden (see the "Bellying up to the toolbar" section, later in this chapter), the status bar moves to the top of the window (the path bar remains at the bottom of the window no matter what).

Bellying up to the toolbar

In addition to the Sidebar (introduced in Chapter 2) and some good old-fashioned double-clicking, the OS X Finder window offers navigation aids. Several of these are on the toolbar — namely, the Back and Forward buttons, as well as the extra-helpful view buttons. You can find other handy features on the Go menu, discussed a little later in this chapter.

In case you didn't know, the toolbar is the thick gray band (see Figure 5-3) right below the title bar. On it are tools and buttons that let you navigate quickly and act on selected icons. To activate a toolbar button, click it once.

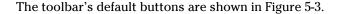


You say you don't want to see the toolbar at the top of the window? Okay! Just choose View与Hide Toolbar or use its keyboard shortcut (第+Option+T), and it's gone. (If only life were always so easy!) Want it back? Choose View与 Show Toolbar or use the same keyboard shortcut: 第+Option+T.



Alas, hiding the toolbar also hides the useful Sidebar. If only you could choose to hide them independently. . . . I find this fact annoying because I use the Sidebar a lot but don't use the toolbar nearly as often. To make matters worse, View Hide Sidebar (shortcut: \(\mathbb{H}+\text{Option+S}\)) lets you hide the Sidebar without hiding the toolbar. It's been like this for a long time, and for whatever reason, you still can't hide the toolbar while keeping the Sidebar visible! Boo. Hiss.

When you hide the toolbar, you'll find that when you open folders, they spawn a *new* Finder window. The default, which is probably what you're used to, is to open folders "in place," displaying their contents in the current window.





If you've customized your toolbar by choosing View Customize Toolbar, yours won't look exactly like Figure 5-3.



Figure 5-3: A Finder window's default toolbar.

Here is the lowdown on the toolbar's default buttons, from left to right:

✓ Forward and Back buttons: Clicking the Forward and Back buttons displays the folders that you've viewed in this window in sequential order. If you've used a web browser, it's a lot like that.



Here's an example of how the Back button works. Say you're in your Home folder; you click the Favorites button, and a split-second later, you realize that you actually need something in the Home folder. Just a quick click of the Back button and — poof! — you're back Home. As for the Forward button, well, it moves you in the opposite direction, through folders that you've visited in this window. Play around with them both; you'll find them invaluable. The keyboard shortcuts $\Re+[$ for Back and $\Re+]$ for Forward are even more useful (in my opinion) than the buttons.

View buttons: The four view buttons change the way that the window displays its contents.

You have four ways to view a window: Column, Icon, List, and Cover Flow. Some people like columns, some like icons, and others love lists or flows. To each her own. Play with the four Finder views to see which one works best for you. For what it's worth, I usually prefer Column view with a dash of List view thrown in when I need a folder's contents sorted by creation date or size. And the new Cover Flow view is great for folders with documents because you can see the contents of many document types right in the window, as I explain shortly.



Don't forget that each view also has a handy keyboard shortcut: $\Re+1$ for Icon view, $\Re+2$ for List view, $\Re+3$ for Column view, and $\Re+4$ for Cover Flow view. (Views are so useful you'll find an entire section devoted to them later in this chapter.)

✓ **Arrange:** Click this button to see a pop-up menu with options for displaying this window's contents, as shown in Figure 5-4, which also shows the View menu's Arrange By submenu, which unlike the pop-up version, includes keyboard shortcuts.

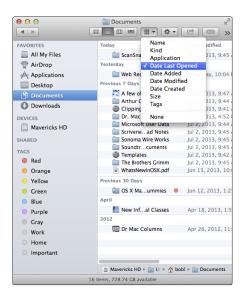


Figure 5-4: The View menu and pop-up menu versions of Arrange By with my Documents folder arranged by Date Last Opened.

In Figure 5-4, I selected Date Last Opened, and my Documents folder reflects that choice. Although you can sort items by Date Last Opened in List view (more on that is coming up later in this chapter in the "Listless? Try touring folders in List view" section), using the Arrange menu works for all four views and offers keyboard shortcuts (look in the View menu) to boot. I use them often, and you should too!

✓ **Action:** Click this button to see a pop-up menu of all the context-sensitive actions you can perform on selected icons, as shown in Figure 5-5.

If you see angle brackets (>>) at the right edge of the toolbar, as shown in Figure 5-4, at least one toolbar item is not visible (the Search box in Figure 5-4). Click the angle brackets to select a hidden item, or expand the window enough to make the angle brackets disappear.

➤ Share: Click here to share the selected items with others. A pop-up menu lets you choose to share via Mail, Messages, or AirDrop for all files and folders, with Twitter and Flickr also appearing if the selected item happens to be an image (.jpeg, .jpg, .tiff, .tif, .png, and so on).



- ✓ Tags: Click here to assign one or more colored tags to selected items. You'll find out more about tags and tagging in the "Customizing Finder Windows" section later in this chapter.
- ✓ Search: The toolbar's Search box is a nifty way to search for files or folders. Just type a word (or even just a few letters), and in a few seconds, the window fills with a list of files that match. You can also start a search by choosing Filer⇒Find (shortcut: ૠ+F). You find out about Search in Chapter 7.

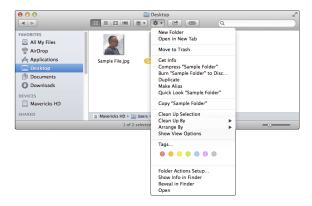


Figure 5-5: Use the Action pop-up menu to perform common actions on selected items.

Figuring out what an icon is

What's an icon? Glad you asked. Each Finder icon represents an item or a container on your hard drive. Containers — hard disks, USB thumb drives, folders, CDs, DVDs, shared network volumes, and so on — can contain a virtually unlimited number of application files, document files, and folders.

Icons in the Dock and the Sidebar of Finder windows are not the same as the Finder icons I'll be discussing in this chapter — they're simply convenient pointers to actual Finder icons. Technically, Dock and Sidebar icons are aliases. (If you don't yet know what an alias is, you're going to find out long before the thrilling conclusion of this chapter.)

Anyway, working with icons is easy:

- Single-click to select.
- ✓ Double-click to open.

- Click-and-drag to move.
- Release mouse button to drop.

But enough talk. It's time to see what these puppies actually look like.

Identifying your Finder icons in the wild

Although icons all work the same, they come in different kinds, shapes, and sizes. When you've been around the Macintosh for a while, you develop a sixth sense about icons and can guess what an unfamiliar icon contains just by looking at it.

The major icon types are

- ✓ **Application icons** are *programs* the software you use to accomplish tasks on your Mac. Mail, Safari, and iCal are applications. So are Microsoft Word and Adobe Photoshop.
 - Application icons come in a variety of shapes. For example, application icons are often square-ish, diamond-shaped, rectangular, or just oddly shaped. Figure 5-6 displays application icons of various shapes.
- ✓ Document icons are files created by applications. Letters created with TextEdit are documents. This chapter is a document created in Microsoft Word. And my spreadsheet, PDF, video, image, and song files are all documents.

Document icons are often reminiscent of a piece of paper, as shown in Figure 5-7.



Figure 5-6: Application icons come in many shapes.



Figure 5-7: Typical document icons.

✓ Folder and Disk icons are the Mac's organizational containers. You can put icons — and the applications or documents they stand for — in folders or disks. You can put folders in disks or in other folders, but you can't put a disk inside another disk.

Folders look like, well, manila folders (what a concept) and can contain just about any other icon. You use folders to organize your files and applications on your hard drive. You can have as many folders as you want, so don't be afraid to create new ones. The thought behind the whole folders thing is pretty obvious: If your hard drive is a filing cabinet, folders are its drawers and folders (duh!). Figure 5-8 shows some typical folder icons.

And while disks behave pretty much like folders, their icons often look like disks, as shown in Figure 5-9.

Alias icons are wonderful — no, make that fabulous — organizational tools. I like aliases so much, in fact, that they get a whole entire section to themselves.



Figure 5-8: The folders in my Home folder are pretty typical folders.



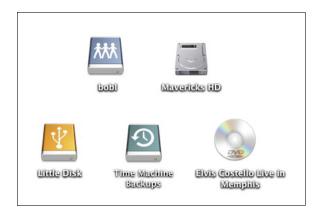


Figure 5-9: Disk icons generally look a lot like, well, disks.



If you're looking for details about how to *organize* your icons in folders, move them around, delete them, and so on, hang in there. The next chapter (Chapter 6) is about organizing and managing files and folders.

Aliases: Greatest Thing Since Sliced Bread

An *alias* is a tiny file that automatically opens the file, folder, disk, or network volume that it represents. Although an alias is technically an icon, it's different from other icons; it actually does nothing but open another icon automatically when you double-click. Put another way, aliases are organizational tools that let you have an icon appear in more than one place without having to create multiple copies of the file that icon represents.

An alias is very different from a duplicated file. For example, the iTunes application uses around 290 megabytes (MB) of hard-drive space. If I were to *duplicate* iTunes, I'd have two files on my hard disk, each requiring around 290MB of disk space.

An *alias* of iTunes, on the other hand, looks just like the original iTunes icon and opens iTunes when you double-click it but requires less than 5MB of hard disk space. So try placing aliases of programs and files you use most often in convenient places such as the Desktop or a folder in your Home folder.



In effect, Microsoft stole the alias feature from Apple. (If you've used Windows, you may know aliases as *shortcuts*.) But what else is new? And for what it's worth, the Mac's aliases usually don't break when you move or rename the original file; Windows shortcuts sometimes do (though less frequently in Windows 8 than, say, Windows XP).

Why else do I think that aliases are so great? Well, they open any file or folder on any hard drive from anywhere else on any hard drive — which is a very good trick. But there are many other reasons why I think aliases rock:

Convenience: Aliases enable you to make items appear to be in more than one place, which on many occasions is exactly what you want to do. For example, keep an alias of your word-processor program on your Desktop and another in your Documents folder for quick access. Aliases enable you to open your word processor right away without having to navigate into the depths of your Applications folder every time you need it.



While you're at it, you might want to put an icon for your word processor in both the Dock and the Sidebar to make it even easier to open your word processor without a lot of clicking.

- Flexibility and organization: You can create aliases and store them anywhere on your hard drive to represent the same document in several different folders. This is a great help when you need to file a document that can logically be stored in any of several folders. If you write a memo to Fred Smith about the Smythe Marketing Campaign to be executed in the fourth quarter, which folder does the document belong in? Smith? Smythe? Marketing? Memos? 4th Quarter? Correct answer: With aliases, it can go in every folder, if you like. Then you can find the memo wherever you look instead of guessing which folder you filed it in.
- Integrity: Some programs must remain in the same folder as their supporting files and folders. Some programs, for example, won't function properly unless they're in the same folder as their dictionaries, thesauruses, data files (for games), templates, and so on. Thus, you can't put the actual icon for such programs on the Desktop without impairing their functionality. An alias lets you access a program like that from anywhere on your hard drive.

I admit I'm somewhat old-school when it comes to organizing my files in the proper folders (see Chapter 6), but Mavericks' speedy Spotlight search mechanism along with tools like Launchpad and Mission Control (all, not coincidentally, discussed in Chapter 7), as well as the Sidebar's All My Files item, let you find pretty much any file on your disk in seconds.

Creating aliases



When you create an alias, its icon looks the same as the icon that it represents, but the suffix *alias* is tacked onto its name, and a tiny arrow called a *badge* (as shown in the margin) appears in the bottom-left corner of its icon. Figure 5-10 shows an alias and its *parent* icon — the icon that opens if you double-click the alias.

To organize or not . . .

These days, some users prefer to have all their files — every single one — in one folder, usually the Documents folder. There's nothing to prevent you from putting every file in one folder; OS X Mavericks could care less. That doesn't mean it's a good idea.

First, opening folders with thousands and thousands of files takes longer. And the more files there are, the longer it will be before you can use them. I don't know about you, but I don't like to wait, especially when I don't have to.

Second, folders with thousands of files become a nightmare in applications' Open dialogs.

The good news is that you find out how to tame the Open dialog, how to create and use subfolders, and how to organize your own stuff in Chapter 6. For those who choose to ignore the good advice in this chapter and Chapter 6, Chapter 7 introduces Spotlight, which makes it simple to find and open almost any file quickly, even files in the same folder as tens of thousands of other files. But I digress. . . .

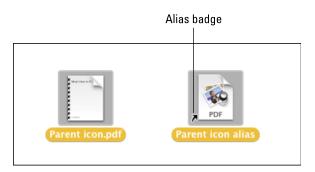


Figure 5-10: An alias (right) and its parent.

To create an alias for an icon, do one of the following:

- ✓ Click the parent icon and choose File

 Make Alias.
- ✓ Click the parent icon and use the Action menu's Make Alias command.
- ✓ Click an icon while holding down the Control key and then choose the Make Alias command from the contextual menu that appears. (You can explore contextual menus which are very cool in Chapter 2.)
- ✓ Click any file or folder, press and hold down ૠ+Option, and then drag the file or folder while continuing to hold down ૠ+Option. Presto! An alias appears where you release the mouse button.



When I first create a file, I save it in its proper folder inside the Documents folder in my Home folder. If it's a document that I plan to work on for more than a day or two (such as a magazine article or book chapter), I make an alias of the document (or folder) and plop it on my Desktop. After I finish the article or chapter and submit it to an editor, I trash the alias, leaving the original file safe and sound in its proper folder and my Desktop clean and uncluttered.

Deleting aliases

This is a short section because deleting an alias is such an easy chore. To delete an alias, simply drag it onto the Trash icon in the Dock. That's it! You can also Control-click it and choose Move to Trash from the contextual menu that appears, or select the icon and press $\Re+$ Delete.

Deleting an alias does *not* delete the parent item. (If you want to delete the parent item, you have to go hunt it down and kill it yourself.)

Hunting down an alias's parent

Suppose that you create an alias of a file, and later you want to delete both the alias and its parent file, but you can't find the parent file. What do you do? Well, you can use the Finder's Find function to find it (try saying that three times real fast), but here are four faster ways to find the parent icon of an alias:

- ✓ Select the alias icon and choose File⇔Show Original.
- ✓ Select the alias icon and press \#+R.
- Select the alias icon and use the Action menu's Show Original command.
- Control-click the alias icon and choose Show Original from the contextual menu

Any of these methods opens the window containing the parent document with its icon preselected for your convenience.

The View (s) from a Window

Views are part of what makes your Mac feel like *your* Mac. Mavericks offers four views so you can select the best one for any occasion. Some people like one view so much that they rarely (or never) use others. Other people, like me, memorize the keyboard shortcuts to switch views instantly without reaching for the mouse. Try 'em all, and use the one(s) you prefer.

Moving through folders fast in Column view

Column view is a darn handy way to quickly look through a lot of folders at once, and it's especially useful when those folders are filled with graphics files. The Column view is my favorite way to display windows in the Finder.



To display a window in Column view, shown in Figure 5-11, click the Column view button on the toolbar (as shown in the margin), choose View \triangle As Columns from the Finder's menu bar, or press $\Re +3$.

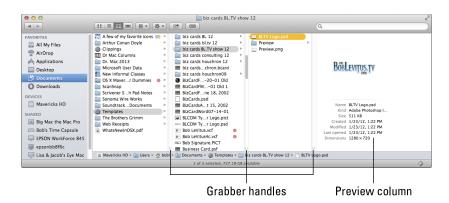


Figure 5-11: A Finder window in Column view.

Here's how I clicked around in Column view to see the list of folders and files you see in Figure 5-11:

- 1. When I click the *Documents* icon in the Sidebar, its contents appear in the column to the right.
- 2. When I click the *Templates* folder in this column, its contents appear in the second column.
- 3. When I click the *biz cards BL.TV show 12* folder in the second column, its contents appear in the third column.
- 4. Finally, when I click the BLTV Logo.psd icon in the third column, the contents of that file appear, along with some information about it: It's an Adobe Photoshop file, 511K in size, created on 1/23/2012, and so on. That's called the Preview column.



When you're poking around your Mac in Column view, the following tips are good to know:

- ✓ You can have as many columns in a Column view window as your screen can handle. Just drag any edge or corner of the window to enlarge it so new columns have room to open. Or click the green Zoom (also known as Maximize) gumdrop button to expand the window to "just big enough" to display all columns with content in them.
- You can use the little grabber handles at the bottom of every column to resize the column widths.

They're pretty versatile:

- If you drag a handle left or right, the column to its left resizes.
- If you hold down the Option key when you drag, all the columns resize at the same time.
- If you double-click one of these little handles, the column to its left expands to the width of the widest item it contains.
- Right- or Control-click any grabber handle for a pop-up menu with three options: Right Size This Column; Right Size All Columns Individually; and Right Size All Columns Equally.
- The preview column displays information about the highlighted item to its left, but only if that item isn't a folder or disk. (If it were a folder or disk, its contents would be in this column.) For many items, the picture you see in the preview column is an enlarged view of the file's icon. But if the item is a graphic file (even a PDF) saved in a format that QuickLook can interpret (most graphic file formats and many others including Word and Pages), a preview picture appears instead, as shown in Figure 5-11. If you don't like having the preview displayed, you can choose View⇔Show View Options and turn off Show Preview Column.

Perusing in Icon view

Icon view is a free-form view that allows you to move your icons around within a window to your heart's content. Refer to Figure 5-6 to see the icons in my Applications folder in Icon view.



To display a window in Icon view, click the Icon view button in the toolbar (shown in the margin), choose View As Icons from the Finder's menu bar, or press $\Re+1$.



Learn to love the Icon Size control in the lower-right corner of Icon view windows or in the top-right corner when the Sidebar and toolbar are hidden.



Icon view: The ol' stick-in-the-mud view

In all fairness, I must say that many perfectly happy Macintosh users love Icon view and refuse to even consider anything else. Fine. But as the number of files on your hard drive increases (as it does for every Mac user), screen real estate becomes more and more valuable. In my humble opinion, the only real advantages that Icon view has over Column or List view are the ability to arrange the icons anywhere you like within the window and to put a background picture or color behind your icons. Big deal.

I offer this solution as a compromise: If you still want to see your files and folders in Icon view, make them smaller so that more of them fit in

the same space onscreen. This is what I do with any icons I have on my Desktop (because the Desktop allows only Icon view).

To change the size of a window's icons, use the little slider in the bottom-right corner of the Finder window when the status bar is showing. If it's not, choose View Status Bar (or press %+/).

Bigger icons make me crazy, but if you like them that way, your Mac can accommodate you. You can also alter the space between icons by dragging the Grid Spacing slider left or right. **Note:** If you like Icon view, consider purchasing a larger monitor; I hear that monitors now come in a 30-inch size.

The Finder's View menu also offers a few commands that might help you glance through your icons more easily:

Clean Up: Choose this command to align icons to an invisible grid; you use it to keep your windows and Desktop neat and tidy. (If you like this invisible grid, don't forget that you can turn it on or off for the Desktop and individual windows by using View Options.) Clean Up is available only in Icon view or when no windows are active. If no windows are active, the command instead cleans up your Desktop. (To deactivate all open windows, just click anywhere on the Desktop or close all open windows.)

If you're like me, you've taken great pains to place icons carefully in specific places on your Desktop. Cleaning up your Desktop destroys all your beautiful work and moves all your perfectly arranged icons. And alas, cleaning up your Desktop is not something you can undo.

If any icons are selected (highlighted) when you pull down the View menu, you see Clean Up Selection rather than Clean Up. If you choose this command, it moves only the icons that are currently selected.





✓ Clean Up By: This command combines the tidiness of the Clean Up command with the organizational yumminess of the Arrange By command, which I introduce in a moment.

This command sorts the icons by your choice of criteria, namely:

• Name (shortcut: \mathbb{H}+Option+1)

• Kind (shortcut: \mathbb{H}+Option+2)

• Date Modified (shortcut: \mathbb{H}+Option+5)

Date Created (no shortcut)

• Size (shortcut: \#+Option+6)

Tags (shortcut: \mathbb{H}+Option+7)

It's similar to the Arrange By command, but this one's a one-time affair. After you've used it, you can move icons around and reorganize them any way you like.

✓ **Arrange By:** This command rearranges the icons in the active window in your choice from among nine ways, which happen to be the same nine options (ten if you count "None") in the Arrange pop-up menu (shown earlier in Figure 5-4).

Unlike Clean Up By, which is a one-shot command, Arrange By is persistent and will continue to reorganize your icons automatically. In other words, you can't move icons around manually in an arranged window.

One last thing: The Clean Up and Clean Up By commands are only available for windows viewed as icons; the Arrange By command is available in all four views and remains in effect if you switch to a different view or close the window. To stop the Finder from arranging icons in a window, choose None from either the View Arrange By submenu or the toolbar's Arrange pop-up menu, or use the keyboard shortcut, \Re +Control+0.

Listless? Try touring folders in List view

Now I come to my second-favorite view, List view (shown in Figure 5-12). I like it so much because of the little triangles to the left of each folder, known as *disclosure triangles*, which let you see the contents of a folder without actually opening it. This view also allows you to select items from multiple folders at once and move or copy items between folders in a single window. Finally, it's the view used to present Spotlight search results.



To display a window in List view, click the List view button on the toolbar (shown in the margin), choose View As List from the Finder's menu bar, or press $\Re+2$.

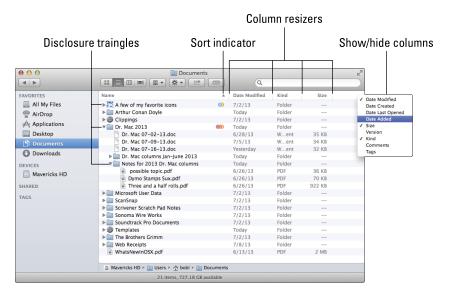


Figure 5-12: A window in List view.

When you're in List view, the following tips can help you breeze through your folders to find what you're looking for:

✓ To disclose a folder's contents, click the triangle to its left or, if it's selected, press the right-arrow key. Figure 5-12 shows the result of either clicking the triangle to the left of the Dr. Mac 2013 folder or selecting (highlighting) the Dr. Mac 2013 folder and pressing the right-arrow key.



If you press Option+right arrow, all the folder's subfolders also expand. Had I pressed the Option key before pressing the right-arrow key in Figure 5-12, the Dr. Mac Columns Jan-June 2013 and Notes for 2013 Dr. Mac Columns folders would have expanded. If either of these folders had contained any subfolders, they would have been expanded as well.

Click the column header to sort items in List view. Notice the little triangle at the right edge of the selected column (the Name column in Figure 5-12). That's the column's sorting indicator. If the triangle points upward, as it does in Figure 5-12, the items in the corresponding column are sorted in alphabetical order; if you click the header (Name) again, the triangle will flip over to point downward and the items will be listed in the opposite (reverse alphabetical) order. This behavior is true for all columns in List view windows.

✓ You can change the order in which columns appear in a window. To do so, press and hold a column's name, and then drag it to the left or right until it's where you want it. Release the mouse button, and the column moves.

The exception (isn't there always an exception?) is that the Name column always appears first in List view windows; you can move all other columns about at will. In fact, you can even hide and show columns other than Name if you like using the View Options window.



You can fine-tune all four views and the Desktop by using the View Options window. Just choose View⇔Show View Options or press ૠ+J. The options you see apply to the active window or the Desktop. Click the Use as Defaults button to apply these options to all windows in that view (that is, Icon, List, Column, or Cover Flow).

Right- or Control-click anywhere on any column header to show or hide columns (as shown in Figure 5-12). Column names with check marks are displayed; column names that are unchecked are hidden.



To widen or shrink a column, hover over the dividing line between that column and drag left or right. When your cursor is over the dividing line in the header, it changes to a double-headed resizer, as shown in the margin.

You gotta go with the flow

If you're familiar with the Cover Flow feature in iTunes or if you own an iPhone, iPod touch, or iPad (which do a Cover Flow thing when you turn them sideways in their iPod music-player mode), you're already familiar with Cover Flow.



To display a window in Cover Flow view, click the Cover Flow view button on the toolbar (shown in the margin), choose View As Cover Flow from the Finder's menu bar, or press €4. Figure 5-13 shows Cover Flow view.

Cover Flow view has two cool features:

- ✓ The item that's selected in the list (Graphite Eye in Figure 5-13) appears in a preview in the top part of the window.
- ✓ You can flip through the previews by clicking the images to the left or right of the current preview image or by sliding the gray oval in the black scroll bar (directly below the G in Graphite in Figure 5-13) to the left or right.

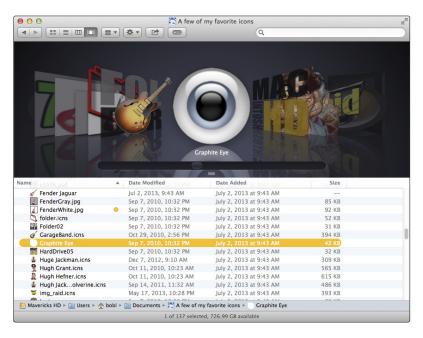


Figure 5-13: A window in Cover Flow mode.

Finder on the Menu

The Finder menu is packed with useful goodies, most of which are available in its menus. In the following sections, I look at those that pertain specifically to using the Finder.

The actual Finder menu

Here are a few of the main items you can find on the Finder menu:

✓ **About Finder:** Choose this command to find out which version of the Finder is running on your Mac. This menu item isn't particularly useful — or at least not for very long. But when a different application is running, the About Finder item becomes About *<application name>* and usually gives information about the program's version number, the developers, and any other tidbits that those developers decide to throw in. Sometimes these tidbits are useful, sometimes they're interesting, and sometimes they're both.

- ✓ Preferences: Use the choices here to control how the Finder looks and acts. Find out the details in the "Setting Finder preferences" section, later in this chapter.
- ✓ Services: One of the really cool features of OS X applications is the accessibility of Services. If nothing is selected in the Finder, the Services menu is empty, as shown in Figure 5-14 (A). When an icon or icons are selected, there are two Services you can choose, as shown in Figure 5-14 (B). Finally, if a word or words are selected, you have a myriad of options, as shown in Figure 5-14 (C).

In other words, the items you see in the Services menu are contextsensitive, so what you see in yours will depend on what you have selected. If you look in the Services menu and don't find anything interesting, try selecting something else and looking again; you might be pleasantly surprised.

Choose the last item in the menu, Services Preferences, and you can enable dozens of useful Services that aren't available by default.

Hide Finder (策+H): Use this command when you have Finder windows open and they're distracting you. Choosing it makes the Finder inactive (another program becomes active) and hides any open Finder windows. To make the Finder visible again, either choose Show All from the application's self-named menu (the one that bears the name of the active application, such as Finder, TextEdit, System Preferences, and so on) or click the Finder icon, shown in the margin here, in the Dock.

The advantage to hiding the Finder — rather than closing or minimizing all your windows to get a clean screen — is that you don't have to open them all again when you're ready to get the windows back. Instead, just choose Show All (to see all windows in all apps) or click the Finder button in the Dock to see all Finder windows.

✓ Hide Others (Option+ૠ+H): This command hides all windows associated with all running programs except the active program. It appears in most applications' self-named menu and is good for hiding distractions so you can focus on one thing: the unhidden application.

Another easy way to hide all open applications and windows while activating the Finder is to hold down the ## and Option keys and click the Finder icon in the Dock. This technique works with whatever application is active, not just the Finder. So if you're surfing the web and decide you want to see only Safari's windows on your screen, ##+Option-click the Safari button in the Dock, and it will happen instantly.

✓ Show All: Use this command as the antidote to both of the Hide commands. Choose this, and nothing is hidden anymore.

Note that all three of these commands require that at least one application be running in addition to the Finder. Put another way, when the Finder is the only app running, these three commands are grayed out and unavailable.











You can achieve much the same effect as all this hide-and-show jazz by using Mission Control, which I discuss in Chapter 7.

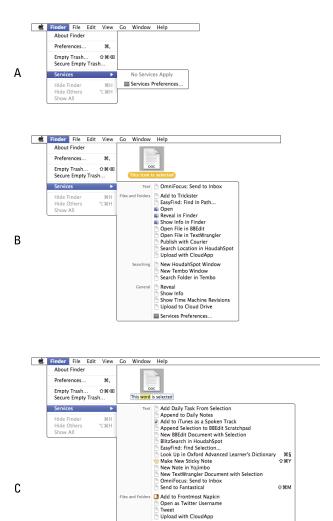


Figure 5-14: Services available with nothing selected (A), an icon selected (B), and a word selected (C).

Look Up in Dictionary
New HoudahSpot Window
New Tembo Window
Search in Tembo
Search With Google

New Email With Selection
Services Preferences...

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Finally, if you noticed that the Finder menu's Empty Trash command isn't mentioned here, that's because it's mentioned briefly in Chapter 4 and gets detailed coverage in Chapter 6.

Like a road map: The current folder's pop-up menu

In the center of the window's title bar is the name of the folder that you're viewing in this window: the highlighted folder. You know that already. What you might not know is that it offers a hidden road map to this folder from the top level. The following steps explain how it works:

1. Control-click and hold the folder's name (Desktop) in the title bar.

A pop-up menu appears, with the current folder (Desktop, in Figure 5-15) at the top.



Figure 5-15: Traverse folders from this convenient pop-up menu.



The Control-click shortcut is new in Mavericks; in all previous versions of OS X it was ૠ-click.

2. Select any folder in the menu, and it becomes the highlighted folder in the current window; release the mouse button, and that folder's contents are displayed.

As shown in Figure 5-15, the contents of the Desktop folder — a file and a folder — are displayed in the window. If I release the mouse button, the contents of the highlighted folder (bobl) will appear.

3. After jumping to a new folder, you can click the Back button.

Hey, you're right back where you were before you touched that pop-up menu!



Don't forget that you can display the path bar near the bottom of the window (it's showing in Figures 5-12, 5-13, and 5-15) by choosing View⇒Show Path Bar. Then you can double-click any folder displayed in the path bar to open it.

Last but not least, this trick doesn't just work on Finder windows . . . it also works with the title bar in most document windows (Word, Photoshop, and so on), showing you the path to the folder containing the document you're working on.

Going places with the Go menu

The Go menu is chock-full of shortcuts. The items on this menu take you to places on your Mac — many of the same places you can go with the Finder window toolbar — and a few other places.

The following list gives you a brief look at the items on the Go menu:

- ▶ Back (無+): Use this menu option to return to the last Finder window that you had open. It's equivalent to the Back button on the Finder toolbar, in case you have the toolbar hidden.
- Forward (ૠ+): This command is the opposite of using the Back command, moving you forward through every folder you open. Remember that if you haven't gone back, you can't go forward.
- **✓ Enclosing Folder (**%+1): This command tells the Finder window to display the folder where the currently selected item is located.
- ✓ All My Files (Shift+ૠ+F): This command shows you all your document files at once.

This is a good time to use the Arrange pop-up menu to sort these files into some semblance of order.

- Documents (Shift+#+0): You'll probably use this command often because the Documents folder is a great place to save documents you create.
- ✓ Desktop (Shift+策+D): Use this command to display the Desktop folder, which contains the same icons as the Desktop you see behind open windows.
- **Downloads (Option+**₩**+L):** This opens your Downloads folder, which is where files you download in Safari, save as attachments in Mail, or receive via AirDrop (explained shortly) are saved by default.
- ✓ Home (Shift+ૠ+H): Use this command to have the Finder window display your Home folder (which is named with your short name).



- Computer (Shift+ૠ+C): This command tells the Finder window to display the Computer level, showing your Network and all your disks.
- ✓ AirDrop (Shift+ૠ+R): AirDrop lets you share files wirelessly with anyone around you. No setup or special settings are required. Just click the AirDrop icon in the Finder Sidebar, use this menu item, or use the keyboard shortcut, and your Mac automatically discovers other people nearby who are using AirDrop. Bear in mind that not all Macs capable of running Mavericks support AirDrop. If your Mac is 2009 vintage (or older), AirDrop might not work.
- ✓ **Network (Shift+%+K):** This command displays whatever is accessible on your network in the Finder window.
- ✓ **Applications (Shift**+**%**+**A):** This command displays your Applications folder, the usual storehouse for all the programs that came with your Mac (and the most likely place to find the programs you install).
- Wtilities (Shift+策+U): This command gets you to the Utilities folder inside the Applications folder in one fell swoop. The Utilities folder is the repository of such useful items as Disk Utility (which lets you erase, format, verify, and repair disks) and Disk Copy (which you use to create and mount disk-image files). You find out more about these useful tools in Chapter 19.
- ✓ Recent Folders: Use this submenu to quickly go back to a folder that you recently visited. Every time you open a folder, OS X creates an alias to it and stores it in the Recent Folders folder. You can open any of these aliases from the Recent Folders command on the Go menu.
- ✓ **Go to Folder (Shift+%+G):** This command summons the Go to Folder dialog, shown in Figure 5-16. Look at your Desktop. Maybe it's cluttered with lots of windows, or maybe it's completely empty. Either way, suppose you're several clicks away from a folder that you want to open. If you know the path from your hard drive to that folder, you can type the path to the folder in the Go to the Folder text box (separating folder names with forward slashes [/]) and then click Go to move (relatively) quickly to the folder you need.

The first character you type must also be a forward slash, as shown in Figure 5-16, unless you're going to a subfolder of the current window (bobl in Figure 5-16).

This particular dialog is a tad clairvoyant; it tries to guess which folder you mean by the first letter or two that you type. For example, in Figure 5-16, I typed the letter **A** and paused, and the window guessed that I wanted *Applications*. Then I pressed the right-arrow key to accept the guess and typed /U, and the window guessed the rest (*tilities*) and filled it in for me.

✓ Connect to Server (策+K): If your Mac is connected to a network or to the Internet, use this command to reach those remote resources.





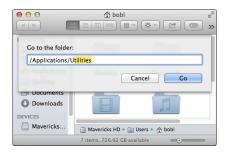


Figure 5-16: Go to a folder by typing its path.

One last thing: If you're looking for the Library folder inside your Home folder, which used to appear in the Go menu (before OS X 10.7 Lion), it's now hidden for your protection (as I explain in Chapter 6). To reveal it, hold down the Option key and click the Go menu.

Customizing Finder Windows

The Finder is outrageously handy. It not only gives you convenient access to multiple windows, but also offers ways to tweak what you see till you get what works best for you. So whereas earlier sections in this chapter explain what the Finder is and how it works, the following sections ask, "How would you like it to be?"

Adding folders to the Sidebar

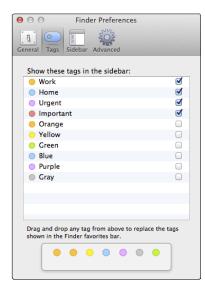
Adding whatever folder you like to the Sidebar is easy. All you need to do is select the item you want to add and choose File→Add to Sidebar from the menu bar (or press ↑+Option+T). You can now reach the item by clicking it in any Finder window's Sidebar. And you can move files or folders into that folder by dragging them onto the Sidebar icon for the item.

To remove an item from the Sidebar, right-click or Control-click the item and choose Remove from Sidebar.

Setting Finder preferences

You can find Finder and Desktop preferences by choosing Finder Preferences. In the Finder Preferences window that appears, click the icons in the toolbar to select one of the four Finder preference panes: General, Tags, Sidebar, and Advanced, all of which are shown in Figure 5-17.







General Tags Sidebar Advanced Show all filename extensions Show warning before changing an extension Show warning before emptying the Trash Empty Trash securely	
Show warning before changing an extension	
Show warning before changing an extension	
Show warning before emptying the Trash	
	n
Empty Trash securely	
When performing a search:	
Search This Mac \$	

Figure 5-17: Set Finder preferences here.

General pane

In the General pane, you find the following options:

- Show These Items on the Desktop check boxes: Select or deselect these check boxes to choose whether icons for hard drives; external disks; CDs, DVDs, and iPods; and connected servers appear on the Desktop. OS X Mavericks (and Mountain Lion before it) deselects all four options by default (which differs from earlier versions of Mac OS, which enabled all four by default). If you don't want disk icons cluttering your beautiful Desktop, deselect (clear) these check boxes. When they're deselected, you can still work with hard drives, CDs, DVDs, and other types of disks. You just have to open a Finder window and select the disk or disc you want in the Sidebar.
- ✓ New Finder Windows Show: Here, you can choose whether opening a new Finder window displays All My Files, your Home folder (which is my preference), the Documents or Desktop folders, or any other disk or folder. (All My Files is the default.)
- 第-Double-Click Opens a Folder in a New Tab check box: Selecting this box spawns a new tab in the current window when you 第-double-click a folder or disk.

Don't enable it and 第-double-clicking a folder opens it in a new window.

The default behavior is for folders to open "in place" when you double-click them without pressing the \Re key, which prevents window clutter. If you want a new window or tab instead, press \Re before you double-click. This forces the folder to open in a new window or tab (depending on whether the box is checked or not). Between this feature and Column view, I rarely need more than two windows onscreen, and I get by most of the time with a single window with multiple tabs.

Spring-Loaded Folders and Windows: This one's easier to do than to explain, so do this: Select the check box to enable the feature and then drag any icon (except a disk icon) onto any folder or disk icon. When the folder or disk icon is highlighted, don't release the mouse button. After a delay (which you set via the Delay slider), the highlighted folder icon "springs" open. If you drag the item onto another folder now, that folder springs open. And so on. This continues until you release the mouse button, at which time the item you're dragging is dropped into whichever folder is open at the time. Notice that each time you drag the item onto a different folder the previous folder springs shut automatically. That's spring-loaded folders for you.

As long as the check box is checked, you can make folders spring open instantly by pressing the spacebar, regardless of the delay you've specified with the Delay slider.







Tags pane

Previous versions of OS X featured colored Labels, but Mavericks takes it to a new level, replacing Labels with Tags.

Labels weren't particularly useful. You could assign only one label to a file or folder, and they weren't integrated with Opening and Saving files. In a nutshell, Tags do everything Labels did and much, much more.

The Tags pane is where you manage your tags, which appear in the File menu, the right- or Control-click shortcut menu, the Sidebar, and the toolbar. You can see a file or folder's tags in Finder windows, Get Info windows and inspectors, and Open and Save sheets, and you can use them as criteria for searches and Smart Folders.

- ✓ To rename a Tag, click its name and type a new one.
- ✓ To change a Tag's color, click the colored circle to the left of its name and choose a different color.
- Check the boxes for Tags you want to appear in the Sidebar and toolbar, as shown in Figure 5-18.

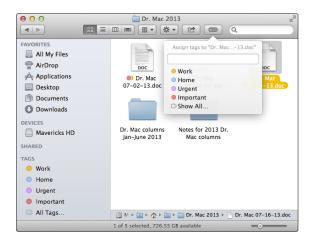


Figure 5-18: I checked the boxes for these four Tags, so they're displayed in the Sidebar and the toolbar's Tags button.



To see your unchecked Tags in the Sidebar or toolbar, click All Tags in (Sidebar) or Show All (toolbar).

Now, here's how to use 'em. To assign Tags to icons, select the icon(s) and then follow these steps:

- 1. Choose File⇔Tags and click one or more of the colored dots in the Tags section.
- 2. Right- or Control-click and click one or more of the colored dots in the Tags section of the shortcut menu.
- 3. Click the Tags button in the toolbar and click one or more of the Tags.

Here are a few more handy tricks with Tags:

- ✓ To create a custom Tag on the fly: Right- or Control-click an item, choose Tags, type a label for the new tag, and then press Return.
- ✓ **To untag an item:** Right- or Control-click the item, choose Tags, select the tag you want to remove, and then press Delete.
- ✓ To remove every instance of a Tag from every file and folder on your disk: Right- or Control-click the Tag in the Tags pane of Finder Preferences, and then choose Delete Tag. Don't worry. Deleting a Tag won't delete the items; it just removes that Tag from every item.



Click the Tags in your Sidebar to see every file on all connected hard disks with that tag.

Sidebar pane

The Sidebar pane lets you choose which items are displayed in the Sidebar. Select the check box to display the item; deselect the check box to not display it.

Advanced pane

The Advanced pane is just big enough to offer the following check boxes and a pop-up menu:

- ➤ Show All Filename Extensions check box: Tells the Finder to display the little two-, three-, four-, or more-character filename suffixes (such as .doc in summary.doc) that make your Mac's file lists look more like those of a Linux user. The Finder hides those from you by default, but if you want to be able to see them in the Finder when you open or save files, you need to turn on this option.
- ✓ Show Warning before Changing an Extension check box: Allows you to turn off the nagging dialog that appears if you attempt to change the two-, three-, four-, or more-character file extension.
- ✓ Show Warning Before Emptying the Trash check box (on by default): Allows you to turn off the nagging dialog telling you how many items are in the Trash and asking whether you really want to delete them.

- ✓ Empty Trash Securely check box: Makes Secure Empty Trash the default.

 The Secure Empty Trash feature overwrites deleted files with meaningless data so neither the files nor their contents can be recovered.
- ✓ When Performing a Search pop-up menu: Lets you choose the default search location when you initiate a search as described earlier in this chapter. Your choices are Search This Mac, Search the Current Folder, and Use the Previous Search Scope.

Digging for Icon Data in the Info Window

Every icon has an Info window that gives you — big surprise! — information about that icon and enables you to choose which other users (if any) you want to have the privilege of using this icon. (I discuss sharing files and privileges in detail in Chapter 16.) The Info window is also where you lock an icon so that it can't be renamed or dragged to the Trash.

To see an icon's Info window, click the icon and choose File⇔Get Info (or press ૠ+I). The Info window for that icon appears. Figure 5-19 shows the Info window for a folder called A Few of My Favorite Icons.

Documents, folders, and disks each have slightly different Info windows. In this section, I give you highlights on the type of information and options that you can find.

The gray triangles reveal what information for an icon is available in this particular Info window. The sections that you see for most icons include the following:

- ✓ **Add Tags:** Click in this field to add Tags to this item.
- ✓ **General:** For information of the general kind, such as
 - Kind: What kind of file this is an application, document, disk, folder, and so on
 - Size: How much hard drive space this file uses
 - Where: The path to the folder that contains this file
 - Created: The date and time this file was created
 - Modified: The date and time this file was last modified (that is, saved)
 - Version: Copyright information and the file's version number
 - *Label*: Choose or change the color label.



Figure 5-19: A typical Info window for an application (QuickTime Player, in this case).

Five other check boxes may or may not appear in the General section of a particular Info window. Here's the scoop on this quintet of optional options:

Open in 32-bit Mode (check box): Most late-model Macs can take advantage of Mavericks' high-performance 64-bit processing mode. Some applications are designed to take advantage of Mavericks faster 64-bit processing mode, but sometimes programs that should run in 64-bit mode don't run properly. If an application doesn't work properly — it often quits unexpectedly, freezes, or refuses to launch at all — try selecting this check box. It couldn't hurt.

This option is available only for applications designed to run in both modes; if you don't see this check box, that means the program you're using can run in only one mode.



- *Shared Folder* (check box): Designates the folder as Shared, so other users are allowed to see and use its contents. You find out all about sharing in Chapter 16.
- Stationery Pad (check box): This one appears only in the Info window of document icons. If you select it, the file becomes a template. When you open a Stationery Pad document, a copy of its contents appear in a new Untitled document that you would typically save with a descriptive name.
- Locked (check box): If this box is checked, you receive a warning if you try to put the item in the Trash: This Item Is Locked. Do You Want to Move It to the Trash Anyway? Your options are Stop and Continue. If you continue, the item goes into the Trash as usual. Then, when you try to empty the Trash, you receive another warning: There Are Some Locked Items in the Trash. Do You Want to Remove All the Items, Including the Locked Ones, or Just the Unlocked Ones? Your choices this time are Cancel, Remove Unlocked Items, and Remove All Items. If you choose to Remove All Items, the locked item(s) are deleted. If you choose Remove Unlocked Items, the locked item(s) remain in the Trash, and you receive the There Are Some Locked Items warning again the next time you try to empty it.

To remove the locked item from the Trash, click the Trash icon in the Dock and drag the locked item out of the Trash and into a folder or onto the Desktop.

- ✓ More Info: When the file was created, modified, and last opened (documents only).
- ✓ Name & Extension: Tells the full name, including the (possibly hidden) extension.
- ✓ **Comments:** Provides a field in which you can type your own comments about this icon for Spotlight to use in its searches.
 - I talk about searching a little earlier in this chapter and discuss Spotlight searches in greater detail in Chapter 7.
- ✓ Preview: When you select a document icon, the menu offers a Preview option that you use to see a glimpse of what's in that document. You can also see this preview when you select a document icon in Column view; it magically appears in the rightmost column. If you select a QuickTime movie or sound, you can play your selection right there in the preview pane without launching a separate application. And when you select most pictures, you see a preview of the actual picture (Elvis in Figure 5-19).
- ➤ Sharing & Permissions: Governs which users have access to this icon and how much access they are allowed. (See Chapter 16 for more about access privileges.)

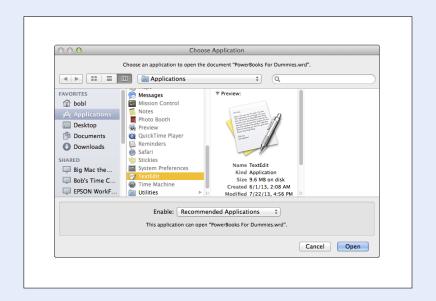


If you press the Option key before you pull down the Finder's File menu, the Get Info command changes to Show Inspector (alternatively, press \#+Option+I). The Inspector window looks and acts like a Get Info window for the most part, with two whopping exceptions:

- ✓ It displays info for the currently selected icon. Click a different icon, and the Inspector displays different info. So you can Get Info on lots of icons by using the arrow keys or pressing Tab or Shift+Tab. Try it it's cool.
- ✓ It displays cumulative info when you select multiple icons. This is an easy way to determine the total size of several items (files or folders) all at once.

And that's about it for icons, which are among the most fundamental parts of what makes your Mac a Mac (and not a toaster or an Xbox).

Part II Mavericks Taming (Or "Organization for Smart People")





In this part...

- Organizing your Mavericks to save yourself time and heartache.
- Understanding what goes where, and why.
- Saving and opening files: Two incredibly important things you need to know.
- ✓ The secret to finding anything, anywhere, on any disk.
- Mastering Mavericks' Mission Control. (Try saying that three times real fast.)
- Dealing with disks and volumes.
- Using Calendar, Reminders, and Notes to keep your life organized.
- Visit www.dummies.com/extras/osxmavericks for great Dummies content online.

The Care and Feeding of Files and Folders

In This Chapter

- ▶ Checking out the OS X folder structure
- ▶ Saving your document before it's too late
- Opening icons
- ► Getting (and staying) organized
- Copying, pasting, and moving files and folders

his could be the most important chapter in this book. If you don't understand how to open and save files by using the Open dialog and Save sheets or how to use the file and folder system, you'll have a heck of a time getting the hang of your Mac. Ask any

bobl
Applications

Desktop

DEVICES

Music
Photos

Documents
Downloads

Mavericks HD

New Document

Windows sucks.

longtime Mac user; the old lament is pretty common: "Well, I saved the file, but now I don't know where it went." It happens all the time with new users; if they don't master these essential techniques, they often become confused about where files are located on their hard drives. Sure, the Sidebar has an item called All My Files that displays all of your files, and Spotlight can find files in milliseconds, but if you have thousands or tens of thousands of files, both can be more of a curse than a blessing.

This chapter is a tonic for finding the file or folder you want. Knowing where your files are is something every Mac user should grok (fully understand). Hang with me and pay attention; everything will soon become crystal clear.



All My Files (in the Sidebar) is a fast and easy way to find a file or folder (although the sheer number of files it displays may overwhelm you, no matter how you sort or arrange them). And Chapter 7 is chock-full of tools and tips for finding files and folders when you misplace them. Furthermore, although you can often find files or folders by using Spotlight, you have to remember enough details about the file or its contents for Spotlight to find it.

At the end of the day, all the aforementioned techniques are useful and good to know, but take it from me: It's often faster and easier if you know exactly where a file or folder is than to hunt for it.

Later in the chapter, I look at using Open dialogs and Save sheets within applications to find files and folders. You see them only *after* you launch a program and use that program's File menu to open or save a file. (For more on launching applications, read the parts of Chapter 5 about icons; for more on creating and opening documents, see the documentation or Help file for the program that you're using.)



Spotlight (which you discover in Chapter 7) is OS X's built-in search mechanism. It's available just about everywhere you look in Mavericks: The magnifying glass on the menu bar, the Toolbar of Finder windows, and Open dialogs and Save sheets. The point is, if you can't find a file or folder manually as described in the rest of this chapter, try Spotlight.

Understanding the OS X Folder Structure

Start by looking at the folder structure of a typical OS X installation. Open a Finder window and click the icon for your hard drive (which is typically called Macintosh HD) in the Sidebar. You should now see at least four folders: Applications, Library, System, and Users. Within the Users folder, each user with an account on this Mac has his own set of folders containing documents, preferences, and other information that belongs to that user and account.



If you're the sole person who accesses your Mac, you probably have only one user. Regardless, the folder structure that OS X uses is the same whether you have one user or dozens.

Within the Users folder, you find your personal Home folder (which bears your short user name), along with a Shared folder, where you can put files you want to share with other users. All these files are stored in a nested folder structure that's a bit tricky to understand at first. This structure makes more sense after you spend a little time with it and figure out some basic concepts.



If you display the path bar at the bottom of your windows by choosing View Show Path Bar, it'll start to make sense much sooner.

Take a look at Figure 6-1; you can see how these main folders are related to one another. In the sections that follow, you look at each of these folders in more depth and find out more about what's nested inside each one.

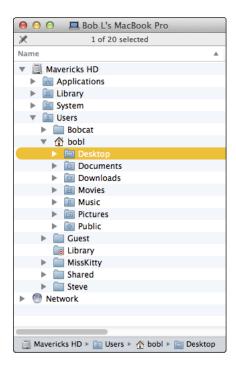


Figure 6-1: A bird's-eye view of key folders on your Mac.

Understanding nested folders

Folders within other folders are often called *nested folders*. To get a feel for the way nested folders work in OS X, check out Figure 6-2.

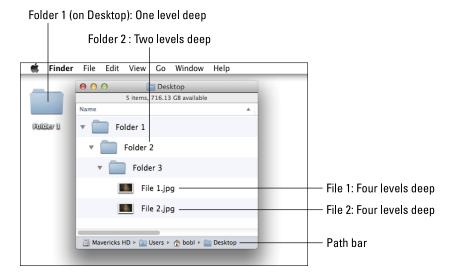


Figure 6-2: Nested folders, going four levels deep.

You can see the following in Figure 6-2:

- ✓ The Desktop is the top-level folder in this example; all the other folders and files you see reside within the Desktop folder.
- ✓ Folder 1 is inside the Desktop folder, which is one level deep.
- ✓ Folder 2 is inside Folder 1, which is one level deeper than Folder 1, or two levels deep.
- ✓ Folder 3 is inside Folder 2 and is three levels deep.
- ✓ The two files inside Folder 3 are four levels deep.



If the preceding list makes sense to you, you're golden. What's important here is that you're able to visualize the path to Folder 3. That is, to get to files inside Folder 3, you open Folder 1 and then open Folder 2 to be able to open Folder 3. Understanding this concept is important to understanding the relationships between files and folders. Keep reviewing this section, and eventually, the concept will click. You'll slap yourself in the head and say, "Now I get it!"

From the top: The Computer folder

I start with the Computer folder, which is the top level of the folder hierarchy. The Computer folder shows all the storage devices (hard drives, CD- or DVD-ROM, USB flash drive, and so forth) that are currently connected to your Mac. The following steps show how you can start at the Computer folder and drill down through the folder structure:

1. To find the Computer folder, choose Go⇔Computer or press Shift+ૠ+C.

In Figure 6-1, the Computer folder is called Bob L's MacBook Pro, and it contains a hard-drive icon (Mavericks HD) and a Network icon, with which you can access servers or other computers on your local network. (If that seems mysterious, read Chapter 16 for the whole scoop on sharing files with other Macs and sharing your Mac with other users.)



If you don't see a Computer icon in your Sidebar, choose Finder Preferences, click the Sidebar icon at the top, and then select the check box for your computer. You can change a Mac's name (Bob L's MacBook Pro in Figure 6-1) in the Sharing System Preferences pane, which you can access by launching the System Preferences application (from the Applications folder, the Dock, or the menu) and then clicking the Sharing icon.

You might have more or fewer icons in your Computer folder than you see in Figure 6-1, depending on how many disks you have mounted.

2. Double-click the icon that holds your OS X stuff.

(Technically, this drive is called your boot drive.) In Figure 6-1, that hard drive is called Mavericks HD. I have no idea what yours is called, of course; if you haven't changed it, it's probably called Macintosh HD.

3. Check out the folders you find there.

You should see at least four folders (unless you've added some; if you installed the Xcode programming tools, for example, you have more). In the next few sections, I walk you through what you can find in each one.

Peeking into the Applications folder

You can access the Applications folder, located at the root level of your boot drive (the one with OS X installed on it), by clicking the Applications icon in the Sidebar, by choosing it in the Go menu, or by pressing Shift+%+A. In this folder, you find applications and utilities that Apple includes with OS X. Most users of a given Mac have access to all the items in the Applications folder, with the exception of managed accounts or accounts with Parental Controls, as discussed in Chapter 16.

Finding fonts (and more) in the public Library folder

The Library folder, at the root level of your OS X hard drive, is like a public library; it stores items available to everyone who logs into any account on this Mac.



There are actually four or more Library folders on your hard drive: one at the root level of your OS X disk, a second inside the root-level System folder, a third inside the Users folder, and the fourth in your Home folder.

What's that you say? You don't see a Library folder inside your Home folder? Well it's like this: In versions of OS X earlier than OS X Lion (10.7), you would have seen a folder named Library between the Downloads and Movies folders in your Home folder (or mine — bobl — in Figure 6-1). But that was then, and this is now. In OS X Mavericks, the Home Library folder is hidden from view to protect you from yourself. You discover the secret to making it visible if you need it in the "Your personal Library card" section of this chapter, which is coming up.



Leave the /System/Library **folder alone.** Don't move, remove, or rename it, or do anything within it. It's the nerve center of your Mac. In other words, you should never have to touch this third Library folder. You find a bunch of folders inside the Library folder at root level (the "public" Library folder). Most of them contain files that you never need to open, move, or delete.

By and large, the public Library subfolder that gets the most use is the Fonts folder, which houses many of the fonts installed on the Mac. For the most part, fonts can be made available in one of two ways:

- ✓ To everyone who uses the Mac: If that's the case, they're stored here in the Fonts folder.
- ✓ **To a single user:** In this case, you place the fonts in the user's Library folder (the one in the user's Home folder).

I discuss fonts more in Chapter 14. Meanwhile, some other public Library subfolders that you might use or add to are the iMovie, iTunes, iPhoto, and iDVD folders (where you put plug-ins for those programs); the Scripts folder (which houses AppleScripts accessible to all users); and the Desktop Pictures folder (where you can place pictures to be used as Desktop backgrounds).

Finally, the Library in the Users folder is where OS X stores configuration and preferences files shared by all users.



Don't remove, rename, or move any files or folders in any of your Library folders unless you're sure of what you're doing and why. OS X is very picky about folders in its Libraries being in the proper place and bearing the proper name. While I'm on the subject, you probably shouldn't remove, rename, or move applications installed by Mavericks in the Applications folder.

Note: Under most circumstances, you won't actually add items to or remove items from folders in this Library yourself. Software installers usually do the heavy lifting for you by placing all their little pieces in the appropriate Library folders. You shouldn't need to touch this Library often, if ever. That said, knowing what these folders are — and who can access their contents — might come in handy down the road a piece.

The locations of all these libraries are illustrated in Figure 6-3.

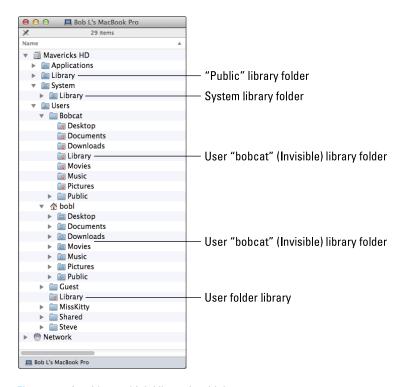


Figure 6-3: A guide to which Library is which.



If your Mac is set up for multiple users, only users with administrator (admin) privileges can put stuff in the public (root-level) Library folder. (For more information on admin privileges, check out Chapter 16.)

Let it be: The System folder

The System folder contains the files that OS X needs to start up and keep working.



Leave the System folder alone. Don't move, remove, or rename it or anything within it. It's part of the nerve center of your Mac.

The bottom line is that you should, for the most part, restrict yourself to using the folders within your Home folder. If you're the only user of your Mac, you can pretty much forget about the root level Library. But those with more than one user account on their Mac may someday need to add or remove a file from this folder.

So now you can forget everything outside your Home folder because with few exceptions, that's where all of your "stuff" will reside.

The usability of the Users folder

When you open the Users folder, you see a folder for each person who has a user account on the Mac, as well as the Shared folder.



The Shared folder that you see inside the Users folder allows everyone who uses the Mac to use any files stored there. If you want other people who use your Mac to have access to a file or folder, the Shared folder is the proper place to stash it. You can see the Shared folder under the MissKitty folder in Figure 6-1 earlier in this chapter.



I realize that a lot of people don't share their Macs with others, and if you're one of these folks, you may wonder why I keep mentioning sharing and multiple users and the like. Well, OS X is based on the Unix operating system — a multiuser operating system used on high-end servers and workstations that are often shared by several people. OS X has both the benefit of this arrangement and a bit of the confusion caused when a single user (could it be you?) fires up a computer that *could* be set up for several people. That's why OS X folders are organized the way they are — with different hierarchies for each user and for the computer as a whole.

I should also mention that each user account has its own preferences and settings and that one user can't see another user's files by default.



If your Mac has more than one constant user, consider creating a user account for each person. If you're a parent, separate user accounts mean you can enable Mavericks' terrific Parental Controls, which are a very good thing if you ask me. But I'm getting ahead of myself again; Chapter 16 has the scoop on sharing your Mac and Parental Controls.

There's no place like Home

From the Users folder, you can drill down into the Home folder to see what's inside. When the user logs on to this Mac, his Home folder appears whenever he clicks the Home icon in the Sidebar, chooses Gochome, or uses the keyboard shortcut Shift+\#+H.



Your Home folder is the most important folder for you as a user — or at least the one where you stash most of your files. I strongly recommend that you store all the files you create in subfolders within your Home folder — preferably, in subfolders in your Home/Documents folder. The advantage of doing so is that your Home/Documents folder is easy to find, and many programs use it as the default folder for opening or saving a file.

When you open your Home folder, you see a Finder window with a little house icon and your short username in the title bar. Seeing your short username in the title bar tells you that you're in *your* Home folder. Every user has a Home folder named after his or her short username (as specified in the Users & Groups System Preferences pane). Figure 6-4 shows that my Home folder is named bobl — the short name I used when I first set up my Mac.

● ○ ○	☆ bobl				H,
■ b Back	00 mm	Share Edit Tag	Q	Search	
FAVORITES	Name	Size	Datedified	Kind	
All My Files	▶ 🛅 Desktop	6 KB	12:19 PM	Folder	
♠ bobl	▶ 🛅 Documents	911.2 MB	12:14 PM	Folder	
AirDrop	▶ 🔯 Downloads	17.1 MB	8/1/13	Folder	
	▶ i Movies	Zero bytes	6/13/13	Folder	
Applications	▶ @ Music	2.71 GB	12:15 PM	Folder	
Desktop	▶ i Pictures	2.84 GB	7/27/13	Folder	
Documents	► 🔯 Public	6 KB	12:15 PM	Folder	
O Downloads					
DEVICES	Mavericks HD ► Users ► bobl				
	7 items, 716.12 GB	available			

Figure 6-4: My Home folder.

If your Mac has more than one user, you can see the other users' Home folders in your Users folder, but OS X prevents you from opening files from or saving files to them.

By default, your Home folder has several folders inside it created by OS X. The following four are the most important:

- ✓ Desktop: If you put items (files, folders, applications, or aliases) on the Desktop, they're actually stored in the Desktop folder.
- **Documents:** This is the place to put all the documents (letters, spreadsheets, recipes, and novels) that you create.
- ✓ **Library:** As I mention earlier in this chapter, this Library folder is invisible in Mavericks; I show you how to deal with that shortly. Rest assured that even though it's hidden, it's still one of the most important folders in your Home folder, containing Preferences (files containing the settings you create in System Preferences and other places), fonts available only to you (as described earlier in this chapter), and other stuff that you and only you expect to use.
- ▶ **Public:** If others on your local area network use file sharing to connect with your Mac, they can't see or use the files or folders in your Home folder (unless you've explicitly shared them), but they can share files you've stored in your Home folder's Public folder. (Read more about file sharing and Public folders in Chapter 16.)

You can create more folders, if you like. In fact, every folder that you *ever* create (at least every one you create on this particular hard drive or volume) *should* be within your Home folder. I explain more about creating folders and subfolders and organizing your stuff inside them later in this chapter.



The following are a few more tidbits to keep in mind as you dig around your Home folder:

- ✓ If you decide that you don't want an item on the Desktop anymore, delete it by dragging its icon from the Desktop folder to the Trash or by dragging its icon from the Desktop itself to the Trash. Both techniques yield the same effect: The file is in the Trash, where it remains until you empty the Trash. Or if you don't want it on the Desktop anymore but don't want to get rid of it either, you can drag it from the Desktop into any other folder you like.
- Downloads, Movies, Music, and Pictures. All these folders except Downloads are empty until you (or a program such as iTunes, GarageBand, iPhoto, or iMovie, which create files inside these folders automatically the first time you launch them) put something in these folders. And the Downloads folder might as well be empty, but it contains a document entitled, About Downloads, with a little info on Dock stacks and the Downloads folder and concludes by saying, "... when you're done reading this document, feel free to throw it out."

Your personal Library card

The invisible Library subfolder of your Home folder is the repository of everything that OS X needs to customize *your* Mac to *your* tastes. If you want to add something to a Library folder, it's usually best to add it to your Home/Library folder. You won't spend much time (if any) adding things to the Library folder or moving them around within it, and that's probably why it's now hidden from sight. Still, I think it's a good idea for you to know what's in your Home/Library.

In the "Finding fonts (and more) in the public Library folder" section, earlier in this chapter, I discuss the Library folder that's used to specify preferences for the Mac as a whole. But *this* Library folder is all about you and your stuff.



Be cautious with all Library folders. OS X is very persnickety about how the folders and files within it are organized. As I discuss earlier in the chapter, you can add items to and remove items safely from most public or Home Library folders, but *leave the folders themselves alone*. If you remove or rename the wrong folder, you could render OS X inoperable. It's like the old joke about the guy who said to the doctor, "It hurts when I do that," and the doctor replies, "Then don't do that."

To find your hidden Home/Library folder, do this:

- 1. Hold down the Option key on your keyboard.
- 2. Click the Go menu.

The (formerly) invisible Library folder appears in the Go menu as long as the Option key is pressed, as shown in Figure 6-5.

3. Select Library and release the mouse button.

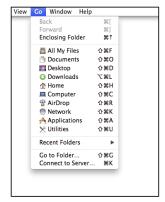




Figure 6-5: A normal Go menu (left) and a Go menu with the Option key pressed (right).

You should see several folders in the Home/Library folder; the exact number depends on the software that you install on your Mac. You probably have folders called Mail, Safari, Logs, and Preferences, for example.



If you don't want to have to do this dance every time you want to open your <code>Home/Library</code>, Mavericks has a new option for you: There's now a Show Library Folder check box in the View Options window (choose View Show/ Hide View Options or press <code>#+J</code>). Select it, and your <code>Home/Library</code> will be visible evermore (or at least until you deselect the check box).

Some of the most important standard folders in the Library folder include the following:

- ✓ **Application Support:** Some applications store their support files here; others store theirs in the main (root-level) public Library folder.
- ✓ **Fonts:** This folder is empty until you install your own fonts here. The fonts that come with OS X aren't stored here, but in the Library folder at root level for everyone who uses this Mac. I discuss this topic earlier in this chapter. If you want to install fonts so that only you have access to them, put them in the Fonts folder in *your* Library folder.



The easiest way to install a font is to double-click its icon and let Mavericks' Font Book utility handle it for you, as described in Chapter 14. But I'd be remiss if I didn't also mention how to install a font manually:

- To install a font that only you can use: Drag the font file's icon to the Fonts folder in your Home/Library. The font is available only to this user account (because other users can't use fonts stored in your Home/Library folder).
- To install a font for all users of this Mac: Drag the font file's icon into the Fonts folder in the public Library folder the one at root level that you see when you open your hard drive's icon.
- ✓ Preferences: The files here hold the information about whichever things you customize in OS X or in the applications you run. Whenever you change a system or application preference, that info is saved to a file in the Preferences folder.



Don't mess with the Preferences folder! You should never need to open or use this folder unless something bad happens — if, for example, you suspect that a particular preferences file has become *corrupted* (that is, damaged). My advice is to just forget that you know about this folder and let it do its job. If you don't know why you're doing something to a folder (other than the Fonts folder) in your <code>Home/Library</code>, <code>don't</code> do it. There must be some good reasons why Apple decided to hide the <code>Home/Library</code> folder in OS X Mavericks, and I'm sure that one of them is to keep you (or me) from accidentally screwing something up.

Saving Your Document Before It's Too Late

If you have a feel for the OS X folder structure, you can get down to the important stuff — namely, how to save documents and where to save them. You can create as many documents as you want, using one program or dozens of 'em, but all could be lost if you don't save the files (or versions of the files) to a storage device such as your hard drive or other disk.

When you *save* a file, you're committing a copy to a disk — whether it's a disk connected directly to your Mac, one available over a network, or a removable disk such as a USB flash drive or portable hard disk.

Lion introduced three new features — Resume, Auto Save, and Versions — to make your life easier. In previous versions of OS X, applications generally showed a blank page or nothing at all when you launched them. Mavericks' Resume feature automatically reopens all windows that were onscreen when you quit the app. So, when you launch the app again, all the windows are reopened in the same position onscreen as when you quit. Best of all, Resume seems to work with most third-party apps.

Programs have offered Auto Save before, but now it's baked into OS X. Auto Save automatically saves versions of your work as you work, when you pause, and every five minutes, whether you need it or not.

For as long as we've had Macs, we've saved unique versions of our files, creating and managing them with the Save As command or by duplicating and renaming them in the Finder. Now Mavericks (like Lion and Mountain Lion before it) takes over version control for you by automatically saving versions as described in the preceding paragraph.



That's the good news, but there's also bad news . . . although Auto Save and versions are baked right into OS X, third-party apps require a software update before they can take advantage of these features. So please don't get too comfortable with Auto Save and Versions until you're sure that your applications take advantage of these features. Most third-party apps still rely on the good old Save and Save As commands, which have been around since time immemorial (or at least since 1984).



In the following sections, I show you how to save your masterpieces. Prevent unnecessary pain in your life by developing good saving habits. I recommend that you save your work (or save a version in apps that support versions)

- Every few minutes
- ✓ Before you switch to another program
- Before you print a document
- ✓ Before you stand up



The keyboard shortcut for Save in almost every Mac program is #+S. Memorize it. See it in your dreams. Train your finger muscles to do it unconsciously. Use it (the keyboard shortcut) or lose it (your unsaved work).



If you don't heed this advice — and the program that you're using crashes while switching programs, printing, or sitting idle (the three likeliest times for a crash) — you may lose everything you did since your last save or saved version. The fact that a program crash doesn't bring down the entire system or force a restart is small consolation when you've lost everything you've typed, drawn, copied, pasted, or whatever since the last time you saved or saved a version.

Stepping through a basic Save

This section walks you through the steps you use the first time you save a document. The process is the same whether your app supports Auto Save and Versions or not. It's only after the initial save that Auto Save and Versions come into play.

Does it have Auto Save and Versions or not?

It can be hard to discern at a glance whether an app uses the Auto Save and Versions features introduced with OS X Lion. In Mavericks, the Save a Version command has gone back to its original (and less confusing) moniker, which is plain ol' Save. Fortunately, there are other ways to determine whether a program supports Auto Save and Versions.

The first is whether the app has a Save As or Duplicate command in its File menu. Programs with a Save As command are old-school and don't support the new Auto Save and Versions features. Programs with a Duplicate command have usually been updated with support for Auto Save and Versions. (Interestingly, the

shortcut for Duplicate and Save As is almost always the same, namely #+Shift+S.)

The next is whether the app has Rename and Move To commands in its File menu. If it doesn't, it's old-school; if it does, it's Auto Saveand Version-savvy.

The easiest way to tell, however, is to look at the title bar of a document. If it displays a little triangle to the right of the document's name and a pop-up window appears if you click the triangle (as shown in the following figure), it means that the app supports Auto Save and Versions. (You read more about the options in the pop-up window later in this chapter.)





In a few sections of this book, I ask you not only to read the instructions while sitting in front of your Mac but also to perform each step of the instructions as described. This section is one of them. If you read it and follow along, I can pretty much guarantee that it'll make sense. If you read it somewhere other than at your Mac, it could be a mite confusing.

Saving a file works pretty much the same way in any application you use to create documents. For this example, I use OS X's word processing application, TextEdit, but the process will be very similar in Microsoft Word, Adobe Photoshop, Apple Keynote, or any other application.



If you're going to follow along as I recommend, please launch the TextEdit program now (it's in your Applications folder), click the New Document button or choose File∜New, and type a few words on the Untitled page that appears after you launch it.

Now that we're both on the same page, both literally and figuratively, here's how saving a file works: When you choose to save a file for the first time (by choosing File Save or pressing #+S), a Save sheet appears in front of the document that you're saving, as shown in Figure 6-6. I call this a *basic* Save sheet (as opposed to an *expanded* Save sheet, which I get to in a moment):

1. In the Save As field, type a name for your file.

When a Save sheet appears for the first time, the Save As field is active and displays the name of the document. The document name (usually, Untitled) is selected; when you begin typing, the name disappears and is replaced by the name you type.

2. If the Where pop-up menu lists the location where you want to save your file, choose that location and proceed to Step 5; if not, click the disclosure button (the one with the little triangle to the right of the word *Untitled* in Figure 6-6).

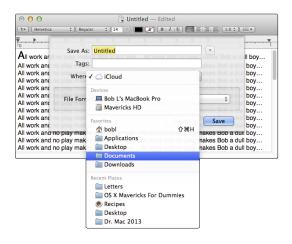


Figure 6-6: A basic Save sheet looks a lot like this.

You can choose from a short list of folders and volumes listed in the basic Save sheet's Where pop-up menu (which are the same devices and favorites you see in the Sidebar of Finder windows). Or, if you click the disclosure button (triangle), the sheet expands so that you can navigate folders just as you do in the Finder: by opening them to see their contents.

If you clicked the Save button instead of pulling down the Where menu, your file will be saved to iCloud, Apple's free online storage service (which you discover in Chapter 10).

If you switch to expanded view by clicking the disclosure button, the Where pop-up menu shows the path to the folder the file will be saved in (Documents in Figure 6-6 and Figure 6-7).

I think that the Where menu should be the same in both basic and expanded Save sheets, as it was before OS X 10.5 Leopard. It seems more confusing to have the contents of this menu change based on whether the Save sheet is expanded or not. I've called it to your attention so it won't confuse you.





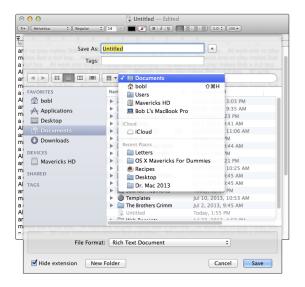


Figure 6-7: An expanded Save sheet looks similar to this one (shown in List view).



Switch between the basic and expanded Save sheets a few times by clicking the disclosure button. Make sure that you see and understand the difference between what you see in the Where menu in a basic Save sheet and what you see in the Where menu in an expanded Save sheet.

3. To find the folder where you want to save your file, choose among views by clicking the Icon, List, Column, or Cover Flow view button.

(The buttons look like their counterparts in Finder windows.) In icon view, you double-click a folder to open it. List and Cover Flow views offer disclosure triangles for folders and disks, so single-click the disclosure triangles of folders to see their contents. In column view, you click an item on the left to see its contents on the right, just as you do in a column-view Finder window.

You can also use the Forward and Back buttons or the Sidebar, both available only in an expanded Save dialog, to conveniently navigate your disk. Many of these navigation aids work just like the ones in the Finder; flip back to Chapter 5 for more details. You can enlarge the Save sheet to see more the same way you enlarge a Finder window: Drag an edge or corner of the sheet.



If you can't find the folder in which you want to save your document, type the folder's name in the Search box. It works just like the Search box in a Finder window, as described in Chapter 5. You don't even have to press Enter or Return; the Save sheet updates itself to show you only items that match the characters as you've typed them.

- 4. Select the folder where you want to save your file in the Where pop-up menu or Sidebar.
- 5. If you want to create a new subfolder of the selected folder to save your file in, click the New Folder button, give the new folder a name, and then save your file in it.

In Figure 6-8, I've selected an existing folder named Novels. You can tell that it's selected because its name is displayed in the Where menu and highlighted below that in the first column.

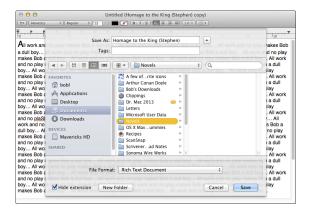


Figure 6-8: Saving a file in the Novels folder (which is in the Documents folder).



The selected folder is where your file will be saved.

The keyboard shortcut for New Folder is Shift+\(\mathbb{H}\)+N, regardless of whether you're in a Save sheet or the Finder. If I'd wanted to create a new folder inside the Novels folder in Figure 6-8, I could have clicked the New Folder button or pressed the shortcut.

- 6. In the File Format pop-up menu, make sure the format selected is the one you want.
- 7. If you want to turn off the display of file extensions (such as .rtf, .pdf, and .txt) in Save sheets, select the Hide Extension check box.
- 8. Double-check the Where pop-up menu one last time to make sure that the correct folder is selected; then click the Save button to save the file to the active folder.

If you click Save, the file appears in the folder you selected. If you change your mind about saving this file, clicking Cancel dismisses the Save sheet without saving anything anywhere. In other words, the Cancel button returns things to the way they were before you displayed the Save sheet.



After you've saved a file for the first time, choosing File∜Save or pressing ૠ+S won't bring up a Save sheet. Instead, what happens next depends on whether the app supports Mavericks' Auto Save and Versions. If the app doesn't support Auto Save and Versions, Save and its shortcut, ૠ+S, merely resave your document in the same location and with the same name. If you want to save a unique version with a different name you choose the Save As command and save the file under a new name. If the app does support Auto Save and Versions, however, the upcoming section, "Save As versus Duplicate: Different names for the same result," explains how things work.



When you use apps that don't support Auto Save and Versions, I beg you to get into the habit of pressing \mathbb{H}+S often. It can't hurt — and just might save your bacon someday.

One last thing: In Figures 6-6, 6-7, and 6-8, I used the Save sheet for TextEdit as an example. In programs other than TextEdit, the Save sheet might contain additional options, fewer options, or different options, and therefore may look slightly different. The File Format menu, for example, is a feature specific to TextEdit; it might not appear in other applications' Save sheets. Don't worry. The Save sheet always *works* the same way, no matter what options it offers.

Save As versus Duplicate: Different names for same result

File Duplicate and File Save As serve the same purpose and achieve the same result. The difference is that you'll find File Duplicate in apps that support Versions and Auto Save, and File Save As in apps that don't. They're different names for achieving the same result: Saving a file that's already been saved with a different name, with the option of saving the renamed file in a different folder.

Before I get into the details, you may be wondering *why* you would want to save an existing file with a different name. So here's a good (albeit kind of rude) example: Suppose that you have two cousins, Kate and Nancy. You write Kate a long, chatty letter and save this document with the name Letter to Kate. Later, you decide that you want to send almost the same letter to Nancy, but you want to change a few things. So you change the part about your date last night and replace all references to Kate's husband, Kevin, with references to Nancy's husband, Norman. (Aren't computers grand?)

So you make all these changes in Letter to Kate, but you haven't resaved this document yet, and although the document on your screen is actually a letter to Nancy, its filename is still Letter to Kate. Think of what would happen if you were to save it now without using the Save As feature: Letter to Kate reflects the changes that you just made. (The stuff in the letter meant for Kate is blown away, replaced by the stuff that you just wrote to

Nancy.) Thus the filename Letter to Kate is inaccurate. Even worse, you might no longer have a copy of the original letter you sent to Kate! The solution? Just use Save As or Duplicate to rename this file Letter to Nancy by choosing File Save As or File Duplicate.

If you chose Save As: A Save sheet appears, in which you can type a different filename in the Save As field. You can also navigate to another folder, if you like, and save the newly named version of the file there. Now you have two distinct files: Letter to Kate and Letter to Nancy. Both contain the stuff they should, but both started life from the same file.

If you chose Duplicate: The title bar of the document becomes editable so you can change its name without even seeing a Save sheet. (Refer to the figure in the earlier sidebar, "Does it have Auto Save and Versions or not?") Press Enter or Return, and the renamed file will be saved in the same folder as the original. Or, if you want to save the newly renamed file in a different location, choose File Move To or click the little triangle to the right of the document's name, choose Move To in its pop-up menu, and then from the pop-up menu, select a folder in which to save the file.



Now that you understand what Save As or Duplicate are all about, here's an easier way to get the same result: Before you start, duplicate the document in the Finder (choose File-Duplicate or press $\Re+D$). Rename the copy and open it. This way, when you're done making changes, you don't have to remember to choose Save As; you can just perform your habitual Save. This approach also protects you from accidentally saving part of the letter to Nancy without changing the file's name first (which you're likely to do if you're following my advice about saving often). So when you decide that you're going to reuse a document, choose Save As (or duplicate and rename the file) *before* you begin working on it, just to be safe.



Versions gives you the benefits of Save As without any action on your part, many programs still lack support for Auto Save and Versions at press time. And, in fact, some of Apple's apps, as well as most third-party apps, still use the Save As technique, and I expect that to be the status quo for quite some time. But since some of Apple's offerings (most notably TextEdit) use Auto Save and Versions, I'd be remiss if I glossed over the new way of doing things.

One last thing: If the app you're using supports Mavericks' Versions, it creates a snapshot called a Version automatically as you work, when you pause, every five minutes, and every time you choose File Save (%+S). Choose File Revert To Srowse All Versions to compare different versions of the document you've saved side-by-side, as shown in Figure 6-9.

Figure 6-9 is actually Mavericks' Time Machine backup utility displaying the various Versions. Read more about Time Machine in Chapter 18.

Tabbing around the Save (or Save As) sheet

In the expanded view, if you press the Tab key while the Save As field is active, it becomes inactive, and the Search box becomes active. Press Tab again, and the Sidebar becomes active. Press the Tab key one more time, and the file list box (more accurately known as the detail pane—the part with Icon, List, Column, or Cover Flow view buttons in it) becomes active. That's because the file list box, the Search box, the Sidebar, and the Save As field are mutually exclusive. Only one can be active at any time. You can always tell which item is active by the thin blue or gray border around it.

When you want to switch to a different folder to save a file, click the folder in the Sidebar or click anywhere in the file list box to make the file list active. The following tricks help you get a hold on this whole active/inactive silliness:

If you type while the file list box is active, the list box selects the folder that most closely matches the letter(s) that you type. It's a little strange because you won't see what you type: You'll be typing blind, so to speak.

- When the file list is active, the letters that you type don't appear in the Save As field. If you want to type a filename, you have to activate the Save As field again (by clicking in it or using the Tab key) before you can type in it.
- If you type while the Sidebar is active, nothing happens. You can, however, use the up- and down-arrow keys to move around in the Sidebar.
- Pressing Shift reverses the order of the sequence. If you press Shift+Tab, the active item moves from the Save As field to the file list box to the Sidebar to the Search box and back to the Save As field again.



Figure 6-9: Browse All Versions lets you compare all versions and revert to an earlier version.

Open Sez Me

You can open any icon in the Finder — whether it's a file or a folder — in at least six ways. (Okay, there are at least *seven* ways, but one of them belongs to aliases, which I discuss in great detail back in Chapter 5.) Anyway, here are the ways:

- ✓ Click the icon once to select it and choose File⇔Open.
- Click the icon twice in rapid succession.



If the icon doesn't open, you double-clicked too slowly. You can test (and adjust) your mouse's sensitivity to double-click speed in the Mouse (or Trackpad) System Preference pane, which you can access by launching the System Preferences application (from the Applications folder, the Dock, or the menu) and then clicking the Mouse (or Trackpad) icon.

- ✓ Select the icon and then press either $\Re + O$ or $\Re + \downarrow$.
- Right-click or Control-click it and then choose Open from the contextual menu.
- ✓ If the icon is a document, drag it onto the application icon (or the Dock icon of an application) that can open that type of document.
- ✓ If the icon is a document, right-click or Control-click it and choose an application from the Open With submenu of the contextual menu.

You can also open any document icon from within an application, of course. Here's how that works:

1. Just launch your favorite program, and choose File

Open (or press

#+O, which works in most Mac programs).

An Open dialog appears, like the one shown in Figure 6-10.



Figure 6-10: The Open dialog using column view.

When you use a program's Open dialog, only files that the program knows how to open appear enabled (in black rather than light gray) in the file list. In effect, the program filters out the files it can't open, so you barely see them in the Open dialog. This method of selectively displaying certain items in Open dialogs is a feature of most applications. Therefore, when you're using TextEdit, its Open dialog dims all your spreadsheet files (because TextEdit can open only text, Rich Text Format, Microsoft Word, and some picture files). Pretty neat, eh?



2. In the dialog, simply navigate to the file you want to open (using the same techniques you use in a Save sheet).

Click a favorite folder in the Sidebar or use Spotlight if you can't remember where the file resides.

3. Select your file and click the Open button.

For what it's worth, some applications allow you to select multiple files in their Open dialogs by holding down either Shift (for contiguous selections) or \Re (for noncontiguous selections). If you need to open several files, it's worth a try; the worst thing that could happen is that it won't work and you'll have to open the items one at a time.



Some programs, including Microsoft Word and Adobe Photoshop, have a Show or Format menu in their Open dialogs. This menu lets you specify the type(s) of files you want to see as available in the Open dialog. You can often open a file that appears dimmed by choosing All Documents from the Show or Format menu (in those applications with Open dialogs that offer such a menu).

With drag-and-drop

Macintosh drag-and-drop is usually all about dragging text and graphics from one place to another. But there's another angle to drag-and-drop — one that has to do with files and icons.

You can open a document by dragging its icon onto that of the proper application. You can open a document created with Microsoft Word, for example, by dragging the document icon onto the Microsoft Word application's icon. The Word icon highlights, and the document launches. Usually, of course, it's easier to double-click a document's icon to open it; the proper application opens automatically when you do — or at least, it does most of the time. Which reminds me . . .

With a Quick Look

To use the Quick Look command to peek at the contents of most files in Open dialogs, right-click or Control-click the file and choose Quick Look, or use its easy-to-remember shortcut: Press the spacebar. Whichever way, you'll soon

see the contents of that file in a floating window without launching another application.

The Quick Look window, shown in Figure 6-11, shows you the contents of many types of files.



Figure 6-11: The Quick Look window showing the contents of the B&W Head Shot.tiff file.



Sometimes Quick Look even works on files the current application can't open. For the most part, if a file can be selected in an Open dialog, you can probably view its contents with Quick Look. Quick Look is so wonderful it's also available for icons in the Finder. But you'll have to wait for Chapter 7 to read about the rest of Quick Look's charms.

When your Mac can't open a file

If you try to open a file, but OS X can't find a program to open that file, OS X prompts you with an alert window. I tried to open a very old (1993) file created on a long-defunct Psion Series 3 handheld PDA — a file so old that most of you have probably never seen the <code>.wrd</code> file extension, shown in Figure 6-12.

Click Cancel to abort the attempt to open the file, or click the Choose Application or Search App Store button to select another application to open this file.

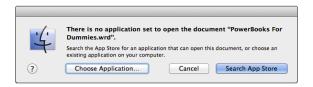


Figure 6-12: Oops! OS X helps you find the correct application.

If you click the Choose Application button, a dialog appears (conveniently opened to your Applications folder and shown in Figure 6-13). Applications that OS X doesn't think can be used to open the file are dimmed. For a wider choice of applications, choose All Applications (instead of Recommended Applications) from the Enable pop-up menu.

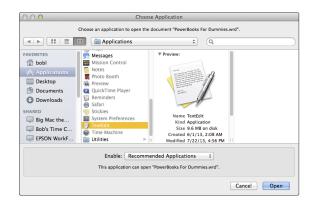


Figure 6-13: Choosing an application to open this document.



You can't open every file with every program. If you try to open an MP3 (audio) file with Microsoft Excel (a spreadsheet), for example, it just won't work; you get an error message or a screen full of gibberish. Sometimes, you just have to keep trying until you find the right program; at other times, you don't have a program that can open the file.



When in doubt, Google the file extension. You'll usually find out more than you need to know about what application(s) create files with that extension.

With the application of your choice

I don't know about you, but people send me files all the time that were created by applications I don't use \dots or at least that I don't use for that document type. OS X lets you specify the application in which you want to

open a document in the future when you double-click it. More than that, you can specify that you want all documents of that type to open with the specified application. "Where is this magic bullet hidden?" you ask. Right there in the file's Info window.

Assigning a file type to an application

Suppose that you want all .jpg files that usually open in Preview to open instead in Acorn, a more capable third-party image-editing program. Here's what to do:

- 1. Click one of the files in the Finder.
- 2. Choose File⇔Get Info (\mathbb{H}+I).
- 3. In the Info window, click the gray triangle to disclose the Open With pane.
- 4. From the pop-up menu, choose an application that OS X believes will open this document type.

In Figure 6-14, I'm choosing Acorn. Now Acorn opens when I open this file (instead of the default application, Preview).

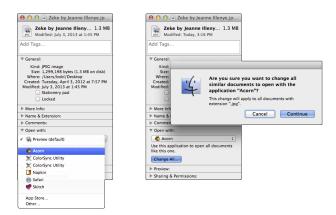


Figure 6-14: Before (left) and after (right) changing the application that opens this document.

5. (Optional) If you click the Change All button at the bottom of the Open With pane, as shown on the right side of Figure 6-14, you make Acorn the new default application for all .jpg files that would otherwise be opened in Preview.

Notice the handy alert that appears when you click the Change All button and how nicely it explains what will happen if you click Continue.

Opening a file with an application other than the default



Here's one more technique that works great when you want to open a document with a program other than its default. Just drag the file onto the application's icon or alias icon or Dock icon, and presto — the file opens in the application.

If I were to double-click an MP3 file, for example, the file usually would open in iTunes (and, by default, would be copied into my iTunes Library). But I frequently want to audition (listen to) MP3 files with QuickTime Player, so they're not automatically added to my iTunes music library. Dragging the MP3 file onto QuickTime Player's icon in the Applications folder or its Dock icon (if it's in the Dock) solves this conundrum quickly and easily.



If the icon doesn't highlight and you release the mouse button anyway, the file ends up in the same folder as the application with the icon that didn't highlight. If that happens, just choose $Edit \circlearrowleft Undo$ (or press $\Re + Z$), and the mislaid file magically returns to where it was before you dropped it. Just remember — don't do anything else after you drop the file, or Undo might not work. If Undo doesn't work, you must move the file back to its original location manually.



Only applications that *might* be able to open the file should highlight when you drag the file on them. That doesn't mean the document will be usable — just that the application can *open* it. Suffice it to say that OS X is usually smart enough to figure out which applications on your hard drive can open what documents — and to offer you a choice.

One last thing: If all you want to do is open a file with an application other than its default (and not change anything for the future), the techniques I've just described work fine, but the easiest way is to right-click the file and choose another app from the pop-up menu, as shown in Figure 6-15.



You can also change the default application to open this file by pressing Option after you right-click the file, and the Open With command will magically transform into Always Open With. Alas, you can't change the default application for all files of this type (.jpg in Figures 6-14 and 6-15); for that you'll have to visit the Info window.

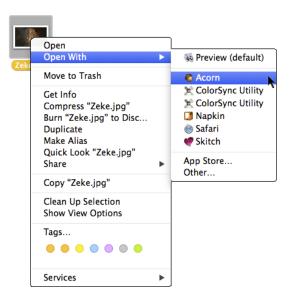


Figure 6-15: To open a file with an app other than its default, right-click and choose the app you desire.

Organizing Your Stuff in Folders

I won't pretend to be able to organize your Mac for you. Organizing your files is as personal as your taste in music; you develop your own style with the Mac. But after you know how to open and save documents when you're using applications, these sections provide food for thought — some ideas about how I organize things — and some suggestions that can make organization easier for you, regardless of how you choose to do it.

The upcoming sections look at the difference between a file and a folder; show you how to set up nested folders; and cover how some special folder features work. After you have a good handle on these things, you'll almost certainly be a savvier — and better organized — OS X user.

Files versus folders

When I speak of a *file*, I'm talking about what's connected to any icon except a folder or disk icon. A file can be a document, an application, an alias of a file or an application, a dictionary, a font, or any other icon that *isn't* a folder or disk. The main distinction is that you can't put something *in* most file icons.



The exceptions are icons that represent OS X packages. A package is an icon that acts like a file but isn't. Examples of icons that are really packages include many software installers and applications, as well as "documents" saved by some programs (such as Keynote, GarageBand, or TextEdit files saved in its .rtfd format). When you open an icon that represents a package in the usual way (double-click, choose File+Dopen, press \$\mathbb{H}+O\$, and so on), the program or document opens. If you want to see the contents of an icon that represents a package, you have to right-click or Control-click the icon first and choose Show Package Contents from the contextual menu. If you see an item by that name, you know that the icon is a package; if you don't see Show Package Contents on the contextual menu, the icon represents a file, not a package.



When I talk about *folders*, I'm talking about things that work like manila folders in the real world. Their icons look like folders, like the one in the margin to the left; they can contain files or other folders, called *subfolders*. You can put any icon — any file or folder — inside a folder.



Here's an exception: If you try to put a disk icon in a folder, all you get is an alias to the disk *unless* you hold down the Option key. Remember that you can't put a disk icon in a folder that exists on the disk itself. In other words, you can copy a disk icon only to a *different disk*; you can never copy a disk icon to a folder that resides on that disk. For more about aliases, flip to Chapter 5; for details on working with disks, see Chapter 8.



File icons can look like practically anything. If the icon doesn't look like a folder, package, or one of the numerous disk icons, you can be pretty sure that it's a file.

Organizing your stuff with subfolders

As I mention earlier in this chapter, you can put folders inside other folders to organize your icons. A folder "nested" inside another folder is called a *subfolder*.

You can create subfolders according to whatever system makes sense to you — but why reinvent the wheel? Here are some organizational topic ideas and naming examples for subfolders:

- ▶ By type of document: Word-Processing Documents, Spreadsheet Documents, Graphics Documents
- **▶ By date:** Documents May–June, Documents Spring '12
- **▶ By content:** Memos, Outgoing Letters, Expense Reports
- **By project:** Project X, Project Y, Project Z

When you notice your folders swelling and starting to get messy (that is, filling with tons of files), subdivide them again by using a combination of these methods that makes sense to you. Suppose that you start by subdividing your Documents folder into multiple subfolders. Later, when those folders begin to get full, you can subdivide them even further, as shown in Figure 6-16.

My point (yes, I do have one!): Allow your folder structure to be organic, growing as you need it to grow. Let it happen. Don't let any single folder get so full that it's a hassle to deal with. Create new subfolders when things start to get crowded. (I explain how to create folders in the next section.)



If you want to monkey around with some subfolders, a good place to start is the Documents folder, which is inside your Home folder (that is, the Documents folder is a *subfolder* of your Home folder).

If you use a particular folder a great deal, put it in your Dock, or make an alias of it and move the alias from the Documents folder to your Home folder or to your Desktop (for more info on aliases, see Chapter 5) to make the folder easier to access. Or drag the folder (or its alias) to the Sidebar, so it's always available, including in Open dialogs and Save sheets. If you write a lot of letters, keep an alias to your Correspondence folder in your Home folder, in the Dock, on your Desktop, or in the Sidebar for quick access. (By the way, there's no reason why you can't have a folder appear in all four places, if you like. That's what aliases are for, right?)





Figure 6-16: Before (left) and after (right) organizing the Novels and Finances folders with subfolders.



Creating subfolders . . . or not

How full is too full? When should you begin creating subfolders? That's impossible to say, at least in a one-size-fits-all way, but having too many items in a folder can be a nightmare — as can having too many subfolders with just one or two files in each one.

My guideline is this: If you find more than 15 or 20 files in a single folder, begin thinking about ways to subdivide it. On the other hand, some of my biggest subfolders contain things that I don't often access. My Bob's Correspondence 1992 folder, for example, contains more than 200 files. But because I don't use it very often, its overcrowded condition doesn't bother me. (Your mileage may vary.)

Here are some tips to help you decide whether to use subfolders or just leave well enough alone:

- Don't create subfolders until you need them. That way, you avoid opening an empty folder when you're looking for something else — a complete waste of time.
- Let your work style decide the file structure. When you first start working with your Mac, you may want to save everything in your Documents folder for a while. When a decent-size group of documents has accumulated in the Documents folder, consider taking a look at them and creating logical subfolders for them.



If you create your own subfolders in the Documents folder, you can click that folder in the Dock to reveal them, as shown in Figure 6-17. I show you how to customize the Dock in Chapter 4.

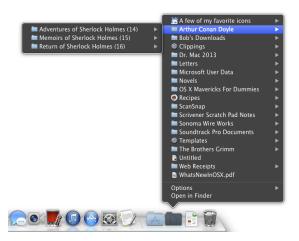


Figure 6-17: It's super-convenient to have your Documents folder in the Dock.



It's even more convenient if you choose to view the Documents folder as a list, as described in Chapter 4 and shown in Figure 6-17!

Creating new folders

So you think that Apple has already given you enough folders? Can't imagine why you'd need more? Think of creating new folders the same way you'd think of labeling a new folder at work for a specific project. New folders help you keep your files organized, enabling you to reorganize them just the way you want. Creating folders is really quite simple.

To create a new folder, just follow these steps:

1. Decide which window you want the new folder to appear in — and then make sure that window is active.

If you want to create a new folder right on the Desktop, make sure that *no* window is active or that you're working within your <code>Home/Desktop</code> folder window. You can make a window active by clicking it, and you can make the Desktop active if you have windows onscreen by clicking the Desktop itself.

2. Choose File⇔New Folder (or press Shift+\#+N).

A new, untitled folder appears in the active window with its name box already highlighted, ready for you to type a new name for it.

3. Type a name for your folder.

If you accidentally click anywhere before you type a name for the folder, the name box is no longer highlighted. To highlight it again, select the icon (single-click it) and press Return (or Enter) once. Now you can type its new name.





Give your folders relevant names. Folders with nebulous titles like sfdghb or Stuff or Untitled won't make it any easier to find something six months from now.

For folders and files that you might share with users of non-Macintosh computers, here's the rule for maximum compatibility: Use no punctuation and no Option-key characters in the folder name. Periods, slashes, backslashes, and colons in particular can be reserved for use by other operating systems. When I say Option-key characters, I'm talking about special-purpose ones such as $^{\text{TM}}$ (Option+2), $^{\text{R}}$ (Option+R), $^{\text{C}}$ (Option+4), and even $^{\text{C}}$ (Option+G).

Navigating with spring-loaded folders

A *spring-loaded folder* pops open when you drag something onto it without releasing the mouse button. Spring-loaded folders work with all folder or disk icons in all views and in the Sidebar. Because you just got the short course

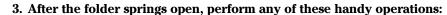
on folders, subfolders, and various ways to organize your stuff, you're ready for your introduction to one of my favorite ways to get around my disks, folders, and subfolders.

Here's how spring-loaded folders work:

1. Select any icon except a disk icon.

The folder highlights to indicate that it's selected.

- 2. Drag the selected icon onto any folder or disk icon but don't release the mouse button.
 - I call this hovering because you're doing just that: hovering the cursor over a folder or disk icon without releasing the button.
 - In a second or two, the highlighted folder or disk flashes twice and then springs open, right under the cursor.
 - Press the spacebar to make the folder spring open immediately.



- Continue to traverse your folder structure this way. Subfolders continue to pop open until you release the mouse button.
- If you release the mouse button, the icon you've been dragging is dropped into the active folder at the time. That window remains open — but all the windows you traversed clean up after themselves by closing automatically, leaving your window clean and uncluttered.
- If you want to cancel a spring-loaded folder, drag the cursor away from the folder icon or outside the boundaries of the sprung window. The folder pops shut.



After you get used to spring-loaded folders, you'll wonder how you ever got along without them. They work in all four views, and they work with icons in the Sidebar or Dock. Give 'em a try, and you'll be hooked. You can toggle spring-loaded folders on or off in the Finder's Preferences window. There's also a setting for how long the Finder waits before it springs the folders open. See Chapter 5 for more on Finder preferences.

Smart Folders

As the late Steve Jobs was fond of saying near the end of his keynotes, "There is one more thing," and when it comes to folders, that one last thing is the Smart Folder.

A Smart Folder lets you save search criteria and have them work in the background to display the results in real time. In other words, a Smart Folder is updated continuously, so it displays all the files on your computer that match the search criteria at the moment.



So, for example, say you create a Smart Folder that contains all the Rich Text Format files on your computer that you've opened in the past two weeks, as shown in Figure 6-18. Or you can create a Smart Folder that displays graphics files, but only the ones bigger (or smaller) than a specified file size. Then all those files appear in one convenient Smart Folder.

The possibilities are endless. Because Smart Folders use aliaslike technology to display items, the actual files reside in only one location: the folder where you originally put them. True to their name, Smart Folders don't gather the files themselves in a separate place; rather, they gather *aliases* of files, leaving the originals right where you stashed them. Neat!

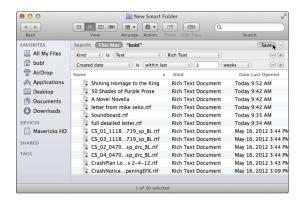


Figure 6-18: A Smart Folder that displays only RTF files created in the past two weeks.

Also, because Spotlight (discussed in Chapter 7) is built deep into the bowels of the OS X file system and kernel, Smart Folders are updated in real time and so are always current, even after you've added or deleted files on your hard drive since creating the Smart Folder.

Smart Folders are so useful that Apple provides five ways to create one. The following steps show you how:

1. Start your Smart Folder by using any of the following methods:

- Choose File

 New Smart Folder.
- Press \#+Option+N.
- Choose File

 Find.
- Press ૠ+F.
- Type at least one character in the Search box of a Finder window.



If you have All My Files selected in the Sidebar, you can't use the last method, because All My Files is a Smart Folder — one with a weird icon, but a Smart Folder nonetheless.

- Refine the criteria for your search by clicking the + button to add a criterion or the - button to delete one.
- 3. When you're satisfied and ready to turn your criteria into a Smart Folder, click the Save button below the Search box.

A sheet drops down.



4. Choose where you want to save your folder.

While the Save sheet is displayed, you can add the Smart Folder to the Sidebar, if you like, by clicking the Add to Sidebar check box.

When you're finished editing criteria, click the Save button to save the folder with its criteria.

After you create your Smart Folder, you can save it anywhere on any hard drive and use it like any other folder. There's also an option to display it in your Sidebar, if you want.

If you want to *change* the criteria for a Smart Folder you created earlier, right-click or Control-click the Smart Folder in the Sidebar and select Show Search Criteria, as shown in Figure 6-19.

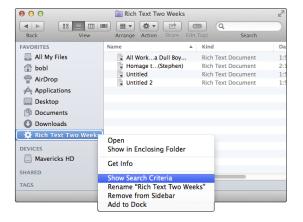


Figure 6-19: Right-click or Control-click a Smart Folder in the Sidebar and choose Show Search Criteria.



Alternatively, you can right-click or Control-click the Smart Folder (even one in the Sidebar) and choose Show Search Criteria from the contextual menu.

When you're finished changing the criteria, click the Save button to resave your folder. Don't worry — if you try to close a Smart Folder you've modified without saving your changes, OS X politely asks if you want to save this Smart Folder and warns that if you don't save, the changes you made will be lost. You may be asked whether you want to replace the previous Smart Folder of the same name; usually, you do.

Smart Folders (with the exception of the Sidebar's All My Files, which has its own weird little icon) display a little gear in their center, as shown in Figure 6-19, making them easy to tell apart from regular folders.

Smart Folders can save you a lot of time and effort, so if you haven't played with them much (or at all) yet, be sure to give 'em a try.

Shuffling Around Files and Folders

Sometimes, keeping files and folders organized means moving them from one place to another. At other times, you want to copy them, rename them, or compress them to send to a friend. These sections explain all those things and more.



All the techniques that I discuss in the following sections work at least as well for windows that use List, Column, or Cover Flow view as they do for windows that use Icon view. I use Icon view in the figures in this section only because it's the best view for pictures to show you what's going on. For what it's worth, I find moving and copying files much easier in windows that use List or Column view.

Comprehending the Clipboard

Before you start moving your files around, let me introduce you to the Clipboard. The *Clipboard* is a holding area for the last thing that you cut or copied. That copied item can be text, a picture, a portion of a picture, an object in a drawing program, a column of numbers in a spreadsheet, any icon (except a disk), or just about anything else that can be selected. In other words, the Clipboard is the Mac's temporary storage area.

Most of the time, the Clipboard works quietly in the background, but you can ask the Clipboard to reveal itself by choosing Edit Show Clipboard. This command summons the Clipboard window, which lists the type of item (such as text, picture, or sound) on the Clipboard — and a message letting you know whether the item on the Clipboard can be displayed.

As a storage area, the Clipboard's contents are temporary. *Very* temporary. When you cut or copy an item, that item remains on the Clipboard only until you cut or copy something else, logout, or restart. When you do cut or copy

something else, the new item replaces the Clipboard's contents, and the newcomer remains on the Clipboard until you cut or copy something else. And so it goes.



Whatever is on the Clipboard heads straight for oblivion if you crash, lose power, log out, or shut down your Mac, so don't count on it too heavily or for too long.



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The Clipboard commands on the Edit menu are enabled only when they can actually be used. If the selected item can be cut or copied, the Cut and Copy commands in the Edit menu are enabled. If the selected item can't be cut or copied, the commands are unavailable and are dimmed (gray). If the Clipboard is empty or the current document can't accept what's on the Clipboard, the Paste command is dimmed. Finally, when nothing is selected, the Cut, Copy, and Clear commands are dimmed.

Icons can't be cut; they can only be copied or pasted. So when an icon is selected, the Cut command is always gray.

Copying files and folders

One way to copy icons from one place to another is to use the Clipboard. When a file or folder icon is selected, choose Edit \copp (or use its shortcut, \coppmark +C) to copy the selected icon to the Clipboard. Note that this doesn't delete the selected item; it just makes a copy of it on the Clipboard. To paste the copied icon in another location, choose Edit \coppmark Paste (or use its shortcut, \coppmark +V).

Other methods of copying icons from one place to another include these:

- ✓ Drag an icon from one folder icon onto another folder icon while holding down the Option key. Release the mouse button when the second folder is highlighted. This technique works regardless of whether the second folder's window is open. If you don't hold down the Option key, you move the icon to a new location rather than copy it, as I explain a little later in this section.
 - When you copy something by dragging and dropping it with the Option key held down, the cursor changes to include a little plus sign (+) next to the arrow, as shown in the margin. Neat!
- ✓ Drag an icon into an open window for another folder while holding down the Option key. Drag the icon for the file or folder that you want to copy into the open window for a second folder (or other hard disk or removable media such as a USB flash drive).
- Choose File Duplicate (無+D) or right-click or Control-click the file or folder that you want to duplicate; then choose Duplicate from the contextual menu that appears. This makes a copy of the selected icon, adds the word copy to its name, and then places the copy in the same

window as the original icon. You can use the Duplicate command on any icon except a disk icon.



You can't duplicate an entire disk onto itself. But you can copy an entire disk (call it Disk 1) to any other actual, physical, separate disk (call it Disk 2) as long as Disk 2 has enough space available. Just hold down Option and drag Disk 1 onto Disk 2's icon. The contents of Disk 1 are copied to Disk 2 and appear on Disk 2 in a folder named Disk 1.



You can cut an icon's name, but you can't cut the icon itself; you may only copy an icon. To achieve the effect of cutting an icon, select the icon, copy it to the Clipboard, paste it in its new location, and then move the original icon to the Trash.

If you're wondering why anyone would ever want to copy a file, trust me: Someday, you will. Suppose that you have a file called Long Letter to Mom in a folder called Old Correspondence. You figure that Mom has forgotten that letter by now, and you want to send it again. But before you do, you want to change the date and delete the reference to Clarence, her pit bull, who passed away last year. So now you need to put a copy of Long Letter to Mom in your Current Correspondence folder. This technique yields the same result as making a copy of a file by using Save As, which I describe earlier in this chapter.



When you copy a file, it's wise to change the name of the copied file. Having more than one file on your hard drive with exactly the same name isn't a good idea, even if the files are in different folders. Trust me that having 12 files called Expense Report or 15 files named Doctor Mac Consulting Invoice can be confusing, no matter how well organized your folder structure is. Add distinguishing words or dates to file and folder names so that they're named something more explicit, such as Expense Report Q3 2010 or Doctor Mac Consulting Invoice 4-4-2011.



You can have lots of files with the same name *on the same disk* (although, as I mention earlier, it's probably not a good idea). But your Mac won't let you have more than one file with the same name and extension (.txt, .jpg, .doc) *in the same folder*.

Pasting from the Clipboard

As I mention earlier in this chapter, to place the icon that's on the Clipboard someplace new, click where you want the item to go, and choose Edit \Rightarrow Paste or use the keyboard shortcut $\Re + V$ to paste what you've copied or cut.



Pasting doesn't purge the contents of the Clipboard. In fact, an item stays on the Clipboard until you cut, copy, restart, shut down, log out, or crash. This means that you can paste the same item over and over again, which can come in pretty handy at times.

Almost all programs have an Edit menu and use the Macintosh Clipboard, which means you can usually cut or copy something from a document in one program and paste it into a document in another program. Usually.

Moving files and folders

You can move files and folders around within a window to your heart's content, as long as that window is set to Icon view. Just click and drag any icon to its new location in the window. Some people spend hours arranging icons in a window until they're just so. But because using Icon view wastes so much screen space, I avoid using icons in a window.



You can't move icons around in a window that is displayed in List, Column, or Cover Flow view, which makes total sense when you think about it. (Well, you can move them to put them in a different folder in List, Column, or Cover Flow view, but that's not moving them around, really.) And you can't move icons around in a window under the spell of the Arrange By command.

As you probably expect from Apple by now, you have choices for how you move one file or folder into another folder. You can use these techniques to move any icon (folder, document, alias, or program icon) into folders or onto other disks.

✓ Drag an icon onto a folder icon. Drag the icon for one folder (or file) onto the icon for another folder (or disk) and then release when the second icon is highlighted (see Figure 6-20). The first folder is inside the second folder. Put another way, the first folder is a subfolder of the second folder. This technique works regardless of whether the second folder's window is open.

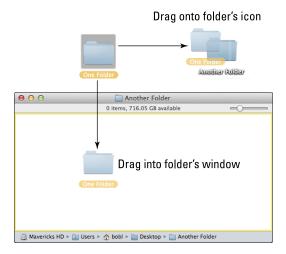


Figure 6-20: Two ways of putting one folder into another.

✓ Drag an icon into an open folder's window. Drag the icon for one folder (or file) into the open window for a second folder (or disk), as shown in Figure 6-20.



If you want to move an item from one *disk* to another disk, you can't use the preceding tricks. Your item is copied, not moved. If you want to *move* a file or folder from one disk to another, you have to hold down the \Re key when you drag an icon from one disk to another. The little Copying Files window even changes to read *Moving* Files. Nice touch, eh?

Selecting multiple icons

Sometimes you want to move or copy several items into a single folder. The process is pretty much the same as it is when you copy one file or folder (that is, you just drag the icon to where you want it and drop it there). But you need to select all the items you want before you can drag them en masse to their destination.

If you want to move all the files in a particular folder, simply choose Edit Select All or press #+A. This command selects all icons in the active window, regardless of whether you can see them onscreen. If no window is active, choosing Select All selects every icon on the Desktop.



But what if you want to select only some of the files in the active window or on the Desktop? Here's the most convenient method:

1. To select more than one icon in a folder, do one of the following:

- Click once within the folder window (don't click any one icon), and drag your mouse (or keypad) while continuing to hold down the mouse button. You see an outline of a box around the icons while you drag, and all icons within or touching the box become highlighted (see Figure 6-21).
- Click one icon and hold down the Shift key while you click others. As
 long as you hold down the Shift key, each new icon that you click
 is added to the selection. To deselect an icon, click it a second
 time while still holding down the Shift key.
- Click one icon and hold down the \Re key while you click others. The difference between using the Shift and \Re keys is that the \Re key doesn't select everything between it and the first item selected when your window is in List, Cover Flow, or Column view. In Icon view, it really doesn't make much difference.

To deselect an icon, click it while holding down the \mathbb{H} key.

2. After you select the icons, click one of them (clicking anywhere else deselects the icons) and drag them to the location where you want to move them (or Option-drag to copy them).





Be careful with multiple selections, especially when you drag icons to the Trash. You can easily — and accidentally — select more than one icon, so watch out that you don't accidentally put the wrong icon in the Trash by not paying close attention. (I detail how the Trash icon works later in this chapter.)

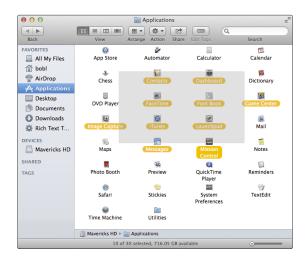


Figure 6-21: Select more than one icon by clicking and dragging with your mouse (or trackpad).

Playing the icon name game: Renaming icons

Icon, icon, bo-bicon, banana-fanna fo-ficon. Betcha can change the name of any old icon! Well, that's not entirely true. . . .



If an icon is locked or busy (the application is currently open), or if you don't have the owner's permission to rename that icon (see Chapter 16 for details about permissions), you can't rename it. Similarly, you should never rename certain reserved icons (such as the Library, System, and Desktop folders).

To rename an icon, you can either click the icon's name directly (don't click the icon itself because that selects the icon) or click the icon and press Return (or Enter) once.

Either way, the icon's name is selected and surrounded with a box, and you can type a new name, as shown in Figure 6-22. In addition, the cursor changes from a pointer to a text-editing I-beam. An I-beam cursor is the Mac's way of telling you that you can type now. At this point, if you click the I-beam cursor anywhere in the name box, you can edit the icon's original name. If you don't click the I-beam cursor in the name box but just begin typing, the icon's original name is replaced by what you type.



If you've never changed an icon's name, give it a try. And don't forget: If you click the icon itself, the icon is selected, and you won't be able to change its name. If you do accidentally select the icon, just press Return (or Enter) once to edit the name of the icon.

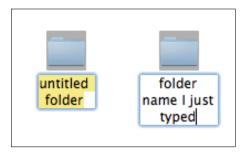


Figure 6-22: Change an icon's name by typing over the old one.



One last thing: If you have two or more icons you want to move to a new folder, select the items and choose File New Folder with Selection, press \(\mathbb{H}+\text{Control}+\text{N}\), or right-click or Control-click one of the selected items and choose New Folder with Selection. All three techniques will create a new folder, move the selected icons into it, and select the name of the new folder (which will be New Folder with Items) so you can type its new name immediately.

Compressing files



If you're going to send files as an e-mail enclosure, creating a compressed archive of the files first and sending the archive instead of the originals usually saves you time sending the files and saves the recipient time downloading them. To create this compressed archive, simply select the file or files and then choose Filer-Compress. This creates a compressed .zip file out of your selection. The compressed file is smaller than the original — sometimes by quite a bit.

Getting rid of icons

To get rid of an icon — any icon — merely drag it onto the Trash icon in your Dock.



Trashing an alias gets rid of only the alias, not the parent file. But trashing a document, folder, or application icon puts it in the Trash, where it *will* be deleted permanently the next time you empty the Trash. The Finder menu offers a couple of commands that help you manage the Trash:



Finder⇒Empty Trash: This command deletes all items in the Trash from your hard drive, period.

I'll probably say this more than once: *Use this command with a modicum of caution*. After a file is dragged into the Trash and the Trash is emptied, the file is gone, gone, gone unless you have a Time Machine or other backup. (Okay, maybe ProSoft Engineering's Data Rescue II or some other third-party utility can bring it back, but I wouldn't bet the farm on it.)

✓ Finder Secure Empty Trash: Choosing this command makes the chance of recovery by even the most ardent hacker or expensive disk-recovery tool difficult to virtually impossible. Now the portion of the disk that held the files you're deleting will be overwritten with randomly generated gibberish. You're hosed unless you have a Time Machine or other backup.



If you put something in the Trash by accident, you can almost always return it from whence it came: Just invoke the magical Undo command. Choose Edit Undo or press #+Z. The accidentally trashed file returns to its original location. Usually. Unfortunately, Undo doesn't work every time — and it remembers only the very last action that you performed when it does work — so don't rely on it too much.



Four Terrific Timesaving Tools

In This Chapter

- ▶ Taking a quick look inside files with Quick Look
- Finding your files and folders, fast
- ► Taking charge with Mission Control
- Learning to love Mavericks' Launchpad

In this chapter, I show you the ins and outs of four terrific timesaving tools: Quick Look, Spotlight, Mission Control, and Launchpad. Each is designed to let you use your Mac better, faster, and more elegantly. Yes, you can use your mouse and click your way to any file or folder on any disk. But these features are built into Mavericks for your convenience.

At the risk of repeating myself, Apple frequently provides more than one way to accomplish a task in OS X, so there's duplication and overlap among and between the tools in this chapter and tools you've read about elsewhere in this book. Don't worry. Take what you need, and leave the rest. Most users love Quick Look, but some never use it. Some people love Spotlight; others rarely invoke it. Mission Control is amazingly helpful, especially on laptops with small screens, but quite a few users don't care for it at all.

My advice: Try all the tools and techniques in this chapter at least a few times before you decide whether you want or need them.











With a Quick Look

The Quick Look command displays the contents of the selected file in a floating window. The key point is that you can see what's in a file without double-clicking (to open) it and without launching any application. This is quite handy when you want to peek at the contents of a file without having to open it.

To take a Quick Look yourself, select an icon and do any of the following: Choose File中Quick Look; right-click or Control-click the icon and choose Quick Look from its contextual menu; choose Quick Look from the Action button/menu in the toolbar; or use one of its two keyboard shortcuts — 第+Y or the easiest shortcut ever, spacebar.

One of my favorite ways to use Quick Look is with a folder full of images, such as the one shown in in Figure 7-1.

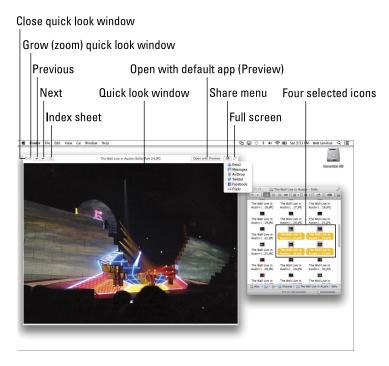


Figure 7-1: The Quick Look window (left) displaying an image from one of the selected icons in my *The Wall Live in Austin – Stills* folder.

The cool part is that while the Quick Look window is open, you can select different icons in the Finder window and very quickly peek at their contents in the Quick Look window.

The bad news is that while Quick Look works with many types of files — Microsoft Office, Apple iWork, plain-text, PDF, TIFF, GIF, JPEG, PNG, and most types of audio and video — it doesn't work with *all* files. You'll know it didn't work if Quick Look shows you a big document, folder, or application icon instead of the contents of that file.

If you select multiple items before you invoke Quick Look, as I've done in Figure 7-1, three buttons appear at the top of the Quick Look window near the left side — the Next, Previous, and Index Sheet buttons. With these controls you can view all of the selected items at the same time as an *index sheet*, as shown in Figure 7-2, or view them one at a time by clicking the Next or Previous buttons.

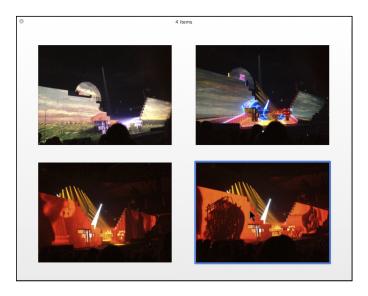


Figure 7-2: Four selected files displayed as a Quick Look index sheet.

The blue outline around the image at the bottom on the right indicates that the cursor is hovering over that image; if I were to click, that image would fill the window, and the icons shown at the top of the Quick Look window in Figure 7-1 would reappear.

Share and share alike with the Share menu



If you use an Apple iDevice, you're surely familiar with the rectangular button with an arrow escaping from it, as shown in the margin and in Figure 7-1. It's called the Share menu and it has as many as seven options (depending upon the type of file you've selected):

- **E-mail:** Launches the Mail app and attaches the selected file to a blank message, ready for you to address and send.
- ✓ Message: Launches the Messages (formerly iChat) app and puts the selected file in an outgoing message, ready for you to address and send. You become well acquainted with the Messages app in Chapter 11.

✓ **AirDrop:** Sends the selected file to other Mac users on the same network with a single click. Note that only Lion, Mountain Lion, and Mavericks support AirDrop; earlier versions of OS X didn't include it. And only recent-vintage Macs (say 2010 or newer) can use it. Also note that iOS 7 will bring AirDrop support to your iDevices as well.

Note that the next three options appear only when you've selected an image file. If you *don't* see them when you click your Share menu, you've probably selected a PDF or other type of file that can't be uploaded to Twitter, Facebook, or Flickr.

- **✓ Twitter:** Tweets the selected file to your Twitter account.
- **▶ Facebook:** Posts the selected file to your Facebook account.
- Flickr: Posts the selected file to Flickr, a popular photo-sharing site.

Slide into Slideshow (full-screen) mode

Quick Look really shines in its Slideshow (full-screen) mode, which you can start with any of these techniques:

- ✓ Hold down Option and choose File

 Slideshow.
- ✓ Press \mathbb{H}+Option+Y.
- ✓ If your file is already open in the Quick Look window, click the double-diagonal-arrow button in the upper-right corner of the window.

When you're in Slideshow mode, a completely different set of controls appears onscreen automatically, as shown in Figure 7-3.

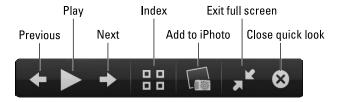


Figure 7-3: The Slideshow controls appear automatically in the full-screen Slideshow mode.



The Slideshow controls disappear after a few seconds of inactivity; if you don't see them when you need them, just move the cursor, and they'll magically reappear.

To exit Slideshow (full-screen) mode, press Esc or click the Exit full-screen button to return to the Quick Look window or the Exit Quick Look button to both exit Slideshow mode and quit Quick Look.

When you're finished with Quick Look window, click the X button in the top-left corner (refer to Figure 7-1); if you're in full-screen mode, click the X button in the control bar, as shown in Figure 7-3; or press $\Re+Y$, which works in either mode.

One last thing: the Add to iPhoto button will appear only if your Mac has iPhoto in its Applications folder.

Spotlight on Finding Files and Folders Faster

Even if you follow every single bit of advice provided in this chapter, a time will come when you won't be able to find a file or folder, although you know for certain that it's right there on your hard drive. Somewhere. Fortunately, Mavericks includes a fabulous technology called Spotlight that can help you find almost anything on any mounted disk in seconds. Spotlight can

- Search for files
- Search for folders
- Search for text inside documents
- Search for files and folders by their metadata (creation date, modification date, kind, size, and so on)

Spotlight finds what you're looking for and then organizes its results logically, all in the blink of an eye (on most Macs).

Spotlight is both a technology and a feature. The technology is pervasive throughout Mavericks — and is the underlying power behind the search boxes in many Apple applications and utilities such as Mail, Contacts, System Preferences, and Finder. You can also use it right from the Spotlight menu — the little magnifying glass at the right end of the menu bar. Also, you can reuse Spotlight searches in the future by turning them into Smart Folders (which I explain in Chapter 6).

Finding files and folders has never been faster or easier than it is in Mavericks. So in the following sections, I look at the two separate but related ways that Spotlight helps you find files, folders, and even text inside document files: the Search box in Finder windows and the Spotlight menu.

Using the Search box in Finder windows

With its power provided by Spotlight, this definitely isn't your father's Search box.



Press ૠ+Option+F to move the cursor to the search box of the active window.

The following steps walk you through all the features:

1. Type a single character in the Search box.

The window starts displaying the results, as shown in Figure 7-4.

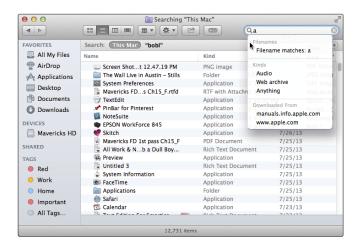


Figure 7-4: As soon as you type one character (a) in the Search box, the magic begins.

Not only does the window become populated with files that match the letter(s) you typed, at the same time, a menu drops down below your cursor to offer search suggestions, such as Filenames, Kinds, and Downloaded From as shown in Figure 7-4, as well as others such as Dates and Sent By (not shown). Typing additional characters narrows the scope, so the more you type, the fewer matches and suggestions you'll see.



If you want to change the criteria for one or more of these items, it's the same as changing criteria for a Smart Folder: Click the item in the Sidebar, and then click the Action-menu button and choose Show Search Criteria. When you're done changing the search criteria, click the Save button to resave your folder.

2. If the folder or volume you want to search isn't This Mac or your Home folder, open the folder you want to search, and type your query in the Search box in that folder's window.

The default is to search files' contents if it can. Mavericks' Spotlight can search the contents of files created by most popular applications.



There are also third-party Spotlight plugins that let you search the contents of file types not supported by Mavericks, including old WordPerfect and Quark XPress files and many others. Search the Internet for *Spotlight plugins* and you'll find them for dozens of popular apps.

To search for a file by its filename, choose Filename Contains (*a* in Figure 7-4) from the drop-down menu.

3. When you find the file or folder, you can open any item in the window by double-clicking it.

You can also start a search by choosing File⇔Find (shortcut: ૠ+F).

Keep these points in mind when you perform a search:

- ✓ You have a choice of where to search. This Mac is selected in Figure 7-5.
- ✓ You can choose additional search criteria such as the kind of file (PDF in Figure 7-5) and the last date the file was opened (Within Last 60 Days in Figure 7-5) as well as other attributes, including Modification Date, Creation Date, Keywords, Label, File Contents, and File Size.
- ✓ To add another criterion, simply click the + button on the right side of the window.
- ✓ To save a search for reuse in the future, click the Save button on the right side of the window.

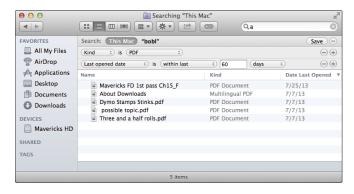


Figure 7-5: Search your whole Mac or a specific folder (and its subfolders) and then narrow your search using one or more criteria.



Try choosing different options from the window's Arrange menu — Application, Date Last Opened, and so on — to see the search results presented in different ways.

So there you have it — fast searches made easy in the Finder. But there are many ways to access the power of Spotlight, and the Search box in the toolbar of Finder windows is merely one of them.

Using the Spotlight menu and window

Another way to search for files and folders is to use the Spotlight menu itself — the magnifying-glass icon at the far-right end of your menu bar. Click the icon to open the Spotlight Search box, and then type a character, word, or series of words in the Search box to find an item, as shown in Figure 7-6.

Notice that a Quick Look preview appears to the left any item you select in list of search results (*Maverick* in Figure 7-6), a nice touch.



Memorize and use the super-convenient and easy-to-remember keyboard shortcut for opening the Spotlight Search box, which is #+spacebar by default. If you don't find #+spacebar appealing as a shortcut, you can change it to whatever you like in the Spotlight System Preference pane.

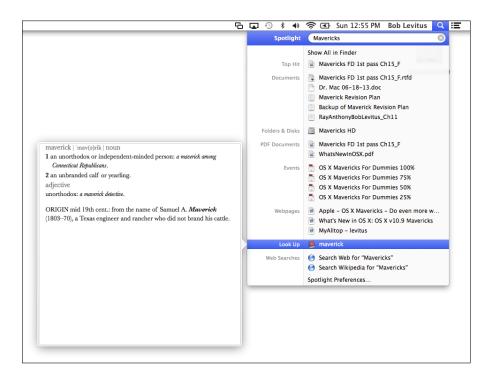


Figure 7-6: Type in the Search box, and your results appear instantly (bottom).

If you highlight (but don't click) an item in the Spotlight menu's results list, a preview pops up to its left. I love being able to preview a dictionary definition, like the one in Figure 7-6.



Spotlight is more than just a menu and Search box; it also uses a technology that's pervasive throughout OS X and apps including (but certainly not limited to) Mail, Contacts, and many, many more. The reason why it's so spectacularly speedy is that it "indexes" your files when your Mac is idle. The upshot is that Spotlight knows file locations and contents soon after a file is created or modified.

You can also use the Spotlight window to create and perform more sophisticated searches. You can access this window in two ways:



Click the Show All in Finder item on the Spotlight menu or press 第+Option+spacebar.

You can change this shortcut to whatever you like in the Spotlight System Preference pane.

✓ Use the criteria at the top of the window to narrow your search.



This is exactly the same process you use to create Smart Folders, as I discuss in Chapter 6! If you want to make a Smart Folder from a search you perform, just click the Save button.

Regardless of which method you choose to invoke it — the Search box in a Finder window, the Spotlight Search box in the menu bar, or the Spotlight window — Spotlight saves you time and effort.

Finding files by other attributes

After you add a search attribute by clicking the + button, choose a search attribute from its pop-up menu: Kind, Last Opened Date, Last Modified Date, Created Date, Name, or Contents by default. Select an item, and its relevant pop-up menus and/or text entry fields appear, as shown in Figure 7-7.

File Size isn't one of the default search attributes in the pop-up menu; here's how to choose it and many other attributes not on the menu: Choose Other from the pop-up menu, and a list of dozens of additional search options (including File Size) appears, as shown in Figure 7-8.

In Figure 7-8, I've selected the File Size search attribute in the list so I can use it for this search. And, because I expect to use this search attribute fairly often, I've also selected its In Menu check box. As a result, the File Size search attribute appears below the Contents attribute in the pop-up menu for easy access, as shown in Figure 7-9.

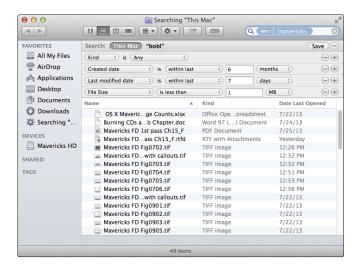


Figure 7-7: Narrowing a search using the Kind, Created Date, Last Modified Date, and File Size search attributes.

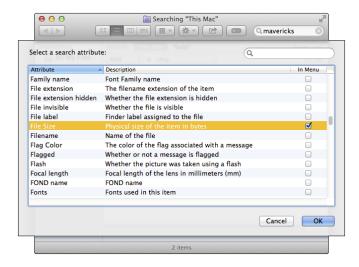


Figure 7-8: Just some of the search attributes that appear when you choose Other.

It takes a few steps to use File Size as a search attribute the first time, but the next time you need it, you just choose it from the pop-up menu and search away.





Figure 7-9: The search attribute pop-up menu before (left) and after (right) adding the File Size attribute.

Exposé Yourself to Mission Control



Two of my favorite tools in Leopard and Snow Leopard were Exposé and Spaces, a positively peachy pair of utilities that went together like peanut butter and chocolate and even had their own System Preference pane, Exposé & Spaces. The preference pane is long gone, but the tools live on in Mission Control. Figure 7-10 shows the Mission Control System Preferences pane in all its glory.



Figure 7-10: The Mission Control System Preferences pane.

The Mission Control pane: It's painless

The top part of the pane contains five check boxes: Show Dashboard as a Space; Automatically Rearrange Spaces Based on Most Recent Use; When Switching to an Application, Switch to a Space with Open Windows for the Application; Group Windows By Application; and Displays Have Separate Spaces. If you've read Chapter 3, you know what Dashboard is all about, but because I haven't introduced you to Spaces yet (but will shortly), these check boxes will make sense to you only after you read the sections that follow. Suffice it to say that they do what you think they'll do. You should experiment with the settings, turning them on and off, to see which way you prefer them.

Moving right along, most of this pane handles keyboard and mouse shortcuts for Mission Control. These eight pop-up menus — four each for keyboard and mouse shortcuts — let you specify the trigger for each of the four features with a keystroke or mouse button. The default keyboard shortcuts appear in upcoming text, but yours may differ; to change them, click the appropriate pop-up menu and make a new selection.



Hold down the \Re , Option, Control, and/or Shift keys when you choose an item from any of the eight shortcut menus to add modifier keys to the shortcuts you create. So, for example, if you were to hold down \Re +Shift when you select F11 from a pop-up menu, the keyboard shortcut for that feature would be \Re +Shift+F11. Or, if you were to hold down Shift when you select Middle Mouse Button from a pop-up menu, you'd have to hold down Shift and click the middle mouse button to invoke the command.

Finally, most Apple keyboards made since April 2007 also include dedicated Mission Control and Dashboard shortcut keys (F3 and F4, respectively). If you see a tiny picture that looks like the Mission Control icon on your F3 key or that looks like the Dashboard icon on your F4 key, you can use them in addition to the other shortcuts discussed in this section.

A picture is worth a thousand words, so check out Figures 7-11, 7-12, and 7-13 as you read about each feature.

- Figure 7-11 shows a typical jumble of windows from a variety of applications strewn all over my screen.
- ✓ To see Mission Control, which displays all open windows in all open applications, as shown in Figure 7-12, press Control+↑ (up arrow).
- ✓ To see all open windows belonging to the current application (TextEdit in Figure 7-13), press Control+

 ↓ (down arrow).



If you hover over a window on a Mission Control screen (shown in Figures 7-12 and 7-13), a blue border appears around the item you're hovering over. If you then press the spacebar, you'll see a preview of the window's contents, which is especially helpful when a window is partially obscured by another window.

- ✓ To hide all open windows and display the Desktop, press F11 or fn+F11.
- ✓ To summon forth the Dashboard (which displays your widgets, as I explain in Chapter 3), press F12 (or fn+F12). Or, if your F4 key has a Dashboard icon printed on it, press F4.



Figure 7-11: On most days, my screen looks something like this, with myriad open windows from numerous apps obscuring one another.

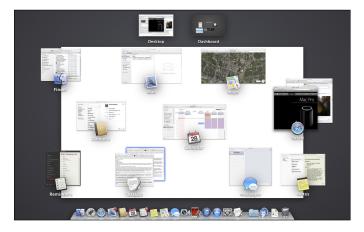


Figure 7-12: After invoking Mission Control (Control+↑).

Notice that when you're using Mission Control, windows appear at a reduced size. Identifying information — either the program or window name — appears below the mini-window, making it easier to discern what each item contains. When you click any of these small windows, Mission Control deactivates, and the window you clicked becomes the active window.

Check out the way that Mission Control's Application Windows screen (see Figure 7-13) includes a row of document icons near the bottom of the screen. They represent the TextEdit documents I created or modified most recently. Click the stack at the right end of the row to see more documents. You read more about TextEdit in Chapter 14, but trust me that this new feature makes it a cinch to reopen documents you've used recently.

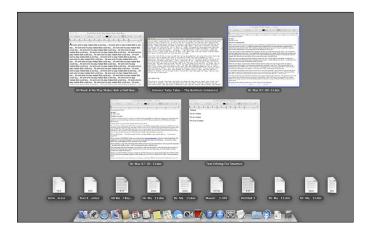


Figure 7-13: After invoking Application Windows (Control+↓) when TextEdit was active.

Hot corners!

In the bottom-left corner of the Mission Control System Preferences pane is a Hot Corners button, which lets you designate any or all of the corners of your screen as hot spots to trigger Mission Control, Dashboard, Launchpad, Screen Saver, or Display Sleep. Click the menu for a corner, and select the feature you want associated with that corner. Then, whenever you move your cursor onto that corner and leave it there for a second or two, the feature executes.



Hot corners have been part of Mac OS since time immemorial and are still as useful as ever. I like to set the top-right corner to start my screen saver and the bottom-right corner to disable it, for example.



Mission Control is enabled by default, but you can disable any or all of its features by turning off its trigger: Just choose the minus sign from a pop-up menu instead of a keyboard or mouse-button shortcut. In Figure 7-10, the Dashboard mouse trigger is disabled, and I'm changing the Mission Control mouse trigger to Middle Mouse.

Spaces from 30,000 feet (an overview)

If Mission Control lets you manage your windows in real time, its spaces let you manage windows by organizing them in groups called *spaces* and switch from space to space with a keystroke or gesture.

When you use spaces, only two kinds of windows are shown: windows from applications associated with the active space and windows from applications launched while that space is active.

If you find yourself spending too much time moving and resizing windows onscreen, consider setting up spaces for specific tasks. You might have one space dedicated to a specific project, another for web surfing, and a third for e-mail, each with all its windows arranged just the way you like them.

Think of a space as being a single screen, set up just the way you like it, with its windows arranged just the way you like them. Take, for example, the three spaces shown in Figures 7-14, 7-15, and 7-16. I have one for web surfing (Figure 7-14), one for Mail (Figure 7-15), and one for working in the Finder (Figure 7-16), each one with its windows arranged exactly as I like 'em.

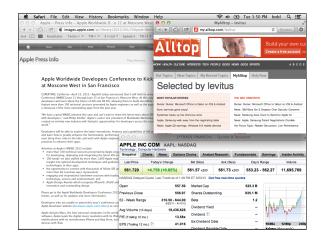


Figure 7-14: My web-surfing space, with three Safari windows (Apple Press Info, my Alltop page, and eTrade) arranged the way I like 'em on my screen.

Moving right along, you manage your spaces with Mission Control, which provides an overview of what's running on your Mac, including all your spaces, the Dashboard, and all open windows. In a nutshell, this dynamic duo makes it easier than ever to manage and maintain the mélange of Finder and application windows that conspire to clutter and eventually consume your screen.



Figure 7-15: My Mail space, with three Mail windows (Message Viewer, Addresses, and Activity) arranged just so.

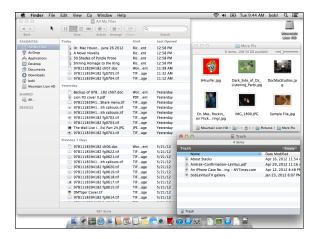


Figure 7-16: My Finder space, with two windows in list view (All My Files and Trash), plus a third window in icon view (More Pix).

To see it in action, press the Mission Control key (Control+↑ by default). If you have a trackpad, you can also swipe upward using three fingers to see Mission Control, which will look something like Figure 7-17 based on the three spaces shown in Figures 7-14 through 7-16.

Note that you won't see the Dashboard in Mission Control if you've cleared the Show Dashboard as a Space check box in the Mission Control System Preferences pane.



Figure 7-17: Mission Control showing off three spaces (Desktops 1, 2, and 3) and the Dashboard.



In earlier versions of OS X, these desktops were called *spaces*. Mission Control, improbably, uses the words *spaces* and *desktop* interchangeably, so as you see in Figure 7-17, my three spaces are named Desktop 1, Desktop 2, and Desktop 3. I think it's dumb, and I'm going to continue to call a space a space regardless of what Mission Control labels them (because calling them desktops would be even more confusing).

By the way, apps running in full-screen mode are considered a space, which bears the name of the app rather than "Desktop X."

To add a new space, first enter Mission Control; then move the cursor to the top-right corner of the screen and click the Add (+) button. (My tech editor informs me that if you have your Dock on the right side of the screen, the + will appear in the top-left corner instead of the top-right.)



You don't see a + button? It's hidden and appears only when your cursor is nearby. You can see it in the top-right corner of Figure 7-17; if you don't see a + button there on *your* screen, move the cursor to that general vicinity, and it magically appears.

You can use this technique to add as many spaces as you like. When you're finished using Mission Control, you can

Click a space at the top of the screen to switch to it.

or

✓ Press the Mission Control key or swipe with three fingers to return to the space you were using when you entered Mission Control.



These gestures require a Magic Mouse, Magic Trackpad, or laptop with buttonless trackpad.



If you're using a notebook Mac, I implore you to learn to use gestures with Mission Control. Visit the Trackpad System Preferences pane's More Gestures tab and make sure you've enabled three- or four-finger swipes. I love swiping between Mission Control spaces like the ones in Figures 7-14, 7-15, and 7-16. Swipe and I've got Mail; swipe again and I've got Safari; swipe again and I've got the Finder. Try it — I think you'll like swiping to switch spaces (a.k.a. desktops) as much as I do.

One last thing: OS X Mavericks takes full advantage of multiple displays no matter how many displays are connected to your Mac. Put another way, there's no longer any distinction between primary and secondary displays.

Prior to Mavericks, when you put an app into full-screen mode on a Mac with multiple displays, the secondary display was blanked out and rendered unusable until you exited full-screen mode. In Mavericks, you are free to run an app in full-screen mode on one or more displays without blanking the others. For example, you can work in the Finder's desktop on one display and use a full-screen app on another, as shown in Figure 7-18.

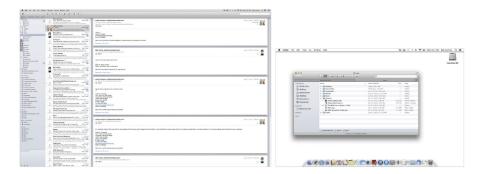


Figure 7-18: Mail is running in full-screen mode on the bigger display on the left; the Finder is running on the MacBook Pro's internal display on the right.

Another new feature is that each display has its own menu bar and Dock.

And finally, each display has its own Mission Control spaces associated with it. (Mail and Dashboard on the bigger display on the left; Desktops 1 and 2 on the smaller display on the right — as shown in Figure 7-19.



You can drag and drop spaces from one display to another. Try it — it's way cool!



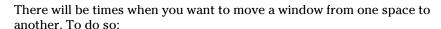
Figure 7-19: Each display has its own set of spaces.

Getting around in space (s)

You just saw one way to move from one space to another — enter Mission Control and click the space you want to use. You can also navigate spaces in the following ways:

- ✓ Press the Control key and ← (left-arrow key) or → (right-arrow key) to move to the previous or next space.
- Swipe left or right with three fingers to move to the next or previous space.
- ✓ Press the Control key and the number key for the space you want to use. Pressing Control+2, for example, activates Desktop 2.

You can enable or disable these keyboard shortcuts in the Keyboard Shortcuts tab of the Keyboard System Preferences pane.



- Drag a window to the left or right edge of the screen, and pause. After a short delay, the window pops into the space on the left or right of the current space.
- Press and hold down the mouse button on the window you want to move while pressing the Control key and the
 - Left-arrow key (←) to move the window to the space on the left of the current space
 - Right-arrow key (→) to move the window to the space on the right of the current space
 - Number key of the space to move the window to that space

or

✓ Start in the space that has the window you want to move. Enter Mission Control, drag the window from the middle part of the screen onto the space you want to move it to, and then release the mouse button.



It's often useful to assign a specific application to a specific space. To do so, first launch the application in question; then press and hold its Dock icon, and choose Options, as shown in Figure 7-20.

Here's the rundown on those options:

- ✓ To have the application open in every space, choose All Desktops.

 When the application is running, it will appear in every space.
- ✓ To have the application open only in the current space, choose This Desktop.

The application opens in this space. If you're working in a different space and switch to this application, its assigned space scrolls into view.

✓ To have the application open in whatever space you're using, choose None.



Figure 7-20: Press and hold an application's Dock icon to assign the application to a specific space (Desktop).

Finally, should you want to delete one or more spaces, simply enter Mission Control, and move the cursor over the space. A Delete button — an X that should look familiar if you use an iPhone, iPad, or iPod touch, or the Dashboard — appears in the top-left corner, as shown in Figure 7-21. Click it to delete that space.

Deleting a space doesn't delete or quit any applications or close any documents. Applications and windows in a deleted space move to the space called Desktop (the one *without* a numeric suffix).

The bottom line is that spaces can be particularly useful for those with a smaller display. And now, in Mavericks, it's even more useful for users with more than one display.



Figure 7-21: Hover the cursor over a space, and a Delete button (X) appears.

Remember that Mission Control can be an acquired taste, so even if you have a small screen or multiple screens, you may not care for it. My advice: Try it for a while, and if you decide that you hate it, turn its triggers off (by selecting the minus sign) and be done with it.

Launchpad: The Place for Applications

Launchpad presents all the applications in your Applications folder in a view that looks like the home screen of any iOS device (that is, iPhone, iPad, or iPod touch). In fact, if you use one of these devices, I suspect that you could skip everything that follows about Launchpad, because it works almost exactly like the home screen on an iPhone or other iDevice.



Click Launchpad's Dock icon (shown in the margin). It fills your screen with big, beautiful application icons, as shown in Figure 7-22.



I changed my Desktop picture from plain white to a photograph (of Apple's Mavericks web page) for Figure 7-22. The photo is actually in focus; the nifty blur effect happens only when Launchpad is active. Sure, it's just eye candy, but it's *elegant* eye candy.

If your Launchpad has more than one page of apps, you can press \Re + left-arrow (\leftarrow) or right-arrow (\rightarrow) to move to the previous or next page. Trackpad users can also use a three-finger swipe left or right to move from page to page.

To launch an app, just click its icon. In a heartbeat, Launchpad disappears, and the app replaces it on your screen.



Figure 7-22: Launchpad, in all its glory.

Customizing Your Launchpad

Launchpad is configurable, just like home screens on iDevices. As you're about to see, you can rearrange app icons on a page, move them from one page to another, organize them in folders, and delete them. Say it all together now: "Just like on iDevices."

For those who are unfamiliar with iOS or devices that run it, here's how these things work on your Mac:

- ✓ **To rearrange app icons:** Click and drag the app to its new location.
- ✓ To move apps to the next or previous page: Click and drag the app to the left or right edge of the screen. When the next page of apps appears, drag the app to its new location on that page.
- ✓ To add an app to your Dock: Click and drag the app onto the left side of the Dock.
- ✓ To create a folder for apps: Drag one app's icon on top of another app's icon to create a folder.
- ✓ To add an app to a folder: Drag the app onto that folder to add it.
- ✓ **To move an app out of a folder:** Click the folder to open it and drag the app out of the folder.

- ✓ To change a folder's name: Click to open the folder, click the current name, and then type a new name.
- ✓ **To uninstall apps:** Click an app's icon, but don't release the mouse button until all the icons begin to wiggle. Apps that can be uninstalled display a Delete button (X); click to uninstall the app.

Press Esc to stop the wiggling.



If an icon doesn't have a Delete button, it's installed with OS X Mavericks and can't be uninstalled.

And last but not least, items in the Utilities folder (which you'll find inside the Applications folder) appear in a folder called Other in Launchpad. Why? Who knows!



Dealing with Disks

In This Chapter

- Initializing and erasing your disks
- Using PC-formatted disks
- Creating your own CDs and DVDs

n this chapter, I talk about disk basics: How to format them for your Mac, how to format them so that your Windows-using brethren (and sisteren) can use them, how to copy or move files between disks, and much more. Onward!

This chapter offers lots of info that applies to every Mac user — including folder management and moving or copying files to and from disks other than your internal hard drive. I also show you how to work with optical media such as CD-R, CD-RW, DVD-R, DVD-R, DVD-RW, DVD+RW, and DVD+R DL (dual-layer) — types of discs that many Mac users deal with regularly. You more than likely have an internal SuperDrive (CD and DVD player/burner). Or you may have added external storage devices such as a USB flash drive; a USB, FireWire, or Thunderbolt hard drive; or an optical disc player/recorder.



Is that a disk or a disc?

So how do you spell this critter, anyway? Sometimes, you see it spelled d-i-s-k; at other times, you see it spelled d-i-s-c. If you're wondering what's up with that, here's the skinny. In the good old days, the only kind of computer disk was a disk with a k: floppy disk, hard drive, Bernoulli disk, and so on. Then the compact disc (you know, a CD) was invented. The people who invented it spelled it with a c instead of a k, probably because it's round like a discus (think track and field). From that time on, both spellings have been used more or less interchangeably.

Now, some people will tell you that magnetic media (floppy, hard, Zip, Jaz, and so on) are called *disks* (spelled with a *k*) and that optical media — that is, discs that are read with a laser, such as CD-ROMs, CD-RWs, audio CDs, and DVDs — are called *discs* (spelled with a *c*).

I'll compromise. When I speak about something that could be either a disk or a disc, I stick with disk. If I speak strictly about optical media, I use the term disc. I hope that's clear. If not, my editors made me do it.

Comprehending Disks

Think of disk icons as folders. That's because your Mac sees disks as nothing *but* giant folders. When you double-click one, its contents appear in a Finder window; to that extent, it works just like a folder. You can drag stuff in and out of a disk's window, and you can manipulate the disk's window in all the usual ways — again, just like a folder.



If you don't see your hard disk icon(s) on the Desktop or in the Sidebar, open Finder Preferences (choose Finder Preferences or press \(\mathbb{H} +, [comma] \)) and select the appropriate items in the General and Sidebar tabs, as I describe in Chapter 5.

Although (for all intents and purposes) disks *are* folders, disks do behave in unique ways sometimes. The following sections explain what you need to know.

Some disks need to be formatted first

Brand-new disks sometimes need to be *formatted* — prepared to receive Macintosh files — before you can use them. When you connect an unformatted hard disk, your Mac usually pops up a dialog that asks what you want to do with the disk. One option is usually to *format* (or *initialize*) the disk — that is, get it ready to record data. If you choose to format the disk, the Disk Utility program launches itself so you can format the disk from the Erase tab.

If you ever need to format or initialize a blank disk and don't see the dialog, all you have to do is open Disk Utility manually (it's in your Applications/ Utilities folder) and use its Erase tab to format the disk.

Moving and copying between disks

Moving a file icon from one onscreen disk to another works the same way as moving an icon from one folder to another, with one notable exception: When you move a file from one disk to another, you automatically make a copy of it, leaving the original untouched and unmoved. If you want to move a file or folder completely from one disk to another, you have to delete that leftover original by dragging it to the Trash or by holding down the \Re key when you drag it from one disk to the other.



You can't remove a file from a read-only disc (such as a CD-R or DVD-R) or from a folder to which you don't have write permission. But you should be able to move or delete files and folders from all other kinds of disks that you might encounter.

Copying the entire contents of any disk or volume (CD, DVD, or external hard drive, among others) to a new destination works a little differently:

- 1. Click the disk's icon.
- 2. Hold down the Option key and drag the disk icon onto any folder, any disk icon, or any open Finder window.

When the copy is completed, a folder bearing the same name as the copied disk appears in the destination folder or disk. The new folder contains each and every file that was on the disk with the same name.

Copying files in this way is handy when you want to grab all the files from a CD or DVD and put them on your hard drive.



If you don't hold down the Option key when you drag a disk icon to another destination, your Mac creates an *alias* of the disk (that is, a link back to the original) instead of a copy of its contents. As you might expect, the alias will be almost worthless after you eject the disk; if you open it, it will ask you to insert the original disk.

If you like using the Duplicate command, note that you can't use the Duplicate keyboard shortcut (策+D) on a disk, although you can use it on a folder. For the full details of moving, copying, and pasting, flip to Chapter 6.

Surprise: Your PC Disks Work, Too!

One of the most excellent features of OS X (if you have friends unfortunate enough not to own Macs, and you want to share files with them) is that it reads and writes CDs and DVDs that can be read by PCs.



Although your Mac can read disks formatted by a PC, the *files* on them might or might not work for you. If the files are documents, such as Microsoft Word .docx or Microsoft Excel .xlsx files, one of your Mac programs can probably open them. If the files are Windows programs (these often sport the .exe extension, which stands for *executable*), your Mac can't do anything with 'em without additional software designed to run Windows programs.

So if you want to run Windows on your Mac, you need to use either Mavericks' built-in utility called Boot Camp or a third-party program such as Parallels Desktop from Parallels (www.parallels.com), Fusion from VMware (www.vmware.com), or the free VirtualBox (www.virtualbox.org). Boot Camp requires you to reboot your computer each time you want to use Windows; the third-party programs emulate PC hardware so that you can run genuine Microsoft Windows operating systems in Mavericks without rebooting your Mac.

So with a commercial app such as Parallels Desktop or VMware Fusion (both around \$60), the free VirtualBox from Oracle, or Mavericks' included Boot Camp utility, your Mac *can* run those .exe files (which is to say most Windows programs).



None of these comes with a copy of Windows (required).

When running most Windows applications, Parallels Desktop and VMware Fusion are almost as fast as a PC. Depending on which Intel-based Mac you have, they might even be speedy enough to play first-person shooters. Boot Camp is even faster but has the disadvantage of requiring you to leave Mavericks and restart your Mac before you can use it. For most other stuff (including the Windows-bundled Solitaire), all three are capable of running Windows a heck of a lot faster than many PCs can.

One last thing: Since most current Macs don't come with a built-in optical (CD/DVD) burner/reader, the details of burning CD and DVD discs are covered in an online chapter you can find at www.dummies.com/extras/osxmavericks.







Organizing Your Life

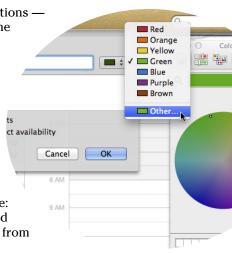
In This Chapter

- ► Introducing Calendar
- ► Creating and using Calendar calendars
- Creating and organizing Calendar events
- ▶ Remembering events with Reminders and Notification Center
- Taking notes with Notes

hen you buy OS X Mavericks, the folks at Apple generously include applications that can help simplify and organize your everyday affairs — namely Calendar, Reminders, and Notes (to name three you discover in this chapter).

In fact, OS X comes with a whole folder full of applications — software you can use to do everything from surfing the Internet to capturing an image of your Mac's screen to playing QuickTime movies to checking the time. Technically, most of these applications aren't even part of OS X. Rather, the vast majority of them are what are known as *bundled* apps — programs that come with the operating system but are unrelated to its function. Readers (bless them) tend to complain when I skip bundled applications, so I mention almost all of them in this book.

But in this chapter, you get a look at only the applications that help you organize your everyday life: your appointments, to-do items, notes to yourself, and all the various gadgets you may attach to and detach from your Mac.



The applications discussed in this chapter are stored in (where else?) the Applications folder, which you can get to in four ways:

- Click the Applications folder in the Sidebar of any Finder window.
- ✓ Press ૠ+Shift+A.
- Click the Launchpad icon in the Dock to see all the applications installed on this Mac (refer to Chapter 7).



Other bundled apps you might be especially interested in include Safari (Chapter 10), Contacts and Mail (Chapter 11), iTunes (Chapter 12), a whole handful of multimedia applications that enable you to play video and more on your Mac (Chapter 13), and TextEdit (Chapter 14).

Keeping Track with Calendar



Calendar is a wonderful program that provides multiple appointment calendars with alerts. More precisely, you can have multiple color-coded calendars, several types of visual, audible, and e-mailed alerts, repeating events, and more. You can publish your calendar(s) on the web for others to view (which requires an iCloud account or other WebDav server), and you can subscribe to calendars published by other Calendar users.



I love Calendar and keep it open most of the time on my Macs. In the sections that follow, I share some of the features I find most useful.

Navigating Calendar views

Calendar lets you display the main Calendar window just the way you like it:

- You can view your calendar by the day, week, month, or year.
 Figure 9-1 shows a weekly view. To select a view, click the Day, Week, Month, or Year button at the top.
- ✓ To move back or forward, click the arrow buttons on either side of the Today button. You see the previous or next week in Week view, yesterday or tomorrow in day view, and so on.
- ✓ To go to today's date, click the Go to Today button.
- ✓ To add a new calendar, click the New Calendar (+) button.

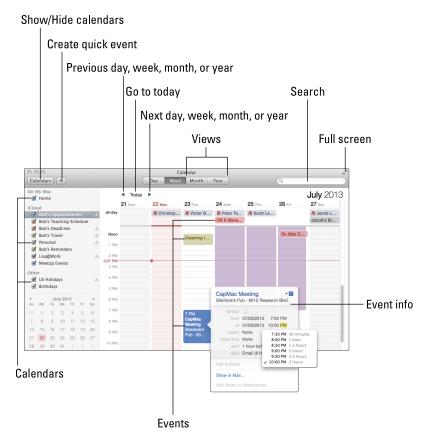


Figure 9-1: The Calendar main window displaying the view I prefer: Week view.

You can find all these items, most of which have shortcuts, in the Calendar application's View menu, as shown in Figure 9-2. This menu offers almost total control of what you see and how you navigate.



If you want to master Calendar, it would behoove you to spend some time experimenting with these views and with their navigation commands and options.

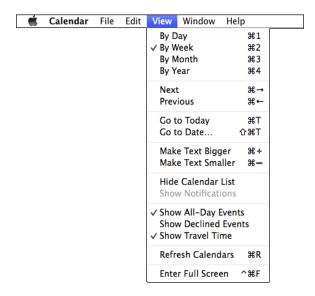


Figure 9-2: The Calendar application's View menu.

Creating calendars

If you refer to Figure 9-1, you see a list of my calendars in the top-left corner: Bob's Appointments, Bob's Teaching Schedule, Bob's Deadlines, Bob's Travel, and so on. The check boxes turn the visibility of a calendar on (checked) and off (unchecked).



The calendars appear in three sections — On My Mac, iCloud, and Subscriptions — because all three types of calendars are on my Mac. You can read much more about iCloud in Chapter 10, but for now, if you're not an iCloud user, your calendars will appear in the On My Mac section instead of the iCloud section. Because I don't actually have any calendars stored on my Mac (all of my calendars are stored in and synced by iCloud), the Home calendar you see in Figure 9-1 exists solely for this demonstration.

To create a new calendar in Calendar, follow these steps:

1. Choose File⇔New Calendar⇔iCloud or On My Mac.

A new calendar named Untitled is created and added to the appropriate calendar list.

- 2. To give your calendar a name, select Untitled and type a new name.
- 3. (Optional) To color-code the entries for this calendar, first select the calendar (by clicking it); choose Edit⇔Get Info or press ૠ+I; and then

select a color by clicking and holding the color swatch, as shown in Figure 9-3.



In my humble opinion, Other is the handy choice because it lets you select thousands of colors — including the lovely shade of fuchsia I'm selecting in Figure 9-3 — in addition to the seven colors available in the menu.

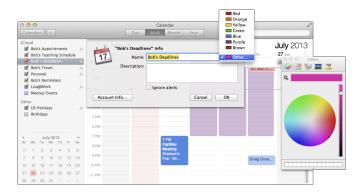


Figure 9-3: Choose Other for even more colors.

Now any item you create while this calendar is selected (in the list that pops up from the Calendars button) appears on the selected calendar in the color you selected. While you're in the Info sheet, you can also add a description of your calendar.

Grouping calendars

You can also organize calendars in groups that contain more than one calendar. To create a new calendar group in Calendar, follow these steps:

1. Choose File⇔New Calendar Group, or press \#+Shift+N.

A new calendar group named Group is created and added to the On My Mac section of the calendar list.

- 2. Give the new group a name by selecting Group and typing a new name.
- 3. To add calendars to the group, create a new calendar while the group is selected, or drag existing calendars below the group name in the list, as shown in Figure 9-4.



Figure 9-4: Adding the Personal calendar to the Family + Personal group.

When you release the mouse button, the Personal calendar moves below the Family + Personal group. Note that the Personal calendar is indented and the Family + Personal group has a disclosure triangle to its left.

Now you can show or hide all calendars in the group by selecting or deselecting a single check box. You can still show or hide individual calendars by selecting or deselecting their check boxes, of course.

Here's how you might deploy this feature. You could create individual calendars for each member of your family and put all the individual family calendars in a group called Family. Then you could make all the family-member calendars visible or invisible with a single click of the group calendar's check box.



If you have an iCloud account (as discussed in Chapter 10), you can publish your calendars and invite others to subscribe to them by choosing Calendar Publish. The others receive an e-mail inviting them to subscribe to your calendar. This is what my family does. Each of us maintains and publishes his or her own calendar and subscribes to everyone else's. That way, we can all see at a glance who's doing what and when they're doing it. This is by far the slickest solution we've found.

Deleting a calendar or group

To delete a calendar or calendar group, select it in the list and choose Edit Delete or press #+Delete. If the calendar has events on it or the group has calendars in it, you see an alert box asking if you're sure you want to delete that calendar or group; if not, the calendar or group will be deleted as soon as you choose Edit Delete or press #+Delete.



When you delete a calendar or group, all the events and reminder items in that calendar or group are also deleted. Although you *can* Undo a deleted calendar or group (choose Edit Undo or press H+Z), you must do so before you quit Calendar. If you quit Calendar without undoing a calendar or calendar-group deletion, everything on that calendar (or calendars) will be gone forever (unless, of course, you have Time Machine or another backup, as I explain in Chapter 18).

Creating and managing events

The heart of Calendar is the event. To create a new one, follow these steps:



1. Choose File⇔New Event, press #+N, double-click a date on the calendar, or drag up or down anywhere on the calendar.

If you double-click or click and drag on the day of the event, you can skip Step 2, and you don't need to specify the date in Step 3.

Alternatively, try the Create Quick Event (+) button. It's smart enough to interpret commands like "Family Movie 7–10PM Thursday" and create a new event on the proper day and time, as shown in Figure 9-5.

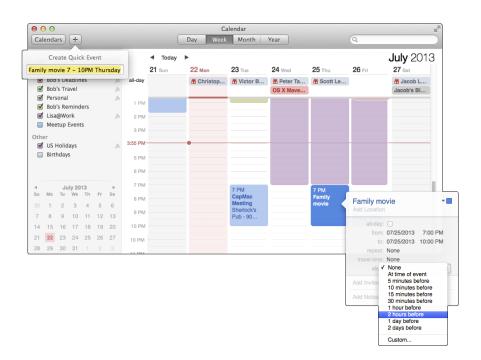


Figure 9-5: Creating a Quick Event (upper left) and the resulting event bubble (lower right) for this three-hour event on my Appointment calendar.

- 2. If the event doesn't appear in the proper place, just click it and drag it wherever you like.
- 3. To edit an event, select it and choose Edit Dedit Event, press ±+E, or double-click it to open its event bubble, as shown in Figure 9-5.

All the items in dark text can be edited. For example, click on the date or time to change it. The other items — *Repeat, Travel Time,* and *Alerts* — are pop-up menus. The *Alert* menu is popped up in Figure 9-5. The blue square in the upper-right corner of the event bubble is also a pop-up menu, which lets you select a different calendar for this event.



Travel Time is a new feature in Mavericks; it lets you include travel time to and from an event (and blocks out that time on your calendar), while preserving the event's actual start and end times.

4. When you're satisfied with all of the event's items, press Enter or Return or click anywhere outside the event bubble.



If you prefer working in a little window rather than the event bubble, check out the Edit Show Inspector command (#+Option+I), which displays the selected event in a window. Click a different event, and its info instantly fills the Inspector window. Try it; you might like it.



The difference between Get Info and the Inspector is that the Inspector window changes contextually and displays information about the currently selected event. Get Info windows, on the other hand, display info for a specific event. Put another way, a Get Info window displays the info for a specific event, and you can have as many Get Info windows on the screen as you like. There's only one Inspector window; it displays info for whichever event is currently selected.

Inviting others to attend an event

To invite other people to your event, you can open Contacts or the Calendar Address Panel (Window Address Panel or ૠ+Option+A) and drag the contacts onto the event in Calendar. Alternatively, you can type the first few letters of the name in the Invitees field, and names that match magically appear. In Figure 9-6, I typed the letters *st*, and Calendar offered me a choice of my two contacts with names that start with *st* — namely, Stan LeVitus and Stan Lee. Sweet! (If you're unfamiliar with Contacts, flip to Chapter 11 for details.)

After you've added one or more invitees, click the Send button to invite them to the event. If the invitees have Calendar (or its predecessor iCal), they can open the enclosure (which is included with your invitation e-mail), which adds the event to Calendar with Accept, Decline, and Maybe buttons. All they have to do is click the appropriate button, and you receive an e-mail informing you of their decision along with an enclosure that adds their response to the event in Calendar. Nice, eh?



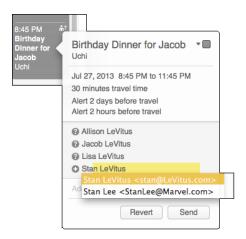


Figure 9-6: Type the first few letters of a contact's name.

Note that if the recipient is using certain third-party mail clients, such as Mailsmith or Thunderbird to name a couple, don't send the reply. But the majority of people you know are more likely to use Apple Mail or Microsoft Outlook, which both do the right thing with invitations.

If the invitee doesn't have Calendar (or doesn't open the enclosure that was included with the e-mail invitation), he or she has to respond the old-fashioned way: by replying to your e-mail or calling you on the telephone.

Setting an alert

What's the point of putting an event on your calendar if you forget it? If you set an alert, Calendar won't let you forget. To set an alert, click the word *None* (just to the right of the word *alert*) in the Event info window. A menu appears. Choose the type of alert you want from the menu and change its values to suit your needs. I find the Message with Sound and Email alerts so useful that I use both for almost every event I create.

You can have as many alerts as you like for each event. When you add an alert, a new alert item appears below it. Just click the word *None* just to the right of the word *alert* (*alert* is partly hidden by its pop-up menu in Figure 9-5) to create a second (or third or fifteenth) alert. To remove an alert, click to the right of the word *alert* and choose *None* from the pop-up menu.





All the features mentioned so far are wonderful, but my very favorite Calendar feature has to be alerts. I rarely miss an important event anymore; Calendar reminds me of them with time to spare. Better still, I sync events and alerts among my Mac and iPhone and iPad. I can create an event or alert, and within a few minutes — through the magic of iCloud — it appears on the other devices.



You don't have to have iCloud to sync calendars on your Mac and iDevice, but without it, you can synchronize only when you connect your iDevice to your Mac with its included USB cable or perform a wireless sync between your Mac and the iDevice.

Reminders: Protection Against Forgetting

Reminders will be familiar to anyone with an iDevice because it bears more than a passing resemblance to the iOS Reminders app.



Reminders help you stay organized. Unlike an event, a Reminder item isn't necessarily associated with a particular day or time (though it can be). Furthermore, Reminders can be location-based, which is handier on an iDevice than a Mac, but a great feature if you have such a device. Finally, Reminders can have a priority level of Low, Medium, High, or None.

If you have an iDevice and use iCloud, your Reminders will appear on all your Apple devices — other Macs, iPhones, iPads, and iPod touches — simultaneously, which means you should never miss a Reminder. Just set a Reminder on your Mac or any iDevice, and you'll never forget anything.

Getting started with Reminders

Before you create or manage your own Reminders, there are a couple of things you should know, starting with the concept of Lists. Reminders includes a List called *Reminders* by default. You can delete or rename it if you like, and you can create additional Lists if you care to by choosing Filer>New List, pressing $\Re+L$, or clicking the plus button at the bottom of the window.

I like to have two to-do Lists and call them Bob's To Dos and Bob's Shopping List. I also have a third List called Completed, which Reminders creates the first time you click the check box to indicate a task is "done," such as the *Advanced iPhone book proposal* Reminder shown in Figure 9-7.

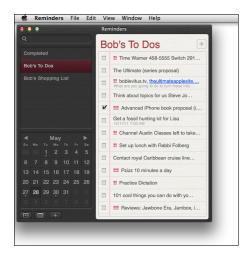


Figure 9-7: Three Lists (upper left) and some of the Reminders on Bob's To Dos (right).

In other words, when you check the box for an item, the item is moved from whichever List it's on to the Completed List.

Here are more helpful techniques for working with Lists:

- ✓ **To rename a List:** Right-click or Control-click the List, choose Rename from the contextual menu, type the new name, and press Return or Enter when you're done. Or select the list, press Return or Enter, type the new name, and then press Return or Enter again when you're done.
- ✓ **To display a List in a separate window:** Double-click the List's name; right-click or Control-click the List and choose Open List in New Window from the contextual menu; choose Window Open in New Window; or press #Return or Enter.
- ✓ To show or hide the little calendar: Choose View

 Show/Hide Calendar; press

 +Option+K; or click the little calendar button below the little calendar.
- To show or hide the List Sidebar: Choose View

 Show/Hide Sidebar; press

 +Option+S; or click the little triangle in a button on the left beneath the little calendar.



You don't have to have more than one List. You don't even have to change the default List's name from *Reminders* if you don't want to. That being said, I like having Reminders organized into separate To Do and Shopping Lists. The point is that you can make a bunch of Lists or dump everything into a single List; just use Lists to organize your Reminders so they make sense to you.

To do or not to do: Setting reminders

The preceding sections tell you pretty much everything about Reminders except how to create one, so it's time to find out how to create Reminders. It couldn't be easier: Just choose File New Reminder; press \#+N; click the Plus button in the top-right corner of the Reminders window; or click the first blank line in any List and begin typing.

Ah, but there's much more to a Reminder. Reminders can

- Remind you at a specific time on a specific date.
- Repeatedly remind you at a specified interval.
- Remind you at a specific location (great for iPhone and 3G/4G iPad owners).

And Reminders can also have a priority and notes. To access these features, you need to Show Info for the Reminder by choosing View Show Info; pressing \(\mathbb{H}\)+I; clicking the little "i" that appears on the right side of the Reminder (hover your cursor over the right side of the reminder if you don't see it); or double-click a blank spot on the Reminder. Show Info for the Pizza and Wings Reminders is shown in Figure 9-8.

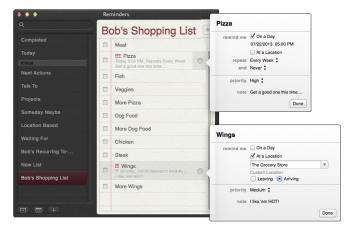


Figure 9-8: A Reminder to get Pizza and a Reminder to get Wings when I'm near the store.

The first time you try to use At a Location, your Mac will present a dialog asking if you want to Enable Location Services to Allow "Reminders" to Use Your Current Location. If you agree, click the Open Privacy Preferences button, select the check box to enable Location Services in Reminders, and

then close the System Preferences app. If you don't want to enable Location Services for the Reminder app, just click the Cancel button.

If you have an iPhone, location-based Reminders are awesome. Give them a try, and I'm sure you'll be as hooked as I am.

Finally, to reorder Reminders in a List, click a blank spot on any Reminder, drag it up or down, and drop it into its new position.

Everything you need to know about the Notification Center

The item on the right in Figure 9-9 should look familiar to those of you who use an iPhone, iPad, or iPod touch. It's the Mac Notification Center, and while it was new in Mountain Lion, it's been part of iOS for years (well, at least a year longer than it's been on the Mac).



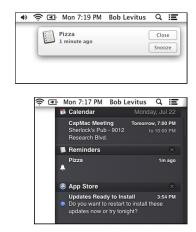


Figure 9-9: This is what the Pizza Reminder looks like on my iPhone (left) and on my Mac (top and bottom right).



Notification Center displays communications from apps that support it. You can make it appear regardless of what application is currently active by clicking its menu bar icon (shown in the margin) or swiping from the left edge to the right on your trackpad.

You manage notifications in the Notifications System Preference pane. Choose Appler System Preferences, click System Preferences' Dock icon, or click the little gear near the bottom of Notification Center, which is a shortcut that opens the Notifications Preference pane. On the left are all the apps on your hard disk that support the Notification Center protocol. To specify

settings for an app, click it in the list. When you've selected an app, here's what you can do:

- ✓ To have an app's notifications not appear in Notification Center: Either deselect the Show in Notification Center check box or drag the app down to the Not in Notification Center section of the list.
- ✓ To change how apps are sorted in Notification Center: Choose Manually or By Time from the Sort Notification Center pop-up menu. Choose Manually if you prefer to arrange the order the apps appear in Notification Center by dragging them up or down; choose By Time to sort them with the most recent ones at the top.
- ✓ **To specify the alert style for the app:** Your choices are Banners, Alerts, or None. Alerts stay onscreen until you dismiss them; Banners appear in the upper-right corner of the screen below the Notification Center icon and fade away a few seconds after they appear.
- ✓ To see the number of new notifications for the app on its Dock icon: Select the Badge App Icon check box.
- ✓ To hear a sound when receiving notifications: Select the Play Sound when Receiving Notifications check box.
- ✓ To specify the number of recent items the Notification Center displays for the app: Click the Show in Notification Center pop-up menu and choose 1, 5, 10, or 20 recent items.

Here's a look at the Notification Center itself:

- ✓ **To temporarily turn off all alerts and banners:** Open Notification Center, scroll to the top, and then click the Show Alerts and Banners switch so it's ON.
- ✓ **To respond to a notification:** Open Notification Center and click the notification to launch its app, or click its banner before it disappears.
- **✓ To repeat a notification in 9 minutes:** Click the Snooze button.
- ✓ **To close all notifications for an app:** Hover over the right side of the app's name (Reminders in Figure 9-9) and click the little x when it appears.

Use Notes for Making Notes



Notes is an electronic notepad for your Mac. A note is a convenient place to jot quick notes, recipes, phone numbers, or whatever. Some notes are shown in Figure 9-10.

To create a new note, choose File→New Note; press ૠ+N; or click the little plus (+) button below the list of notes.

Notes is supremely flexible; here are just a few things you can do:



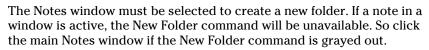
Double-click a note to open it in its own window so you can drag it around onscreen by its title bar.

After opening a note in its own window, if you want the note to float in front of other windows so it's always visible, choose Window Float on Top.

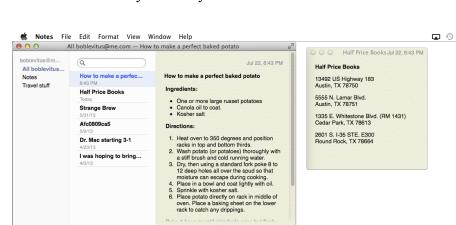
- Change text to any font, color, size, and style by selecting it and using the myriad of tools in the Format menu.
- Search for a word or phrase in any note by typing your query in the Search box.
- ✓ Create bulleted, numbered, or dashed lists by selecting the text and choosing Format Lists. (Ingredients is a bulleted list and Directions is a numbered list in Figure 9-10.)
- ✓ Create folders to organize your notes by choosing File

 New Folder or pressing

 +Shift+N.



Folders in the Notes application are exclusive to Notes. In other words, the folders described in the following bullets aren't folders in the Finder. You won't find them on your hard disk; they live only in the Notes app. And also remember that folders are strictly optional. If you don't have a ton of notes, keeping them all in a single folder and using the Search box to filter them may work for you.



1

Figure 9-10: Notes is for making notes on your Mac.





- ✓ Show or hide the Folders List by choosing View

 Show/Hide Folders List.
- Show only Notes in a folder by clicking the folder's name in the Folders List.
- ✓ Automatically sync notes with your iDevice by using iCloud as your default Account (choose Notes Accounts, which will open the Internet Accounts System Preference pane; click iCloud and then enable the check box to sync Notes).
- ✓ Send the contents of a Note via the Mail or Messages apps by choosing File⇔Share or clicking the Share icon.
- ✓ Print a note by choosing File⇔Print or pressing \(\mathbb{H}+P\).

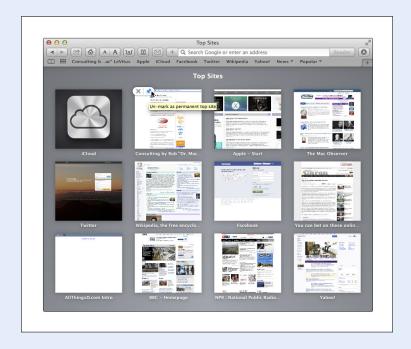


Anything that you type on a Note is saved automatically as you type, so it has no Save, Save As, or Duplicate command.

Other Notes goodies include a spell checker, spoken notes, text substitutions (such as Smart Quotes and Smart Dashes), and transformations (such as Make Upper or Lowercase). You can find all these options in the Edit menu.

Part III

Do Unto Mavericks: Getting Things Done





In this part...

- Getting the Internet working on your Mac (and what to do with it after that).
- Discovering three of Mavericks' most imaginatively named programs: Mail, Contacts, and Messages
- Working with media
- Processing words for fun and profit.
- Enough information about fonts and typefaces to impress your friends and family.
- Visit www.dummies.com/extras/osxmavericks for great Dummies content online.







(Inter)Networking

In This Chapter

- ► Getting an overview of the Internet
- ▶ Pre-surfing with the Network System Preference pane
- Surfing the web with Safari
- Searching with Google
- ► Going face to face with FaceTime

hese days, networking online is easier than finding a log to fall off: You simply use the Internet to connect your Mac to a wealth of information residing on computers around the world. Luckily for you, OS X has the best and most comprehensive Internet tools ever shipped with a Mac operating system.

OS X offers built-in Internet connectivity right out of the box. OS X Mavericks comes with

- ✓ Apple's Safari web browser, which you use to navigate the web, download remote files, and more
- ✓ The FaceTime app for video chats with other Mac or iDevice users
- Messages, used mostly for instant messaging and live online chatting (text). It works with other Messages users; people using AOL Instant Messaging (AIM) clients; and people using Jabber (an open-source chatting protocol), plus Google Talk, and Bonjour (which discovers other users on your local area network). It also includes audio and video chatting, screen sharing, and file transfers.
- ✓ The Mail application (for e-mail)



In this chapter and the next, I cover the top things most people use the Internet for: the *World Wide Web* (that's the www. you see so often in Internet addresses) and *video and audio chatting*. You discover Safari and FaceTime in this chapter, and find out about Mail and Messages in Chapter 11.

But before I can talk about browsers, chatting, e-mail software, or messaging, I have to help you configure your Internet connection. When you're finished, you can play with your browsers, mail, and chat applications to your heart's content.

Getting Connected to the Internet

Before you can surf the Internet, you need to connect to it. If you're a typical home user, you need three things to surf the Internet:

A connection to the Internet, such as a cable modem, Digital Subscriber Line (DSL) modem, or a satellite Internet service.

CE THE MBER

If you use technology other than DSL, cable, or satellite to connect your computer to the Internet, your network administrator (the person you run to at work when something goes wrong with your computer) or ISP might have to help you set up your Mac because setting up those other configurations is (sigh) beyond the scope of this book.

✓ **An account with an ISP** (an Internet service provider such as AT&T, Comcast, or RoadRunner).



The technical reviewer for this book reminds me that these days, that's not necessarily true. All you really need is free Wi-Fi, which is available almost everywhere — in stores, restaurants, parks, libraries, and other places — and a free e-mail account from Apple's iCloud, Microsoft's Windows Live Hotmail, Google's Gmail, or Yahoo! Mail.

✓ A Mac (preferably one running OS X 10.9 Mavericks).

You might need to tweak a few settings, as I explain in the upcoming section "Plugging in your Internet-connection settings."

After you set up each of these components, you can launch and use Safari, Mail, Messages, and any other Internet application you care to use.

Setting up your modem

If you have a cable modem, DSL, or other high-speed Internet connection — or are thinking about getting any of these — you can use them with your Mac. In most cases, you merely connect your Mac to the Internet via a cable plugged into the Ethernet port of your Mac and into an external box — which is connected to a coaxial or optical TV cable or plugged into a telephone outlet, depending on what kind of access you have to the Internet.

For a wireless connection, the setup is the same, but rather than plug the cable into the Ethernet port on your Mac, you plug it into a wireless router or AirPort or Time Capsule base station. After this device is connected to the box supplied by your ISP, any Wi-Fi-equipped Mac (or PC) within range can connect to the Internet wirelessly on your network.

Your cable or DSL installer should have set everything up for you before leaving your home or office. If you still cannot connect to the Internet, you should call that service provider and give them heck. Troubleshooting a high-speed connection is pretty abstruse (which puts it beyond the purview of this book).

Your Internet service provider and you

After you make sure that you have a working modem, you have to select a company to provide you access to the Internet. These companies are called *Internet service providers* (ISPs). The prices and services that ISPs offer vary, often from minute to minute. Keep the following in mind when choosing an ISP:

- ✓ If your connection comes from a cable or telephone company, your ISP is probably that company. In effect, the choice of ISP is pretty much made for you when you decide on cable or DSL service.
- ✓ The going rate for unlimited broadband access to the Internet starts at around \$25 or \$30 per month. If your service provider asks for considerably more than that, find out why. Higher-throughput packages for cable and DSL connections might run you twice that. For example, at this writing, the highest-speed DSL package from AT&T is around \$60 per month.



Because most Mac users like things to be easy, OS X includes a cool feature in its Setup Assistant to help you find and configure an account with an ISP. When you installed OS X 10.9 (assuming that you did and that it didn't come preinstalled on your Mac), the Setup Assistant may have asked you a bunch of questions about your Internet connection and set up everything for you. (Installing OS X is detailed in this book's Appendix.) Download the Appendix from www.dummies.com/downloads/osxmavericks. If you didn't have an Internet connection (an ISP) at that time, you need to configure the Network System Preferences pane yourself. Although I cover the Network System Preferences pane in depth in the next section, how to configure it so that your Mac works with your ISP is something you have to work out with that ISP. If you have questions or problems not answered by this book, your ISP should be able to assist you. And if your ISP can't help, it's probably time to try a different ISP.

Plugging in your Internet-connection settings



If you didn't set up your Internet connection when you installed OS X, you need to open System Preferences (from the Applications folder, the Dock,

Launchpad, or the menu) and click the Network icon. The Network pane offers options for connecting your Mac to the Internet or to a network. Setting up your Internet connection manually in the Network System Preferences pane is beyond the purview of this book. The easiest way to use it is to click the Assist Me button at the bottom and let your Mac do the heavy lifting.



If you're part of a large office network, check with your system administrator before you change anything in this pane. If you ignore this advice, you run the risk of losing your network connection completely.



If your Mac asks you a question you can't answer during set up, ask your ISP or network administrator for the answer. I can't possibly tell you how in this book because there are just too many possible configurations, and each depends on your particular ISP and service.

That said, here's a brief rundown on the most common things you may need to know in order to set up a network connection:

- ✓ **TCP/IP:** TCP/IP is the language of the Internet. You may be asked to specify things such as your IP address, domain name servers, and search domains.
- **▶ PPP or PPPoE:** These acronyms stand for *Point-to-Point Protocol* and Point-to-Point Protocol over Ethernet. Which one you see depends on what service you're using to connect. All analog modems use PPP; some cable and DSL modems use PPPoE.
- **Proxies:** If you're on a large network or your Mac is behind a firewall, you may need to specify one or more proxy servers. If so, your network administrator or ISP can help you with configuration. (Most home users will never need to touch this tab.) Some ISPs require you to specify proxy servers; if you need to do so, ask your ISP what to do.

If you use your Mac in more than one place, you can set up a separate configuration for each location and choose it from the Location menu. A location, in this context, consists of all settings in all items in the Network System Preferences pane. After you have this entire pane configured the way that you like, follow these steps to create separate locations:

- 1. Pull down the Location menu and choose Edit Locations.
- 2. Click the + button at the bottom of the Locations list.

A new, untitled Location appears in the list.

- **3. Type a descriptive name for the new location, such as** AirPort at Starbucks **or** Ethernet at Joe's Office.
- 4. Click Done, and then click Apply.

From now on, you can change all your network settings at the same time by choosing the appropriate location from the Location pop-up menu.

If, on the other hand, your Mac has a single network or Internet connection (as most home users have), just leave the Location menu set to Automatic and be done with it.



Using the Network Setup Assistant (click the Assist Me button at the bottom of the Network System Preferences pane, and then click the Assistant button) to create a network connection usually makes it unnecessary for you to have to deal with most of these items. Still, I thought you should at least know the basics.

Browsing the web with Safari

With your Internet connection set up, you're ready to browse the web. In the following sections, I concentrate on browsing the web with Safari because it's the web browser installed with OS X Mavericks.



If you don't care for Safari, check out Firefox or Chrome, which are both free and have features you won't find in Safari.

To begin, just open your web browser. No problem. As usual, there's more than one way. You can launch Safari by any of these methods:



- ✓ Single-clicking the Safari icon in the Dock or Launchpad (look for the big blue compass that looks like a stopwatch, as shown in the margin)
- ✓ Double-clicking the Safari icon in your Applications folder
- ✓ Single-clicking a URL link in an e-mail or other document
- ✓ Double-clicking a URL link document (a .webloc file) in the Finder

When you first launch Safari, it automatically connects you to the Internet and displays the default Apple start page (see Figure 10-1). In the sections that follow, I cover the highlights of using Safari, starting at the top of the screen.

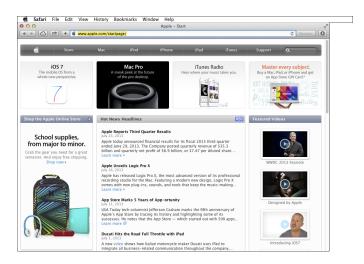


Figure 10-1: Safari displaying the Apple start page.

Navigating with the toolbar buttons

The buttons along the top of the window do pretty much what their names imply. From left to right, these buttons are



Back/Forward: When you open a page and move to a second page (or third or fourth), the Back button takes you to a previously visited page. Remember that you need to go back before the Forward button will work.



✓ iCloud: iCloud automatically displays all the open web pages on your other devices. So click this button to see pages you've opened on other Macs or your iDevice.



✓ **Share:** When you find a page of interest or a page you know you'll want to remember, click this button (which is actually a drop-down menu) to tell Safari to remember it for you in Mavericks cool Reading List or as a Bookmark — two topics I explore further a little later in this chapter. Or send a link to it via Mail or Messages, both covered in Chapter 11, or post it on Facebook or tweet it on Twitter.

To the right of the Share button is the Address field. This is where you type web addresses, or *URLs* (Uniform Resource Locators), that you want to visit. Just type one and press Return to surf to that site.

Then, on the right of the Address field, are two more buttons:



✓ Reader: Reader lets you view stories and other articles in a window optimized for easy reading by stitching together articles that are continued over multiple web pages and broken up by ads, menu bars, and other items. Reader is available only for certain pages. When it's available, the icon turns blue, as shown in the margin; otherwise, it appears grayed out and can't be clicked.



✓ Downloads: Click this button to see a list of files you've downloaded in the past and ones currently being downloaded.

But wait — there's more. To add other useful buttons to your toolbar, choose View Customize Toolbar (or right-click anywhere on the toolbar and choose Customize Toolbar from the contextual menu). The Customize Toolbar sheet drops down, and you can drag items into or out of the toolbar to create your own custom set of buttons. In Figure 10-2, for example, I added (left to right) Home, AutoFill, Zoom In/Out, New Tab, and Email (a link to this page) to my toolbar.



Figure 10-2: The Customize Toolbar sheet and my customized toolbar (red highlight).



Web addresses almost always begin with http://www. But Safari has a cool trick: If you just type a name, you usually get to the appropriate website that way without typing http,://, or www. If you type **apple** in the Address field and press Return, for example, you go to www.apple.com. Or if you type **boblevitus**, you're taken to www.boblevitus.com. Try it — it's pretty slick.

Below the Address field is the Favorites Bar, already populated with some buttons of web pages Apple thinks you might enjoy, including Apple, Yahoo!, Google Maps, YouTube, and Wikipedia.



If you don't see your Favorites Bar, choose View➪Show Favorites Bar or press ૠ+Shift+B.

The News and Popular buttons are actually *drop-down menus*. You can tell by the little black triangles after their names, as shown in Figure 10-3.



Figure 10-3: The News (and Popular) buttons are actually drop-down menus.



You can delete these bookmarks and/or add your own bookmarks to the Favorites Bar, as described in the next section.

Bookmarking your favorite pages

When you find a web page you want to remember and return to, you bookmark it. Here's how it works:

- 1. Choose Bookmarks⇔Add Bookmark, press ૠ+D, or click the Share button and choose Add Bookmark.
- 2. Choose where to store the bookmark from the pop-up menu, as shown in Figure 10-4.
- 3. Rename the bookmark or use the name provided by Safari.
- 4. Click the Add button to save the bookmark.



To return to a bookmarked page, click it in the Favorites Bar, choose Bookmarks⇔Show Bookmarks, press ૠ+Option+B, or click the Show Bookmarks button (shown in margin) to see all your bookmarks in the Bookmarks window, as shown in Figure 10-5.



Figure 10-4: This page will appear in the Favorites Bar as Consulting by Bob "Dr. Mac" LeVitus.



Figure 10-5: The Bookmarks window in all its glory.

Open bookmarked pages by double-clicking them. View the contents of folders (such as Favorites Bar and News in Figure 10-5) by single-clicking their name in the list. Figure 10-5 shows, in particular, the contents of the Favorites Bar folder with the contents of the News subfolder expanded.

To organize your Bookmarks window or place bookmarks on the toolbar or Bookmarks menu, move bookmarks by dragging them. You can place bookmarks and folders of bookmarks on the Safari Favorites Bar or in the Bookmarks menu by dragging them to the appropriate folder. If you drag a folder of bookmarks to the Favorites Bar folder (or directly onto the Favorites Bar itself), the result is a drop-down menu, as shown in Figure 10-3, earlier in this chapter.



To delete a bookmark, right- or Control+click it and choose Delete.

#+Click a folder in the Bookmarks window or Favorites Bar to simultaneously open all the bookmarks it contains.

What's on your Reading List?

The Reading List serves as a repository for pages or links you want to read but don't want to read right now. It's a lot like a bookmark, but easier to create on the fly, which makes the Reading List perfect for sites or links you don't need to keep forever (that's what bookmarks are for).



Earlier in the chapter you saw one of the ways you can add a page by clicking the Share button on the toolbar and choosing Add to Reading List.



Another way to add a page to your Reading List is to open the page and click the Show Sidebar icon (shown in the margin). The sidebar appears on the left side of the window, as shown in Figure 10-6. Click the Reading List tab at the top and then click the + button on the toolbar.

To add a link to your Reading List without visiting the page, press the Shift key when you click a link. It's fast and works even when the sidebar is closed. Or right-click the link and choose Add to Reading List from the contextual menu.

Finally, to delete an item from your Reading List, click the X in its top-right corner, as shown in Figure 10-6.



If you don't see an X, move the cursor over the item you want to delete, and it magically appears.



Figure 10-6: Use the Reading List for pages you want to visit soon.

Using the terrific Top Sites page

The Top Sites page has quickly become one of my favorite Safari features. It displays a selection of sites you visit frequently, as shown in Figure 10-7.



Figure 10-7: Top Sites displays your favorite sites.



To see it, choose History ⇒ Show Top Sites, press ૠ+Option+1, or click the Top Sites button (shown in the margin), which you'll find to the right of the Show Sidebar button.

As you surf the web, Safari learns your favorite sites and replaces the sites on the Top Sites page with the ones you visit most.

Here are a few more things you can do with Top Sites:

- ✓ Delete a site you don't want on your Top Sites page. Click the little X in its top-left corner.
- "Pin" a site to your Top Sites page to make it remain one of your Top Sites, even if you don't visit that page for a while. Click the pushpin in its top-left corner. The second item in the top row in Figure 10-7 (see figure in next section) is marked as a permanent Top Site.
- Change the number and size of the sites shown. Choose Safari

 Preferences, click the General tab at the top, and then choose 12 (shown in Figure 10-7), or 6 or 24 (not shown) sites from the Top Sites Shows pop-up menu.

Searching with Google

Looking for something on the Internet? Check out Google, the fantastic search engine that's totally integrated with Safari to help you hunt down just about anything on the Internet in no time.

In this section, you discover how to use Google to search the Internet and find almost anything, as well as how to get help with Google when all else fails.

To search the Internet with Google, follow these steps:

1. Type the beginning of a word or phrase in the Address field.

As you type, Safari offers a list of suggestions and recent searches, as shown in Figure 10-8. Note that I had typed only *vizsla p* when Safari offered this list.

2. Click one of the list items, finish typing the word or phrase, or use the arrow keys to select a list item, and then press Return or Enter to start the search.

Google almost immediately offers your search results, as shown in Figure 10-8.

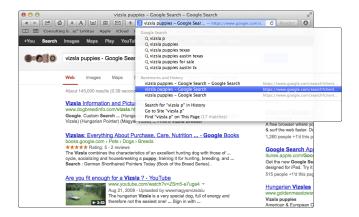


Figure 10-8: A Google search for pictures of Vizsla dogs.

3. Click one of the result links.

Links appear in blue and are underlined. You're taken instantly to that particular page.

- 4. If a particular result isn't just what you're looking for, click the Back button, and try another result link.
- 5. If Google offers too many results that aren't just right, click the gear button near the top of the results page and choose Advanced Search.

Advanced searches refine your search with a multitude of options, some of which are shown in Figure 10-9.

6. Click the Advanced Search button.

A refined results page quickly appears. As before, click a result link to visit that page. If it's not just what you're looking for, click the Back button, and try a different result link.



If you prefer to use Yahoo! or Bing rather than Google for your searches, choose Safaric>Preferences, click the General tab at the top of the window, and choose your preferred search engine from the Default Search Engine pop-up menu.



One last thing: The little angle bracket icons on the right side of the toolbar and Favorites Bar in Figure 10-10 (and shown in the margin) indicate that the window is too narrow to display all the tools or bookmarks. Click it, and a menu shows you the previously hidden choices, as shown in Figure 10-10.

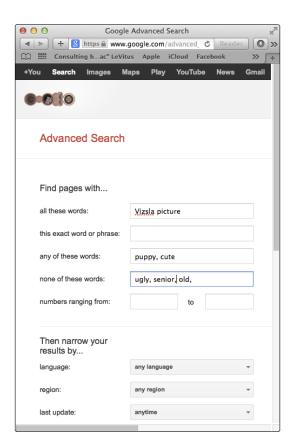


Figure 10-9: A Google advanced search for pictures of Vizsla dogs that are cute or puppies and not ugly, senior, or old.

That's pretty much all you need to know to have a great time searching the web with Google.

Checking out Help Center

Safari has a lot more features, and I could write an entire chapter about using Safari, but one of the rules we *For Dummies* authors must follow is that our books can't run 1,000 pages long.

So I'm going to give you the next best thing: Open the Help Center (by choosing Help Safari Help). A special Safari Help window appears; you can search for any Safari-related topic or solution to any Safari-related problem right there.

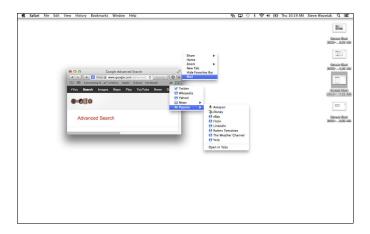


Figure 10-10: The toolbar overflow menu (top) shows the six hidden toolbar icons; the Favorites Bar overflow menu (bottom) shows the five hidden bookmark folders.

Video Calls with FaceTime



In the beginning, FaceTime brought video calling to the iPhone 4. It was iPhone 4-to-iPhone 4 only and required Wi-Fi (not 3G). Still, it was pretty cool and worked quite well. Not surprisingly, it soon spread to the second and later generation iPads, the iPod touch, and in OS X Snow Leopard on the Mac as well.

I haven't told you about Messages yet (I will in Chapter 11), but one of its features is video chat. Alas, Messages can only video chat with folks on Macs or PCs; FaceTime lets you do it with other Mac users as well as users of iPhone 4s, iPads, and iPod touches.

In addition to its aforementioned video-with-iDevices prowess, FaceTime works very nicely for Mac-to-Mac video calls. And because it's a single-purpose application, many users find it easier and less intimidating to set up and use than Messages or Skype.

By the way, there's no Windows version of FaceTime at the moment, so you'll have to use Messages (or third-party software like Skype) to have cross-platform video chats.

To get started, just launch FaceTime from either your Applications folder, your Launchpad, or your Dock, and the main (only) FaceTime window appears, as shown in Figure 10-11.

The left side of the window shows what your Mac's camera is seeing (which happens to be me in Figure 10-11).



Figure 10-11: The FaceTime window, ready to make a call.

I clicked the iPhone entry to initiate a call from my Mac to my wife's iPhone. She was at the football game with my son Jacob, and I was soon talking to both of them, as shown in Figure 10-12.





Figure 10-12: What I saw on my Mac screen (left) and what they saw on their iPhone screen (right).



FaceTime uses Mavericks' Contacts (covered in Chapter 11), so if you have friends or family who have an iPhone 4 or later, iPad 2 or later, iPod touch (4th generation or later), or a Mac, just click their phone number or e-mail address to initiate a video call.



Communications Made Easy

In This Chapter

- ► Managing contacts with Contacts
- Mastering e-mail with Mail
- ► Conquering chats and iMessages with Messages
- Finding places with Maps

In this chapter, you look at a quartet of terrific programs that work together and make managing your contacts, e-mail, maps, and messages (chats) a breeze. You're about to find out how these eponymous programs — Contacts, Mail, Messages, and Maps — work, and how to use them individually and as a team.



I cover a lot of material in not a lot of space in this chapter, so if there's something you want to find out about Contacts, Mail, or Messages that I don't cover, don't forget about the wonderful assistance you can find in Helpt Mail Help (or Contacts Help, Messages Help, or Maps Help).

Collecting Your Contacts

Contacts stores and manages information about your family, friends, and anyone else you want to keep in touch with. It works seamlessly with the Mail and Messages applications, enabling you to quickly look up e-mail addresses when you're ready to send an e-mail, text, or start a chat.

'stationery is

In fact, Contacts works with several applications, both on and beyond your Mac, including the following:

✓ Use it with FaceTime (covered in Chapter 10) to video chat with friends and family.

- ✓ Use it with Calendar (covered in Chapter 9) by choosing Window Address Panel or pressing ૠ+Option+A. You can then drag any person in your Contacts from the Address Panel to any date and time on the calendar, and a special Meeting event is created automatically by Calendar. The event even has a Send Invitation button; if you click it, it launches Mail and sends the person an invitation to this meeting. Very cool stuff.
- ✓ The Contacts application can also work with any other application whose programmers choose to make the connection or with any device that is compatible with Contacts. For example, FileMaker's Bento application (\$49.99 in the Mac App Store) exchanges data with Contacts seamlessly, so changes made in Contacts appear in Bento (and vice versa) almost immediately.
- ✓ It's also available in most programs that have a Share button or menu so you can share with your contacts via whichever method is appropriate, usually their e-mail or .Mac address (for iMessages).
- ✓ If you use iCloud, you can sync contacts with devices that include (but are not limited to): other Macs, iPhones, iPads, and iPod touches.

In the following sections, you find out the best ways to fill Contacts with your own contacts and how to keep those contacts organized.

Adding contacts

Follow these steps to create a new entry in the Contacts:



1. Launch the Contacts application by double-clicking its icon in the Applications folder, clicking its Dock icon, or clicking its Launchpad icon.

The Contacts window appears. The first time that you open Contacts, you see two cards: Apple Computer and the one with the personal identification information you supplied when you created your account.

2. To create a new entry, click the + button at the bottom of the Contact card and choose New Contact from the drop-down menu.

An untitled address card appears. The First name text field is initially selected. (It's highlighted in Figure 11-1.)

3. Type the person's first name in the First text field.

Here, I type **Bob**.

4. Press Tab.

Your cursor should now be in the Last text field.



You can always move from one field to the next by pressing Tab — in fact, this shortcut works in almost all Mac programs with fields. (Move to the previous field by pressing Shift+Tab.)

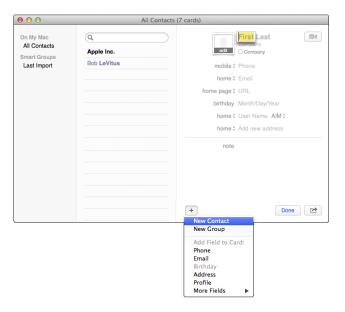


Figure 11-1: A new address card in Contacts.

5. Type the last name for the person you're adding to your Contacts.

Here, I type **LeVitus**. Continue this process, filling in the rest of the fields shown in Figure 11-2.



Figure 11-2: The address card displayed in the Contacts window.

6. When you're done entering information, click the Done button to exit the editing mode.

The contact I created with this step appears in Figure 11-2.



The little triangles (actually up and down arrows) between the labels and their contents fields in Figure 11-2 are pop-up menus that offer alternative labels for the field. For example, if you were to click the arrows next to the word *Mobile*, you would be able to choose Home, Work, Main, Home Fax, Work Fax, Pager, Other, or Custom to replace the label Mobile.

To add more info about any Contacts entry, click the name in the list on the left (Bob LeVitus in Figure 11-2). You can tell when a name is selected because it's blue instead of black (Bob LeVitus in Figure 11-2). Click the Edit button at the bottom of the Contacts window, and make your changes.

Repeat these steps for everyone you want to keep in touch with.

Importing contacts from other programs

If you already have contacts you created in another program, you might be able to import them into Contacts. Contacts can import contacts in vCard, LDIF, or Text file format.

The first thing you need to do is export the data from the other program in one of these formats. Then choose FileDImportDvCard (or LDIF or Text file, as the case may be), choose the exported data file in the Open File dialog, and then click the Open button.

Creating a basic group

Now let me explain how to organize your contacts into groups. Why would you want to organize your contacts into groups? The main reason, at least for me, is practical: I can send e-mail to everyone in a group that I've defined with a single click. So when it's time to send out a press release, I can simply send it to my Press group, shooting the e-mail off to all 50 people I have in that group. And when I want to send an e-mail to all the parents of kids on my son's indoor football team, I merely address it to my Flag Football Parents group, and all 12 families in that group receive it.

Here's how to create a group and add contacts to it:

- 1. Launch the Contacts application by double-clicking its icon in the Applications folder or clicking its Dock icon.
- 2. To create a new group, choose File∜New Group, press ૠ+Shift+N, or press the + button at the bottom of the window.

An untitled Group appears in the Group column with "Untitled Group" highlighted.

- **3.** Type a descriptive name for this group and then press Enter or Return. I named mine Family.
- 4. Click All Contacts on the left side of the window to show all your contacts on the right side.
- 5. Click the contacts you want in the group from the contacts list.

Hold down the \Re key as you select contacts if you want to select more than one contact.



You can use the Search field (magnifying-glass icon) at the top of the window to find a contact or contacts, and then drag them onto the group to add them.

6. Drag the selected contact names onto the group, as shown in Figure 11-3.

Contacts considerately displays the number of contacts you're dragging, which happens to be six in this instance.

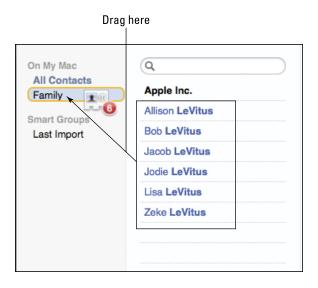


Figure 11-3: Adding six contacts to the Family group.



Another way to create a group is to select contacts by clicking, ૠ-clicking, and/or Shift-clicking and choosing File⇔New Group from Selection.

Setting up a Smart Group (based on contact criteria)

A second type of group — called a Smart Group — might be even more useful to you. A Smart Group gathers contacts in your Contacts based on criteria you specify. So, for example, you could create a group that automatically selects Apple staff members.



The big advantage of a Smart Group over a regular group is that when I add a new Apple contact, that contact automatically becomes a member of the Apple Smart Group with no further action on my part. And if you delete a card or modify it so the contact no longer matches the Smart Group criteria, the contact is removed from the group automatically.

To create a Smart Group, follow these steps:

1. Choose File⇔New Smart Group or press \#+Option+N.

A Smart Group sheet appears in front of the Contacts window, as shown in Figure 11-4.



Figure 11-4: Creating a new Smart Group.

2. Give the Smart Group a name.

I named mine **@Apple**.

3. Select the appropriate items from the menus: Any, Company, Contains, Email, and so on.

In Figure 11-4, I've created a Smart Group that includes any contact that contains *Apple* in the Company field or @apple.com in any e-mail field.

4. When you're happy with the criteria specified, click OK.

To delete a group or Smart Group from your Contacts, click to select it, and then press Delete or choose Edit Delete Group.

The View is lovely

Mountain Lion's Contacts app offered three views: Groups, List and Card, and Card Only. Mavericks cuts it down to a pair of toggles:

✓ **Show/Hide Groups:** Choose Show/Hide Groups to hide or show the leftmost column (where you see On My Mac, All Contacts, Smart Groups, and Last Import in Figure 11-2).

✓ Show/Hide Last Import: Choose Show/Hide Last Import to show or hide the Last Import Smart Group Apple kindly provided for you.

iCloud + Contacts = Your contacts everywhere

If you're not an iCloud user (iCloud is discussed in Chapter 10), your contacts will be stored locally on your hard disk. iCloud users, on the other hand, can choose to store their contacts either locally or in iCloud. The difference is if you store them on iCloud, you can sync all your devices so they all display the same information. In other words, if you add a contact to your iPhone, you'll see it on your Mac in the Contacts app within a few minutes. Conversely, if you add a contact on your Mac, within a few minutes, it magically appears in the Contacts app on your iDevice.

To enable iCloud for Contacts:

1. Choose Contacts⇔Preferences (shortcut: \mathbb{\mathbb{H}}+,).

The Contacts Preferences window appears.

2. Click the Accounts icon at the top of the window.

The Accounts pane appears.

3. Click the + button near the bottom of the window.

The Choose a Contacts Account to Add sheet appears.

4. Click the iCloud button and then click Continue.

The Sign In with Your Apple ID sheet appears.

5. Type your Apple ID and Password and then click Sign In.

The iCloud Use With sheet appears with the Contacts check box already selected.

6. Click Add Account.

If you've previously enabled iCloud for Contacts, re-enabling it is even easier: Choose Contacts⇔Preferences (shortcut: ૠ+,), click the Accounts icon at the top of the window, Click iCloud in the list on the left, and then select the Enable This Account check box.



If you use iCloud, there's no reason to store contacts locally (that is, On My Mac). And, in fact, if you use iCloud, you shouldn't even see an On My Mac section in the Groups list. My advice is that if you do see both sections (On My Mac and iCloud) in the Groups list, copy the contacts stored in On Your Mac to iCloud by clicking All on My Mac in the Groups list and selecting all its contacts (Edit Select All or **HA*) and dragging them onto the iCloud group. Now click the iCloud group and confirm that the contacts you just dragged are visible, and then delete the On My Mac group (select it and choose Edit Delete Group). Finally, look for duplicate contacts by choosing Card Look

for Duplicates. If any duplicates are found, you're invited to either delete one (if they're the same) or merge them (if one is different).

Sending e-mail to a contact or group



You don't even have to open Contacts to send an e-mail to a contact or group contained in your Contacts. In the following sections, you see how Mail finds contacts or groups for you without launching Contacts. But if you already have Contacts open, this technique for sending e-mail to a contact or group is probably most convenient.

To create a blank e-mail message to a contact, click and hold the label next to the e-mail address, and choose Send Email from the pop-up menu that appears, as shown for the Home label in Figure 11-5.

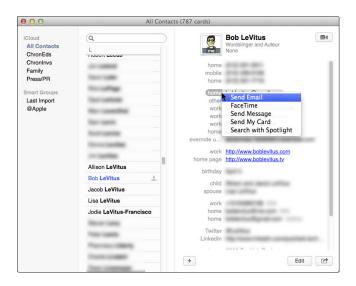


Figure 11-5: Sending e-mail to a contact is as easy as clicking.

The Mail program becomes active, and a blank e-mail message addressed to the selected contact appears on your screen. Just type your e-mail as you normally would.

As you can see in Figure 11-5, in addition to sending an e-mail, the pop-up menu next to e-mail addresses lets you:

- Start a FaceTime video chat (see Chapter 10).
- Send an iMessage (see the "Communicating with Messages" section, later in this chapter).

- Send your vCard (see the following Tip) to this e-mail address.
- Search for this e-mail address in documents on your Mac using Spotlight (see Chapter 7).



The information for each contact can be sent to others in an industry-standard file format known as a *vCard* (virtual business card). Choosing Send My Card works the same as Send Email, but instead of starting with a totally blank e-mail message, the message starts with your vCard enclosed. When the recipient opens the vCard file, all your contact information will be added to his or her Contacts (or other contact manager in Windows).

Sending and Receiving E-Mail with Mail



Mail is a program for sending, receiving, and organizing your e-mail. Mail is fast and easy to use, too. Click the Mail icon in the Dock or Launchpad or double-click the Mail icon in the Applications folder to launch Mail. The Mail icon looks like a canceled postage stamp, as shown in the margin.

You can use other applications to read e-mail. Mozilla (Thunderbird) and AOL, for example, have their own mail readers, as does Microsoft Office (Entourage or Outlook). But for Macs, the easiest and best mail reader around (meaning the best one on your hard drive by default) is almost certainly Mail. And of course, you can't beat the price; it's free!



The following sections, in some cases, offer you starting points. Even so, you should find everything perfectly straightforward. If you run into a question that the following sections don't answer, remember that you can always call upon the assistance of Help (Help:>Mail Help).

Setting up Mail

If this is your first time launching Mail, you need to set up your e-mail account(s) before you can proceed. A set of New Account screens appears automatically. Just fill in the blanks on each screen and click the Continue button until you're finished.



If you don't know what to type in one or more of these fields, contact your ISP (Internet service provider) or mail provider for assistance.

After you've set up one or more e-mail accounts, you see a Welcome message asking whether you'd like to see what's new in Mail. If you click Yes, Help Viewer launches and shows you the What's New in Mail page (while Mail's main window, which looks like Figure 11-6, appears in the background). Or if you click No, Mail's main window appears as the active window immediately.

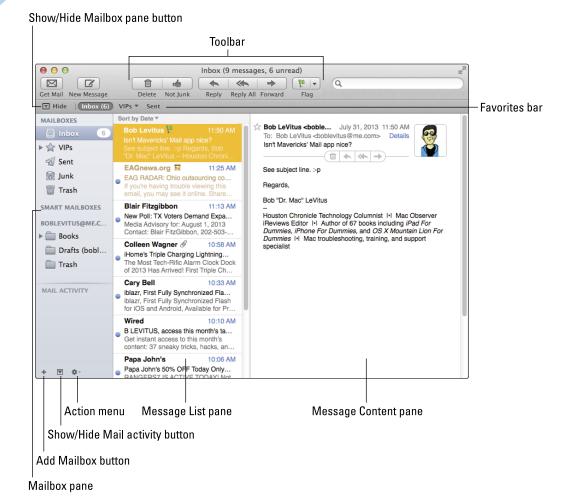


Figure 11-6: Mail's main window.



Mail's main window is actually called a *viewer window* or *message viewer window*. You can have more than one of them on your screen, if you like; just choose File⇔New Viewer Window or press ૠ+Option+N.

One last thing: My tech editor, Dennis Cohen, urged me to at least mention Classic layout, which puts the message list above the content as shown in Figure 11-8 instead of next to the content as shown in Figure 11-6.

If you prefer the old-school view, here's how to make the change:

- 2. Click the Viewing tab (icon) at the top of the window.

- 3. Check the Use Classic Layout check box.
- 4. Click the Close button (a.k.a. the red gumdrop), or use the Close Window shortcut ૠ+W to close the Preferences window.

If you decide you liked it better the other way, just go back and uncheck the Use Classic Layout check box.

Composing a new message

Here's how to create a new e-mail message:

1. Choose File⇔New Message, click the New button on the toolbar (as shown in the margin), or press ૠ+N.



A new window appears. This is where you compose your e-mail message, as shown in Figure 11-7.

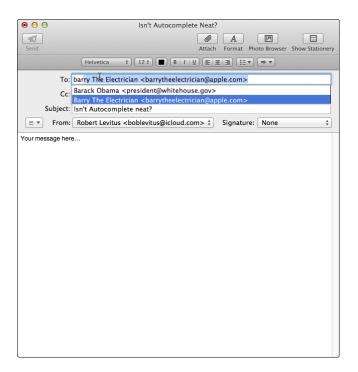


Figure 11-7: Composing an e-mail message.

2. Place your cursor in the To field, and type someone's e-mail address.

Use my address (Mavericks4Dummies@boblevitus.com) if you don't know anyone else to send mail to.



If the recipient is in your Contacts (as Barack Obama and Barry the Electrician are in mine), just type a few letters, and Mail's intelligent autocomplete function matches it up with Contacts. So, for example, in Figure 11-8, I typed the letters *b-a-r*, and a list of people in my Contacts with *bar* in their names — namely, Barack Obama and Barry the Electrician — appeared. I can select a name by clicking it and typing an additional letter or letters to narrow the search (typing an **r** would leave only Barry the Electrician; typing an **a** would leave only Barack Obama), or by using the arrow keys and pressing Return or Enter.

3. Press the Tab key twice to move your cursor to the Subject text field and type a subject for this message.

I typed **Isn't Autocomplete neat?** in Figure 11-7.

4. Click in the main message portion of the window, and type your message there.

I typed **Your message here . . .** in Figure 11-7.

5. When you're finished writing your message, click the Send button to send the e-mail immediately, or close it to save it in the Drafts mailbox so you can work on it later.



If you save your message to the Drafts mailbox (perhaps so you can write more later on), you can send it when you're ready by opening the Drafts mailbox, double-clicking the message, and then clicking the Send button.

Just for the record, here's what the buttons in the toolbar in Figure 11-7 are all about:

- ✓ **Send:** D'oh. Sends the message.
- ✓ Attach: Opens a standard Open File sheet so you can pick a file or files to enclose with this message. To enclose multiple files, hold down the ₩ key as you click each file you want to enclose.

If the recipients of this message use Windows, you probably want to select the Send Windows-Friendly Attachments check box at the bottom of the Open File sheet.

- Format: Shows or hides the Formatting toolbar, which is showing (between the toolbar and the To field) in Figure 11-7.
- ✓ Photo Browser: Opens the Photo Browser panel, which displays the photos in your iPhoto library and lets you drag and drop them into a mail message.
- ✓ **Show Stationery:** Opens a sheet with a selection of stationery you can use for your e-mail message. (You find out more about this feature in the upcoming section, "Working with stationery.")
- ✓ The little arrow thingie to the left of the From pop-up menu (shown in the margin): This little doohickey is actually a pop-down menu that lets you







add fields to your message header. What fields? Glad you asked. . . . You can choose CC Address Field, BCC Address Field, Reply-To Address Field, or Priority Field. Or if you choose Customize, you see all the available fields with check boxes next to them so you can turn them on or off at will.

Changes you make using this menu become defaults. In other words, if you add a BCC field to this message, *all* subsequent messages also have a BCC field.



If you don't see text labels for the items in your toolbar, as you do in Figure 11-7, choose View Customize Toolbar. The Customize Toolbar sheet appears in front of the active window; choose Icon and Text from the Show menu in its lower-left corner.

A quick overview of the toolbar

Before you go any further, look at the nine handy buttons and a Search field in the viewer window's toolbar by default:

- ✓ Get Mail: Checks for new e-mail.
- ✓ **New Message:** Creates a new, blank e-mail message.
- ✓ Delete: Deletes selected message or messages ("Isn't Mavericks' Mail App Nice?" in Figure 11-6).

To select more than one message in the list, hold down the \Re key when you click the second and subsequent messages.

✓ **Junk:** Marks the selected message or messages as junk mail. Mail has built-in junk-mail filtering that can be enabled or disabled in Mail Preferences. (Choose Mail⇔Preferences and click the Junk Mail icon on the toolbar.) If you receive a piece of *spam* (junk mail), select it and click this button to help train Mail's junk-mail filter. If a selected message has been marked as junk mail, the button changes to read Not Junk.

For more info on junk-mail filtering, click the question-mark button in the Junk Mail pane of the Mail Preferences window.

- **Reply:** Creates a reply to the sender only.
- ✓ Reply All: Creates a reply to the sender and everyone who was sent the original message.
- **▶ Forward:** Creates a copy of this message you can send to someone other than the sender or other recipients.
- ✓ Flag/Unflag: This drop-down menu lets you mark or unmark one or more messages with any of seven colored flags. The selected message in Figure 11-6, for example, is flagged in green.

Finally, on the toolbar is a Search field that finds a word or phrase in any item stored in Mail. When you begin typing, a drop-down menu appears, as shown





in Figure 11-8, so you can narrow the search to people or subjects matching your search phrase. You can also click the buttons in the Favorites bar to limit your search to specific mailboxes or to search only specific parts of messages — All, Inbox (15), Sent, Flagged (1), and Drafts (1) in Figure 11-8.

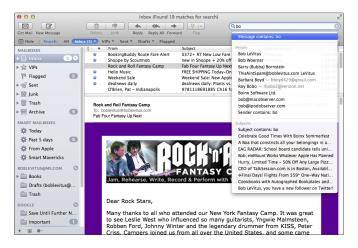


Figure 11-8: Searching for items with "bo" reveals 17 items.



The little numbers next to the mailbox buttons in the Favorites bar indicate the number of unread messages in that mailbox. A message is considered "read" after you click it.

Searching in Mail should be familiar to you; it works the same way as searching in the Finder. So, for example, if you want to save a search as a Smart Mailbox (Mail's version of a Smart Folder in the Finder), you click the Save button, which is hidden by the drop-down menu in Figure 11-8.

I've mentioned the Favorites bar, a feature that first appeared in Mountain Lion, a couple of times now. Mail populates it with mailboxes you use often: Inbox, Sent, Drafts, and Flagged in Figure 11-8. Add your own mailboxes by dragging them from the Mailbox pane to the Favorites bar.

Working with stationery

I personally find stationery for e-mail dorky. But since you might think it's the greatest thing since sliced kittens, here are some tips for working with it. First, to use it, click the Show Stationery button in a New Message window.



I'm a Luddite when it comes to e-mail. When I started using e-mail a long, long time ago, it was considered bad form to add anything but text to an e-mail message. It was generally agreed that e-mail messages should include only

what was necessary to convey the information and nothing more. That's why all these froufrou flowers and borders irritate me and why I find them a waste of bandwidth. So please do me a favor: If you decide to send me an e-mail message, please don't use goofy stationery.

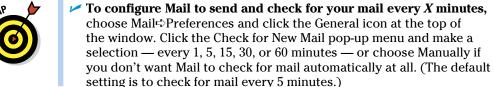
Here are some tips to help you have more fun with stationery:

- ✓ Adding favorites: If you find you're using a particular stationery a lot. you can add it to the Favorites category to make it easier to use. To do so, merely click the appropriate category in the list on the left (Birthday, Announcements, Photos, Stationery, and Sentiments in Figure 11-9); then click the stationery you want to make a favorite and drag it onto the word Favorites in the list on the left. When Favorites highlights, drop the stationery, and presto — that piece of stationery will appear in the Favorites category evermore.
- ✓ Greeking out: You can change the Greek/pseudo-Latin text that appears in all the stationery by selecting it, deleting it, and typing whatever text you want to appear. You have to do it only once; the text you type in any stationery appears in all other stationeries.
- **Replacing pictures:** You can replace any picture in any stationery with a picture of your own. Just drag a picture — from the Photo Browser (Window → Photo Browser) or the Finder — onto any picture in any piece of stationery. I've replaced the boilerplate text and all three of the dorky pictures in the Air Mail stationery, as shown in Figure 11-9.
- **Removing stationery:** If you decide you don't want to use stationery with a message after you've applied it, click the Stationery category and choose the Original stationery, which changes your message back to a clean, blank page.

Checking your mail

How do you check and open your mail? Easy. Just click the Get Mail button at the top of the main Mail window (refer to Figure 11-9) or press \#+Shift+N.

- ✓ To read a new message, select it. Its contents appear in the Message Content pane.
- ✓ To delete a selected message, click the Delete button on the toolbar.
- ✓ To retrieve a message you accidentally deleted, click Trash on the left and drag the message into the Inbox or other mailbox.





✓ **To add a sender to Contacts,** when someone who isn't already in your Contacts sends you an e-mail message, simply choose Message Add Sender to Contacts (shortcut: #+Y).

Adding a sender to your Contacts has an additional benefit: It guards messages from that person against being mistaken for junk mail. In other words, your Contacts is a *white list* for the spam filter; if specific senders appear in your Contacts, their messages will never be mistakenly marked as junk mail.



Figure 11-9: Drag and drop your own pictures in a stationery.

Dealing with spam

Speaking of junk mail, although e-mail is a wonderful thing, some people out there try to spoil it. They're called *spammers*, and they're lowlifes who share their lists among themselves — and before you know it, your e-mail box is flooded with get-rich-quick schemes, advertisements for pornographic websites and chat rooms, and all the more traditional buy-me junk mail.

Fortunately, Mail comes with a pretty darn good Junk Mail filter that analyzes incoming message subjects, senders, and contents to determine which ones

are likely to contain bulk or junk mail. When you open Mail for the first time, it's running in its training mode, which is how Mail learns to differentiate between what it considers junk mail and what you consider junk mail; all it needs is your input. Mail identifies messages it thinks are junk, but if you disagree with its decisions, here's what you do:

- Click the Not Junk button in the brown bar for any message that isn't junk mail.
- Conversely, if a piece of junk mail slips past Mail's filters and ends up in the Inbox, select the message and click the Junk button in the Mail window's toolbar.

After a few days (or weeks, depending upon your mail volume), Mail should be getting it right almost all the time. When you reach that point, choose Move It to the Junk Mailbox on the Junk Mail tab of Mail's Preferences window. Now Mail starts moving junk mail automatically out of your Inbox and into a Junk mailbox, where you can scan the items quickly and trash them when you're ready.

If (for some reason that escapes me) you prefer to receive and manually process your junk mail, you can turn off junk-mail processing by disabling it on the Junk Mail tab of Mail's Preferences window.

Changing your preferences

- Create and delete e-mail accounts.
- Determine which fonts and colors are used for your messages.
- ✓ Decide whether to download and save attachments (such as pictures).
- ✓ Decide whether to send formatted mail or plain text.
- ✓ Decide whether to turn on the spell checker.
 - The default is to check spelling as you type, which many people (myself included) find annoying.
- Decide whether to have an automatic signature appended to your messages.
- Establish rules to process mail that you receive.

Mail rules rule

If you really want to tap the power of Mail, you need to set *rules*. With some cool rules, you can automatically tag messages with a color; file them in



a specific mailbox; reply to/forward/redirect the messages automatically (handy when you're going to be away for a while); automatically reply to messages; and *kill-file* messages (just delete them without even bothering to look at them — what better fate for mail from people you hate?).

There's no way I can do rules justice in a page or so, but here's a quick look at how to create one:

- 2. Click the Rules icon on the toolbar of the Preferences window.
- 3. Click the Add Rule button.

The first condition should say From in its first pop-up menu and Contains in its second pop-up menu. Look at your options in these menus but return them to their original state — From and Contains — when you're done looking.

4. In the field to the right of the Contains pop-up menu, type a word you want to filter for (I typed LeVitus).

Below the condition you just created, you should see an action under the words Perform the Following Actions. It should say Move Message in its first pop-up menu and No Mailbox Selected in its second pop-up menu.

- Look at the options on these menus, but this time, change the first one from Move Message to Play Sound and the second one from No Mailbox Selected to Blow.
- 6. Type a description of the rule, such as Message from LeVitus, in the Description field.

Your rule should look identical to Figure 11-10 now.

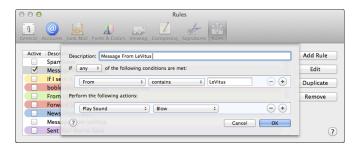


Figure 11-10: When you get a message from me, Mail plays the Blow sound.

7. Click OK.

Mail asks whether you want to apply your rule(s) to the selected mailboxes.

8. Choose Apply if you want Mail to run this rule on the selected mailboxes, or choose Don't Apply if you don't.

And that's how you build a rule. From this point forward, every time you get a message from me, you hear the Blow sound.



Notice the little + (plus) and – (minus) buttons to the right of each condition and action. Use the + button to add more conditions or actions and the – button to delete a condition or action. If you have multiple conditions, you can choose Any or All from the pop-up menu above them, which executes this rule when either any of the conditions or all of the conditions are met. Either way, all the actions you create are always executed when this rule is triggered.

Mailboxes smart and plain

The following sections take a closer look at both types of mailboxes — plain and smart.

Plain old mailboxes

Plain mailboxes are just like folders in the Finder; you create them and name them, and they're empty until you put something in them. They even look like folders in Mail's Mailboxes pane. You use mailboxes to organize any messages you want to save.

Here are several ways to create a plain mailbox:

- ∠ Choose Mailbox
 ⇒ New Mailbox.
- Click the little + sign at the bottom of the Mailboxes pane on the left side of the viewer window.
- Click the Action menu at the bottom of the Mailboxes pane (the one that looks like a gear), and choose New Mailbox.
- Right-click or Control-click in the Mailboxes pane and choose New Mailbox from the contextual menu.

Whichever way you choose, the next thing that happens is that a sheet drops down with a Location pop-up menu and a field for you to type the name you want to give this mailbox. Choose On My Mac from the Location menu, and name the mailbox anything you like. Click OK, and the mailbox is created in the Mailboxes pane.

You can create *submailboxes* (mailboxes inside other mailboxes) to further subdivide your messages. To do so, click a mailbox to select it before you create a new mailbox.

In Figure 11-11, I've divided my Books mailbox into three sub-mailboxes: iPhone For Dummies, Mountain Lion For Dummies, and Mavericks For Dummies.



Figure 11-11: My Books mailbox is divided into three submailboxes.

You can also drag and drop a mailbox from the top level of the list (such as Drafts, Junk, and Other Dumb Mail in Figure 11-11) onto another mailbox (such as Books or any of its three submailboxes) to make them submailboxes. If you drag a mailbox into a submailbox, it becomes a sub-submailbox. And so on.

To delete a mailbox, click it to select it and then do one of the following:

- ✓ Choose Mailbox

 Delete Mailbox.
- Right-click or Control-click the mailbox and choose Delete Mailbox.
- Click the Action menu at the bottom of the Mailboxes pane (the one that looks like a gear) and choose Delete Mailbox.

Intelligent smart mailboxes

A *smart mailbox* is Mail's version of the Finder's Smart Folder. In a nutshell, smart mailboxes are mailboxes that display the results of a search. The messages you see in a smart mailbox are *virtual*; they aren't really in the smart mailbox itself. Instead, the smart mailbox displays a list of messages stored in other mailboxes that match whatever criteria you've defined for that smart mailbox. As with Smart Folders in the Finder, smart mailboxes update automatically when new messages that meet the criteria are received.

Here are two ways to create a smart mailbox:

- ✓ Choose Mailbox

 New Smart Mailbox.
- ✓ Click the + button at the bottom of the Mailboxes pane, and choose Smart Mailbox from the pop-up menu.

Whichever way you choose, the next thing that happens is that a sheet drops down with a field for the smart mailbox's name, plus some pop-up menus, buttons, and check boxes, as shown in Figure 11-12.



Figure 11-12: This smart mailbox gathers messages with the word Mavericks in the body or subject.

Name your smart mailbox, determine its criteria (by using the pop-up menus, plus and minus buttons, and check boxes), and then click OK. The smart mailbox appears in the Mailboxes pane with a little gear on it to denote that it's smart. You can see the Smart Mavericks smart mailbox highlighted on the left in Figure 11-12. Notice that it has a gear (plain mailboxes don't).

Sign here, please

If you're like me, you'd rather not type your whole signature every time you send an e-mail message, and you don't have to with Mail. If you create canned signatures, you can use them in outgoing messages without typing a single character.

Here's how it works:

- 1. Choose Mail⇔Preferences or press \#+, (that's \#+comma).
- 2. Click the Signatures icon in the Preferences window's toolbar.
- 3. Click the name of the mail account you want to create this signature for in the left column (iCloud in Figure 11-13).

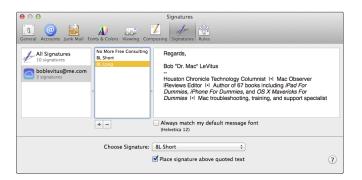


Figure 11-13: My newly created BL Long signature.

- 4. Click the little + sign at the bottom of the middle column to create a new, blank signature.
- 5. Type a descriptive name for this signature to replace the default name Signature #1 (BL Long in Figure 11-13).
- 6. Type the signature exactly as you want it to appear in outgoing messages in the right column (Regards, Bob "Dr. Mac" LeVitus Houston Chronicle, and so on in Figure 11-13).
- 7. Drag the name you've assigned this signature (BL Long in Figure 11-13) onto the mail account you're using it with (iCloud in Figure 11-13).

If you have more than one signature, you can choose the one you want to use as the default: Choose the account in the column on the left; then choose the signature from the Choose Signature pop-up menu.



If you have more than one signature, another cool thing happens: A Signature menu appears in new messages, as shown in Figure 11-14, so you can choose a signature other than the one you chose from the pop-up menu as the default (it's BL Short in Figure 11-14).

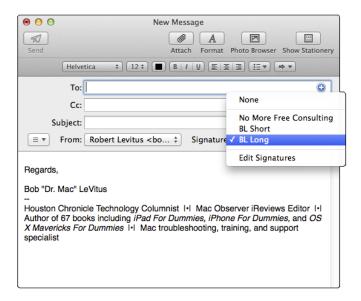


Figure 11-14: Choosing my BL Long signature from the Signature menu in a new message.

Take a (Quick) look and (Slide) show me some photos

One last cool feature, and you're finished with Mail. That cool feature is Quick Look, which includes a slick Slideshow option. If you press and hold on the button with the paper clip (shown in the margin and in Figure 11-15) and select Quick Look from the resulting drop-down menu, a new window appears showing one of the enclosed pictures, as shown lower right in Figure 11-15.



If you don't see a paperclip, hover your cursor over the line between the message header and the message body and they'll magically appear.

Above my smiling face in the Quick Look window on the right in Figure 11-15 is the same set of buttons described in the Quick Look section in Chapter 7.

To close the Quick Look window, click the little X in its top-left corner.

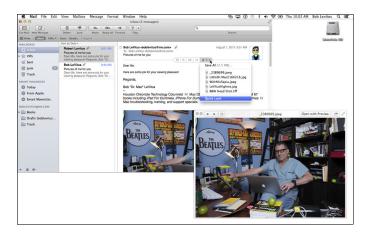


Figure 11-15: Press on the paperclip and choose Quick Look from the menu; the picture (or pictures) appear in a separate window (23B9699.jpeg).

Communicating with Messages

Instant messaging and chat rooms enable interactive communication among users all over the world. If you're into instant messaging, Messages gives you immediate access to all the other users of AIM, Jabber, Google Talk, and iCloud. All you need are their screen names, and you're set to go. You can even join any AOL chat room just by choosing File⇒Go to Chat Room. To get started, launch Messages from either your Applications folder, Launchpad, or Dock.

By the way, if you're a fan of the iChat application in previous OS X releases and wonder where it went in Mavericks, Messages is the answer. The program you knew and loved as iChat is now called Messages. Same great iChat tastiness and now with support for iMessages!

What the heck is an iMessage?

iMessage is Apple's inter-device messaging protocol. That means you can send unlimited iMessages to anyone with an iPhone, iPad, or iPod touch running iOS 5 (or later) or a Mac running Mountain Lion or Mavericks (OS X 10.8 or 10.9).

Think of it as MMS messaging, similar to what you find on smartphones, but you can send and receive messages from your Mac. Better still, an iMessage can include photos, videos, locations, and contacts in addition, of course, to text. And if you have more than one iOS device, iMessage keeps all your conversations going across all of them. You can also get delivery receipts letting you know your messages went through. You'll know it's been read, too, if your friend has enabled read receipts.

Chit-chatting with Messages

Your chats can be one to one, or they can be group bull sessions. Messages is integrated with Contacts, so you don't have to enter your buddies' information twice. It also communicates directly with the Mail application. Here's all the essential info you need to get started:

✓ **To start a text chat,** open Messages, select a buddy in your buddy list, and choose Buddies⇔Invite to Chat. If you don't see your Buddies List, choose Window⇔Buddies or press ૠ+1.

Each participant's picture (or icon) appears next to anything she says, which is displayed in a cartoonlike thought bubble, as shown in Figure 11-16. If you find the thought bubbles a little too childish, you can turn them off by choosing View Messages and an option other than Show as Balloons.

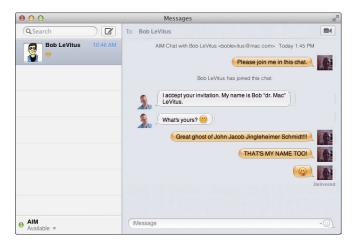


Figure 11-16: A chat with myself. (I have two Macs on the same network.)

- ✓ **To attach a picture to a person in your Contacts** (as I have for myself on both Macs), copy a picture of the person to the Clipboard in your favorite graphics application (Preview, for example). Now open Contacts, and display the card for the person you want to add a picture to. Click the empty picture box at the top of the card, and paste the picture on the Clipboard. You should now see that picture on the Contacts card and also when you chat in Messages with the person. Neat!



If you've already attached a picture to a contact in Contacts, that picture will appear automatically when you chat.

✓ **To transfer a file or files,** just drag the icon(s) to the message box (where you type your messages), and then press Return or Enter. The file zips across the ether. This is a very convenient way to share photos or documents without resorting to file sharing or e-mail.

When you drag an image file onto the Messages window's message box, you see an oversize semitransparent preview, so you're sure you're sending them the right image and not something totally embarrassing. Way to go, OS X Mavericks.

You could also choose Buddies Send File or press ૠ+Option+F and then select the file(s) from a standard Open File sheet, but the dragand-drop method is faster and easier.

✓ **To send an e-mail from Messages**, just select a buddy in Messages' buddy list and choose Buddies Send Email (or press %+Option+E). Mail launches (if it's not already open) and addresses a new message to the selected buddy, ready for you to begin typing.

Maps Are Where It's At



The Maps application, which is new in Mavericks, should look familiar to people who use iOS devices, which have sported a Maps app since time immemorial. If you know how to use the Maps app on your iPhone, iPad, or iPod touch, you already know most of what you need to know to use Maps on your Mac.

As for the rest of you — the ones without iOS devices — I'll have you up to speed RealSoonNow $^{\text{TM}}$.

Finding your current location with Maps



I'll start with something supremely simple yet extremely useful: determining your current location. At the risk of sounding like a self-help guru, here's how to find yourself: Launch the Maps application from the Dock, Launchpad, or Applications folder, and then click the Current Location button, which is a little gray (or blue if it's enabled) arrowhead shown in the margin and found in the upper-left corner of the Maps window.

Your location is indicated by a blue dot, as shown in Figure 11-17.



If you tap or drag the map, your Mac continues to update your location but won't re-center the blue marker. So the blue dot can scroll (or zoom) off the screen. If that happens, click the Current Location button again to center the map on your current location again.

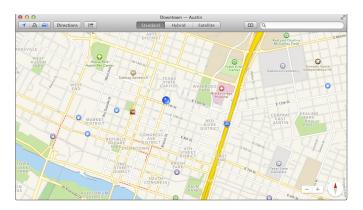


Figure 11-17: The blue dot shows my location; the blue arrowhead in the toolbar means Current Location is enabled.

Finding a person, place, or thing

To find a person, place, or thing with Maps, choose Edit ⇒Find, press ૠ+F, or click in the Search field in the upper-right corner, and then type what you're looking for. You can search for addresses, zip codes, intersections, towns, landmarks, and businesses by category and by name, or combinations, such as *New York, NY 10022, pizza 60645*, or *Texas State Capitol*.



If the letters you type match names stored in your Mac (or iDevice) Contacts app, the matching contacts appear in a list below the Search field. Click a name to see a map of that contact's location. The Maps app is smart about it, too, displaying only the names of contacts that have a street address.

If you don't find a match in the list, press Enter or Return and with any luck, within a few seconds, a map will appear. If you search for a single location, it's marked with a single pushpin. If you search for a category (*BBQ Lockhart, TX*, for example), you see multiple pushpins, one for each matching location (BBQ joints in Lockhart, TX), as shown in Figure 11-18.



You can search for all sorts of things, including intersections, neighborhoods, landmarks, restaurants, and businesses. Furthermore, you can combine several items, such as pizza and a zip code. The Maps app is quite adept at interpreting search terms and finding the right place. After you've used the app a few times, you'll be as addicted as I am.

To find out more, click a name in the list below the Search field or click on a pin. A little flag with the name of the location (Black's Barbecue in Figure 11-19) appears. Click the "i" on the right side of a flag, and a window with information about the location appears, as shown in Figure 11-19.

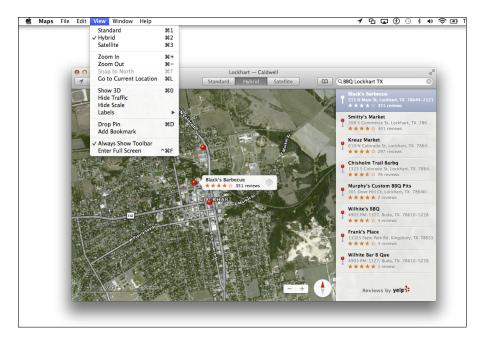


Figure 11-18: Search for BBQ Lockhart, TX, and you see pushpins for all of the famous BBQ joints in Lockhart.



Figure 11-19: The Info window for Black's Barbecue.

This handy little info window sometimes contains reviews and/or photos (the one in Figure 11-19 has both); click the appropriate tab to read reviews or see photos. I'll get to the four buttons at the bottom of the window shortly, but first take a look at how to navigate your Maps.

Views, zooms, and pans

The preceding section talks about how to find just about anything with Maps. And the following section shows ways to use what you find. But before doing that, I want take a little detour and explore how you can work with Maps.

Three views are available: standard (map), satellite, and hybrid, all of which may be available in 3D. You can choose a view by clicking one of the three tabs in the toolbar. Refer to Figure 11-17 for standard view and Figure 11-18 for a Hybrid view, which combines street and landmark names with satellite imagery, and also shows the View menu in all its glory. Finally, check out Figure 11-20 for a Hybrid map in 3D.

Speaking of which, here's the scoop on 3D maps:

- ✓ 3D maps aren't available in every area. It appears that the more populated the area, the more likely it will be available in 3D.
- ✓ To switch to 3D in any of the three views, click the 3D button (shown in the margin) or choose View ⇒ 3D.

You may have to zoom in for the map to appear in 3D.

- ✓ To scroll, hold down the mouse or trackpad button and drag left, right, up, or down. If you have a trackpad, you can drag using two fingers.
 - If you click and then fling your mouse in any direction (or flick with two fingers on a trackpad), you'll "fly over" the ground below. It's not particularly useful but it looks cool.
- ✓ To adjust the camera angle, click the compass and drag up and down.

You can zoom, rotate, or scroll to see more or less of the map in any view and with 3D on or off.

- **To zoom out:** Choose View → Zoom Out or press ૠ+minus (that's –). If you have a trackpad, you can also pinch to zoom out (just like on your iPhone).
- ✓ **To zoom in:** Choose View Zoom in or press #+plus (that's +). If you have a trackpad, you can also unpinch (spread two fingers) to zoom out (just like on your iPhone).

An *unpinch* is the opposite of a pinch. Start with your thumb and a finger together and then flick them apart.







You can also unpinch with two fingers or two thumbs, one from each hand, but you'll probably find that a single-handed pinch and unpinch is handier.

- ✓ **To rotate:** Rotate two fingers on the screen or click the compass and drag.
- ✓ To scroll: Click and drag up, down, left, or right. If you have a trackpad, you can also drag two fingers in any direction to scroll.

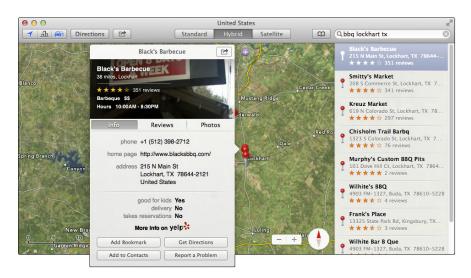


Figure 11-20: A Hybrid 3D map of the Texas State Capitol and downtown Austin.

Maps and contacts

Maps and contacts go together like peanut butter and jelly. For example, if you want to see a map of a contact's street address, click the little bookmarks icon to the left of the Search field, click All Contacts in the list on the left, and then click the contact's name. Or type a few letters of the contact's name in the Search field and click her name in the list that automatically appears.

After you find a location by typing an address in Maps, you can add that location to one of your contacts. Or you can create a new contact with a location you've found. To do either, click the location's pushpin on the map and then click the little "i" to the right of the location's name (Black's Barbecue in Figure 11-18) to display its Info screen, as shown in Figure 11-19.

Now click the Add to Contacts button on the Info screen.

You can also get driving directions from most locations, including a contact's address, to most other locations, including another contact's address. You see how to do that in the "Smart map tricks" section, later in the chapter.

Timesaving map tools: Bookmarks, Recents, and Contacts

The Maps app offers three tools that can save you from having to type the same locations over and over. All three are in the Bookmarks screen, which appears when you click the little gray bookmarks icon on the right side of the Search field.

On the left side of the Bookmarks window is a list offering Bookmarks, Recents, and Contacts; the following sections give you the lowdown on these useful options.

Bookmarks

Bookmarks in the Maps app, like bookmarks in Safari, let you return to a location without typing a single character. To bookmark a location, click the little > in a blue circle to the right of the location's name or description to display the Info screen for that location. Then click the Add to Bookmarks button on the Info screen. (You may have to scroll down the Info screen to see the Add to Bookmarks button.)

You can also drop a *pin* (a kind of temporary bookmark) anywhere on the map by clicking and holding down the mouse button for a couple of seconds. Or right-click and choose Drop Pin from the menu.

After you've dropped a pin, you can click and drag it anywhere on the map. When the pin is where you want it, lift your finger off the mouse button or trackpad to drop the pin. To bookmark this location, click the little "i" to the right of the banner on the pin to open the Info window; click the Add to Bookmarks button to add the bookmark.

After you add a bookmark, you can recall it at any time. To do so, click the bookmarks icon to the left of the Search field, click Bookmarks in the list on the left, and then click the bookmark name to see it on a map.



The first things you should bookmark are your home and work address. You use these addresses all the time with Maps, so you might as well bookmark them now to avoid typing them over and over. Also create zip code bookmarks for your home, work, and other locations you frequently visit. Then when you want to find businesses near any of those locations, you can choose the zip code bookmark and type what you're looking for, such as 78729 pizza, 60645 gas station, or 90201 Starbucks.

To manage your bookmarks, first click the Edit button in the top-right corner of the Bookmarks window. Then you can do the following:

✓ To move a bookmark up or down in the Bookmarks list: Click and drag the bookmark upward to move it higher in the list or downward to move it lower in the list. ✓ To delete a bookmark from the Bookmarks list: Click the little "x" to the right of the bookmark's name.

When you're finished using the Bookmarks list, click the Done button in the top-right corner of the window or just click anywhere on the map.

Recents

The Maps app automatically remembers every location you've searched for in its Recents list (unless you've cleared it, as described next). Click Recents in the list on the left side of the Bookmarks window to see a list of your recent searches; click the item's name to see it on the map.

To clear the Recents list, click the Clear button in the top-right corner of the Bookmarks window. Sadly, removing a single entry is not possible; clearing the Recents list is an all-or-nothing deal.

When you're finished using the Recents list, click the Done button in the top-right corner of the window or just click anywhere on the map.

Contacts

To see a map of a contact's location, click the Contacts button in the list on the left side of the Bookmarks window, and then click the contact's name in the list.

To limit the Contacts list to specific groups (assuming you have some groups in your Contacts list), click the group's name in the list. Now only contacts in this group are displayed in the list.

When you're finished using the Bookmarks list, click the Done button in the top-right corner of the window or just click anywhere on the map.

Smart map tricks

The Maps app has more tricks up its sleeve. This section lists a few nifty features you may find useful.

Get route maps and driving directions

You can get route maps and driving directions to any location from any other location in a couple of ways:

- ✓ **If a pushpin is already on the screen:** Click the pushpin and then click the little "i" to the right of its name to display the item's Info screen. Now click Get Directions to get directions to that location.
- When you're looking at a map screen: Click the Directions button in the toolbar. The Start and End fields appear below the Search field in the toolbar. Type the start and end points or select them from

your Bookmarks, Recent maps, or Contacts if you prefer (by typing the first few letters of its title). If you want to swap the starting and ending locations, click the little swirly arrow button to the left of the Start and End fields.

If you need to change the start or end location, click the Clear button in the top-left corner and try again.

When the start and end locations are correct, press Enter, Return, or Tab, and step-by-step directions will appear in a pane on the right side of the Maps window, as shown in Figure 11-21.

Maps will often suggest several routes. The number of suggestions appears at the top of the list of directions (it's 3 in Figure 11-21), and the alternate routes are shown on the map in lighter blue and cartoon balloons that tell you how long it will take. Click a cartoon balloon or light blue alternate route to see step-by-step directions for it, or cycle through the options using the left or right arrow key.

Click the blue line or cartoon balloon to select a route, as in Figure 11-21, where Route 2 is selected.

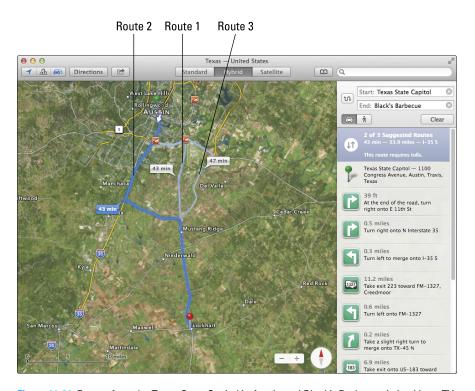


Figure 11-21: Routes from the Texas State Capitol in Austin and Black's Barbecue in Lockhart, TX.

Now you can print your directions (File⇔Print or ૠ+P); Export them as a PDF (File⇔Export as PDF); or share them (File⇔Share).

When you're finished with the step-by-step directions, click the Clear or Close button to close the Directions pane.

Get walking directions

For step-by-step directions for walking, click the walking person icon below the Start and End fields. Walking directions generally look a lot like driving directions except for your travel time.

Get traffic info in real time

You can find out the traffic conditions for whatever map you're viewing by clicking the curling page button in the lower-right corner and then clicking the Show Traffic button. When you do this, major roadways are color-coded to inform you of the current traffic speed, as shown in Figure 11-22.

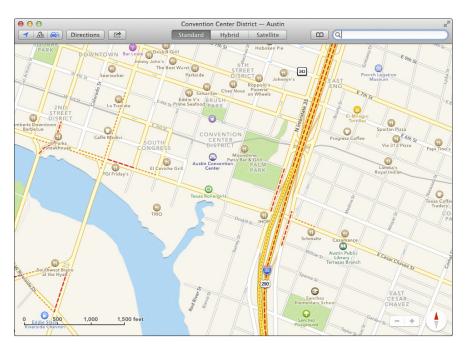


Figure 11-22: Traffic may be moving very slowly (red), kind of slowly (yellow), or nice and fast (green) in downtown Austin.



Choose View Show Traffic to help determine which route will be most expedient.

Here's the key to those colors:

✓ **Yellow dots:** 25 to 50 miles per hour

✓ Red dashes: Under 25 miles per hour

✓ Other: No data available at this time



Traffic info isn't available in every location, but the only way to find out is to give it a try. If no color codes appear, assume that traffic information doesn't work for that particular location.

Do more on the Info screen

If a location has a little "i" to the right of its name, you can click it to see the location's Info screen.

As I explain earlier in this chapter, you can get directions to or from that location, add the location to your bookmarks or contacts, or create a new contact from it. But you can do three more things with a location from its Info screen:

- Click the phone number to call it.
- ✓ Click the e-mail address to launch the Mail app and send an e-mail to it.
- Click the URL to launch Safari and view its website.

And that, my friends, should be all you need to know to get started with Maps.

The Musical Mac

In This Chapter

- ▶ Using iTunes
- ► Working with media
- Playing with playlists

long time ago, before the iPod and the iTunes Store were born, iTunes was a program you used to store and manage your MP3 music files. Over the ensuing years, it has grown into much more. Today, iTunes manages not only your music collection but also your video collection. And if you use devices such as an iPod, Apple TV, iPad, or iPhone, you manage the music or video on *them* by using iTunes, too.

So the anachronistically named iTunes is the program you use to manage audio and video files on your hard drive and to manage syncing files with your iPod, Apple TV, iPhone, and iPad devices.

Although entire books have been dedicated to iTunes alone, I share the most important stuff — the handful of things you really need to know — in this chapter.

Introducing iTunes

iTunes is the Swiss Army knife of multimedia software. After all, what other program lets you play audio CDs; create (burn) your own audio or MP3 CDs; listen to MP3, AIFF, AAC, WAV, Audible.com, and several other types of files; view album cover art; enjoy pretty visual displays in time to the music; view and manage TV shows, movies, and other video files; manage iPods (or other MP3 players), Apple TVs, iPads, and/or iPhones; listen to Internet radio stations; and more? On top of all that, it's your interface to the iTunes Store, the world's leading (legitimate) source of downloadable music and video content. (Whew!)



To open iTunes, click its icon in the Dock or double-click its icon in the Applications folder. The iTunes window opens (see Figure 12-1).

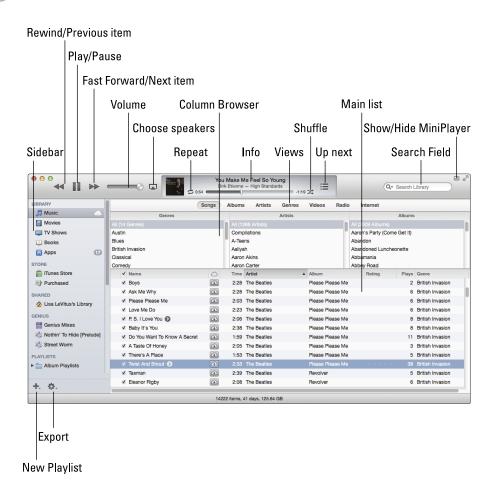


Figure 12-1: Dissecting the iTunes interface.



The Sidebar is one of iTunes most useful navigation tools, but Apple hides it by default. If you don't see yours, choose View\$\times\text{Show Sidebar or press }\mathscr{H}+\text{Option+S}. The Column Browser, on the other hand, is optional. Choose View\$\times\text{Column Browser}\$\text{Column Browser}\$ to toggle it on and off.

In a nutshell, whatever you select in the Sidebar on the left is reflected in the content pane on the right. In Figure 12-1, the Music library is selected. At the bottom of the window, you can see that there are 14,222 songs in my Music library, which would take 41 days to listen to from start to finish and uses 125.64GB of space on my hard drive.

Rather than try to explain what every item shown in Figure 12-1 does, I encourage you to click anything and everything you see in the main iTunes window. Experiment with the views, show and hide the Column Browser, click different items in the Sidebar, and see what happens.

I'd like you to take note of a few other items:

✓ The iTunes main window shrinks to a much more manageable size when you click the MiniPlayer button, as shown in the top part of Figure 12-2. Click the same button on the MiniPlayer to switch back to the main window.

To switch between the bigger (top) and smaller (middle) MiniPlayer windows, click the thumbnail with the little white arrows in the lower-left corner of the bigger MiniPlayer and on the left side of the smaller MiniPlayer.

If you're wondering why there are two tiny MiniPlayer windows in the middle of Figure 12-2, it's because the one on the left appears only when you hover over (or click) the MiniPlayer. If you're not hovering or clicking, you'll see the one on the right.

The most recent versions of iTunes offer a way to open the MiniPlayer while leaving the main window onscreen: Choose Window MiniPlayer or press \mathbb{H}-Option+3. To hide the MiniPlayer, choose Window Mini Player (again) or press \mathbb{H}-Option+3 (again). Or choose Window Switch To/Switch From MiniPlayer or use its shortcut \mathbb{H}+ Option+M to toggle between the MiniPlayer and main window.

- ✓ iTunes offers a ten-band graphic equalizer that can make your music (or video) sound significantly better. Just choose Window Equalizer to invoke it onscreen. You can see the equalizer in the lower part of Figure 12-2.
- ✓ Don't miss the iTunes Visualizer, which offers a groovy light show that dances in time to the music, as shown in Figure 12-3. You turn it on by choosing View♥Show Visualizer or pressing ૠ+T. If you like the default Visualizer, check out some of iTunes' other built-in Visualizers such as Lathe, Jelly, or Stix, which are available in the Visualizer submenu. Search the web for "iTunes Visualizer" to find even more.

When you get sick of the Visualizer (as you surely will), just choose View → Hide Visualizer or press ૠ+T again to make it disappear.

Try this: Choose View Full Screen or press ૠ+F while the Visualizer is running, and the Visualizer takes over your entire screen. Click anywhere on the screen to bring the iTunes window back.









Figure 12-2: The iTunes equalizer (bottom) and minimized main window (top).

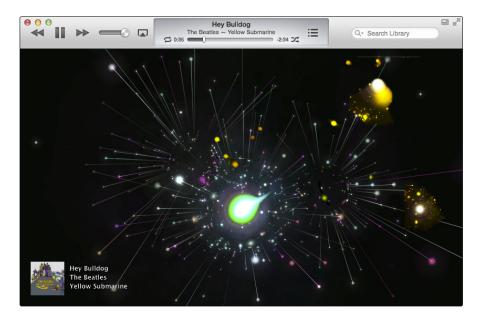


Figure 12-3: The iTunes psychedelic light show is known as the iTunes Visualizer.

Working with Media

iTunes is, first and foremost, a media manager and player, so the next thing I examine is how to get your favorite media *into* iTunes. Of course, you can acquire media a number of ways, depending upon the type of media and where the files reside. For example, you can add song or video files you've downloaded from websites or received as enclosures in e-mail messages. Or you can add songs by ripping audio CDs. You can buy music, movies, TV shows, audiobooks, and apps for your iPhone/iPod/iPad at the iTunes Store (and, to be fair, from many other online vendors, including www.amazon.com and www.audible.com). You can subscribe to free podcasts at the iTunes Store (and from most podcasts' websites as well). And you can listen to all sorts of music on the Internet radio stations included with iTunes.



The iTunes Store and Internet radio require that you be connected to the Internet before you can use them.

In the following sections, you discover the various ways to add media — songs, movies, videos, and podcasts — to your iTunes Library, followed by a quick course in listening to iTunes Internet radio stations.

Adding songs

You can add songs from pretty much any source, and the way you add a song to iTunes depends on where that song comes from. Here are the most common ways people add their songs:

- ✓ Add a song file such as an MP3 or AAC file from your hard drive. Either drag the document into the iTunes content pane or Library, as shown in Figure 12-4, or choose File Add to Library (shortcut: ૠ+O) and choose the file in the Open File dialog. In either case, the file is added to your iTunes Music library.
- Add songs from a store-bought or homemade audio CD. Launch iTunes and insert the CD. A dialog appears, asking whether you want to import the CD into your iTunes Library. Click the Yes button, and the songs on that CD are added to your iTunes Music library. If you don't see a dialog when you insert an audio CD, you can import the songs on that CD anyway. Just select the CD in the Sidebar on the left, and click the Import button near the bottom-right corner of the iTunes window.



If your computer is connected to the Internet, iTunes magically looks up the song title, artist name, album name, song length, and genre for every song on the CD. Note that this works only for store-bought CDs containing somewhat popular music — and that iTunes might not be able to find information about a very obscure CD by an even more obscure band, even if the disc is store-bought. And in most cases, it can't look up information for homemade (home-burned) audio CDs. Finally, it sometimes gets things wrong.



Figure 12-4: Drag and drop songs to the iTunes content pane or Library to add them to your Music library.

- ▶ Buy your songs from the iTunes Store. Click the iTunes Store option in the Sidebar on the left. From the iTunes Store's home page, you can either click a link or type a song title, album title, artist name, or keyword or phrase in the Search field, and then press Return or Enter to start the search. When you've found an item that interests you, you can double-click any song to listen to a 30-second preview of it or click the Buy Song or Buy Album button to purchase the song or album, as shown in Figure 12-5.
- ▶ Buy your songs from other online vendors such as Amazon. Amazon (www.amazon.com) has a huge downloadable music store on the web. Its MP3 Downloads section has more than a million songs, with more being added every day. The prices at Amazon are often lower than the prices for the same music at the iTunes Store.

The first time you make a purchase from the iTunes Store, you have to create an Apple account, if you don't already have one. To do so, just click the Sign In button and then click the Create New Account button in the Sign In dialog. After your account is established, future purchases require just one or two clicks.

Adding movies and videos

To add a video file such as an MOV or MP4 from your hard drive, either drag the file to the iTunes window or Library, as shown in Figure 12-4, earlier in this chapter, or choose File与Add to Library (shortcut: 第+0) and choose the file in the Open File dialog. In either case, the file is added to your iTunes Movie library.

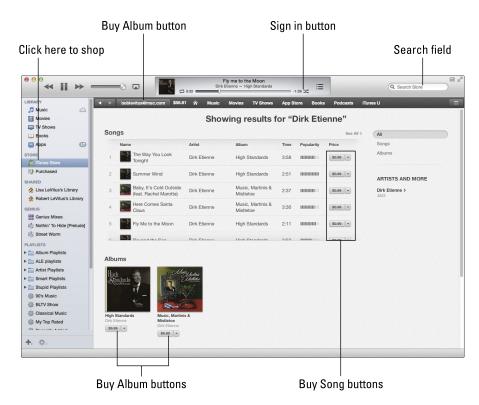


Figure 12-5: At the iTunes Store, buying music is as easy as clicking the Buy Song or Buy Album button.

You can also buy movies, TV shows, and other video content from the iTunes Store. Shopping for video is almost the same as shopping for music. Here are the steps:

- 1. Click the iTunes Store in the Sidebar on the left.
- 2. Either click a link or type a movie title, music-video name, actor or director name, or other keyword or phrase in the Search field; then press Return or Enter to start the search.
- 3. When you find a video item that interests you, double-click it to see a preview or click the Buy Episode or Buy Video button to purchase the episode or video.

Adding podcasts

Podcasts are like radio or television shows, except that when you subscribe to them, you can listen to or watch them (using iTunes or your iPod, iPad, or

iPhone) at any time you like. Thousands of podcasts are available, and many (or most) are free. To find podcasts, follow these steps:

- 1. Click the iTunes Store in the Sidebar on the left.
- 2. Click the Podcasts link on the store's home page.
- 3. Click a link on the content pane or type a keyword or phrase in the Search field.
- 4. When you find a podcast that appeals to you, double-click it to listen to a preview, click the Get Episode button to download the current episode of that podcast, or click the Subscribe button to receive all future episodes of that podcast automatically.

Figure 12-6 shows all these things for the Mac Geek Gab audio podcast from The Mac Observer.

For more information on most podcasts, just point at the little *i* button on the right side of the description field, as shown in Figure 12-6. You don't even have to click (though you can if you want to).

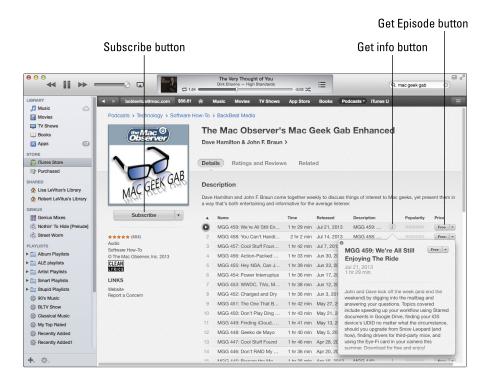


Figure 12-6: The Mac Geek Gab podcast from The Mac Observer.

Subscribing to a podcast is a cool deal. You can configure how often iTunes checks for new episodes (hourly, daily, weekly, or manually) and what to do when new episodes become available (download the most recent one, download all episodes, or do nothing) and how many episodes to keep in your iTunes Library (all, all unplayed, or a specific number between 2 and 10). To specify these settings, choose Podcasts in the Sidebar, click the name of the podcast you want to configure, and then click the Settings button near the bottom of the window.

Learning from iTunes U

Want to learn something for free? Click the iTunes U tab in the iTunes Store, and you can choose from tens of thousands of free audio and video courses, including a good number produced by colleges and universities that include Harvard, Oxford, Stanford, and hundreds more.

You download or subscribe to a course the same way you download or subscribe to a podcast. Check it out the next time you're in the iTunes Store. It's a great way to learn something new for free.

Listening to Internet radio

Streaming audio is delivered over the Internet in real time. Think of streaming audio as being "just like radio" but using the Internet rather than the airwaves as its delivery medium.

iTunes offers two ways to listen to streaming Internet radio stations: the old way and the new way. The old way is the same bunch of Internet radio stations that have been included with iTunes since time immemorial. The new way, introduced in iTunes 11, lets you create your own radio station by specifying one or more artists, songs, or genres you like. If you think that sounds suspiciously like Pandora Radio, you're right. But this is Apple's rendition of it, and it's not too bad for a first effort. If hearing music you're likely to enjoy appeals to you, give it a try.

The Old Way: Streaming Internet radio

To listen to streaming Internet radio, first click Music in the Sidebar and then click the Internet tab.

iTunes has hundreds of Internet radio stations built right in. They're even organized into convenient categories such as Alt/Modern Rock, Blues, Country, Jazz, Public, Top 40/Pop, Urban, and many more.

To listen to one of the included Internet radio stations, click the disclosure triangle to the left of the category name to reveal the stations in that category, as shown for the Classic Rock category in Figure 12-7.



Figure 12-7: Listening to ABC Beatles, one of 410 streams in the Classic Rock category.

You can also find Internet radio stations on your own by surfing or searching the web — using Safari (or another web browser). When you find an Internet radio station you'd like to listen to using iTunes, here's how to get it into iTunes:

- 1. Copy its address (its URL) by highlighting it and choosing Edit Copy (shortcut: $\Re + C$).
- 2. Switch to (or launch) iTunes.
- 3. Choose File⇔Open Stream (shortcut: \#+U).
- 4. Choose Edit

 → Paste (shortcut: \mathbb{H}+V).
- 5. Click OK.

The station appears in your iTunes Library.



Strangely, there's no way to make an Internet radio station that you've added appear in iTunes' Radio category. Apparently, only Apple is allowed to decide what is and is not "radio." Harrumph.

The New Way: iTunes radio

To listen to new-style iTunes radio, first click Music in the Sidebar and then click the Radio tab, as shown in Figure 12-8.

Click any station to listen to it. What's that you say? You only have Apple's canned stations and don't have any "My Stations" yet? Well, that's easy enough to remedy . . .

To start your own station from the Radio tab, click the + button next to My Stations as shown in Figure 12-9.

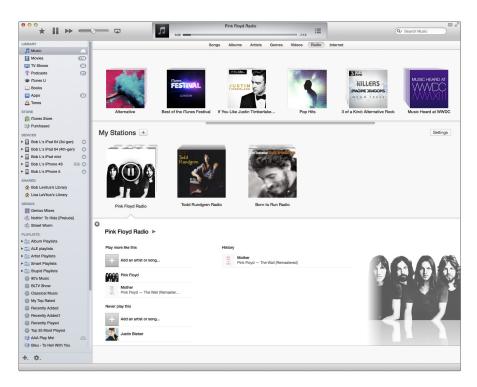


Figure 12-8: Pre-made (by Apple) stations on top; your stations in the middle; and station info at the bottom.

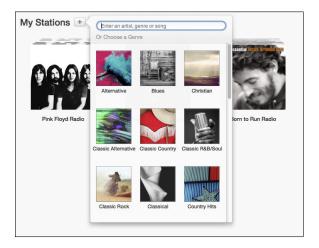


Figure 12-9: Type the name of an artist, genre, or song, or click on a genre below to start a new station.



Or, to start your own station while you're listening to music — iTunes Radio or any track in your Music Library — click the little angle bracket-in-a-circle to the right of the song name to reveal an extremely useful little pop-up menu, as shown in the margin and in Figure 12-10.



If you don't see the angle bracket at the top of the window, hover your cursor over the Info area, and it will magically manifest itself.

But creating a station is only the beginning. You can help the station play more songs you like by telling it which songs you like or dislike by clicking the angle bracket while a track is playing on any iTunes Radio station, as shown in Figure 12-11.

You can also train your radio stations from the Radio tab, as you can see in Figure 12-11. Click the big + buttons to add songs or artists to play more of or to never play.

The more data you provide to a station, the more likely that station will play a song you like next. So if you hear a song you love or hate, be sure to inform iTunes. Remember the GIGO axiom (Garbage In – Garbage Out). The more songs you rate, the better your station gets at playing mostly music you enjoy.

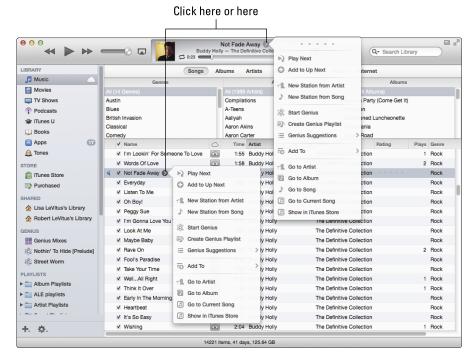


Figure 12-10: Click the little angle bracket to start a new station from this artist or song.

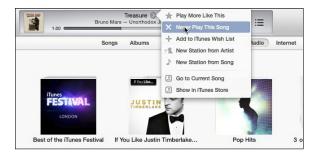


Figure 12-11: Train your radio station to your tastes by telling it never to play this song or to play more songs like it.

Just do it.

Last but not least, to delete a station, press Delete or Backspace, or rightclick and choose Delete Station.

All About Playlists

Playlists are a big deal in iTunes. Playlists let you manage otherwise-unmanageable amounts of media, such as the 14,000+ songs I have in my iTunes Library. Playlists let you create subsets of a large collection, so it's easier to enjoy exactly the kind of music you want in iTunes or on your iPod. Two types of playlists exist:

- ✓ Regular playlists contain the songs (or videos, podcasts, or radio stations) that you specify by dragging them to the playlist.
- ➤ Smart playlists, on the other hand, select songs from your library based on criteria you specify. Furthermore, smart playlists are updated automatically if you add new items to your library that meet the criteria.

All playlists appear in the Sidebar on the left side of the iTunes window.

Creating a regular playlist

To create a regular playlist, follow these steps:

1. Either click the + button in the bottom-left corner of the iTunes window and choose New Playlist from its drop-down menu, or choose File⇔New Playlist (shortcut: ૠ+N).

A new playlist named "untitled playlist" appears in the Sidebar.



2. (Optional) As long as the playlist's name, "untitled playlist," is selected and ready to be edited, you probably want to rename it something meaningful by typing a new name for it.

If you decide not to name it now, you can double-click it and type a new name anytime.

3. To add a song to a playlist, click the song in your library and drag it to the playlist's name, and when the playlist's name becomes highlighted, release the mouse button.

The song is added to that playlist. Note that adding a song to a playlist doesn't remove it from the library. Conversely, if you delete a song from a playlist, the song isn't deleted from your library. And if you delete a playlist from the Sidebar, the songs it contains aren't deleted from your library. In other words, think of songs in playlists as being aliases of songs in your library.

 Select the playlist in your Sidebar and click Play to listen to the songs it contains.



If you don't want to drag songs to your playlist one by one, there are two easy ways to do it in one fell swoop. To create a regular playlist that includes songs you've selected from your music library: First, \(\mathbb{H}\)-click the songs you want to include in the playlist. Then, either choose File\(\to\)New Playlist from Selection, or click the + button and choose New Playlist from Selection in the pop-up menu.



Both ways can be seen in Figure 12-12.

You could also use the keyboard shortcut, $\Re+Shift+N$, which is also visible in Figure 12-12.



You can also use that 黑-click multiple songs technique to select and then drag a batch of songs onto an existing playlist.

Working with smart playlists

To create a smart playlist that builds a list based on criteria and updates itself automatically, follow these steps:

1. Either click the + button in the bottom-left corner of the iTunes window or choose File-New Smart Playlist (shortcut: \mathbb{H}+Option+N).

The Smart Playlist window appears, as shown in Figure 12-13.

- 2. Use the pop-up menus to select the criteria that will build your smart playlist and click the + button to add more criteria.
- 3. Click OK when you're done.

The playlist appears alongside your other playlists in the Sidebar. You can tell it's a smart playlist by the gear on its icon. To modify the criteria of a smart playlist after it's been created, hold down the Option key and double-click the smart playlist to reopen the Smart Playlist window and change the smart playlist's criteria.

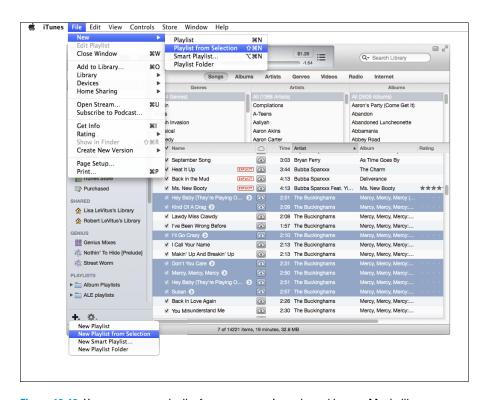


Figure 12-12: How to create a playlist from songs you've selected in your Music library.



Figure 12-13: The Smart Playlist window lets you specify the criteria for your smart playlist.

Burning a playlist to CD

Another use for playlists is for burning audio CDs you can listen to on almost any audio CD player. The only trick is to make sure the total playing time of the songs in the playlist is less than the capacity of the blank CD you're using, which is usually 74 to 80 minutes. Don't forget to account for the gap between tracks, which is two seconds by default. When you have all the songs you want on your CD on the playlist, choose File Burn Playlist to Disc. The Burn Settings dialog appears.

Note that although the default type of disc iTunes burns is an audio CD, it can also burn two other types — MP3 CDs or data CDs (and DVDs):

- ✓ MP3 CD is a special format that can be played in many CD audio players and set-top DVD players. The cool thing about an MP3 CD is that rather than holding a mere 74 to 80 minutes of music, it can hold more than 100 songs! The uncool thing about MP3 CDs is that many older audio CD players won't play them.
- A data CD or DVD is nothing more than a disc formatted to be read and mounted by any computer, Mac or Windows.

If you click the Burn button now, you'll get an audio CD. To burn an MP3 CD or Data CD or DVD, click the appropriate radio button in the Burn Settings dialog.

When you're satisfied, click the Burn button. In a few minutes, you have an audio CD that contains all the songs on the playlist — and plays the songs in the order in which they appeared on the playlist (unless, of course, you elected to burn a data CD or DVD).

Looking at the Genius playlist

I'd like to draw your attention to one more relatively new playlist: The Genius.

Who is the Genius?

The Genius is actually more of a "what": an iTunes feature that lets you find new music — in your iTunes Library or the iTunes Store — that's related to a song of your choosing. Or, as the Genius splash screen you see when you turn the Genius on puts it: "Genius makes playlists and mixes from songs in your library that go great together. And the Genius selects music from the iTunes Store that you don't already have." To get started, choose Store Turn On Genius, if you haven't done so already. When you've finished reading, the Genius splash screen appears; click the Turn On Genius button in the bottom-right corner.



Turning Genius on sends information about your iTunes Library to Apple. There's a Learn More button on the What Is Genius screen if you want to (d'oh!) learn more about it.



To use Genius, you must (for some unknown reason) have an iTunes Store account, even though the information the Genius sends to Apple about your iTunes Library is stored anonymously. And even though no purchase is required, I think it's a dumb requirement — but that's the way it works; take it or leave it.

Assuming you take it, sign in to your iTunes Store account if you have one or create one if you don't. After agreeing to the Genius Terms of Service, the Genius gathers info about your iTunes Library, sends the info to Apple, and then (finally) delivers your results. When all this is done, you can create Genius playlists and peruse Genius suggestions.

How? Glad you asked! Click the angle bracket for any song in your Library and choose either Create Genius Playlist or Genius Suggestions. After a bit of cogitation, iTunes presents you with either a Genius playlist or suggestions based on the song you clicked; both are shown in Figure 12-14.

If you're not a fan of 1970's British space rock music, let me assure you that most of the songs in the Genius playlist pretty much do "go great together."



Figure 12-14: The Genius suggests songs that go nicely with the song the suggestions are based on.

That being said, my tech editor, Dennis R. Cohen, says it's not so hot with classical music or comedy. And I've noticed it works better with big names than lesser-known indie artists.

Even so, it's free. So if you don't have issues with all the legal mumbo jumbo, the iTunes Store account, or sending information about your iTunes Library to Apple, give the Genius a try.



One last thing: If you're new to iTunes, may I suggest exploring the excellent iTunes Tutorials, which you'll find in the Help menu along with other excellent Help resources.



The Multimedia Mac

In This Chapter

- ▶ Playing movies and music with QuickTime Player
- Reading books with iBooks
- ▶ Taking pictures and movies with Photo Booth
- Opening, viewing, printing, and converting file formats with Preview
- ▶ Importing media photos and videos to your Mac

edia content" is more than just music (the topic of Chapter 12), and your Mac is ready, willing, and able to handle almost any type of media (with any type of content) you can throw at it. Which is why, in addition to the aforementioned iTunes, OS X Mavericks includes applications for viewing and working with media such as DVD movie discs and OuickTime movie 'files, as well as graphics in a variety of file formats such as PDF, TIFF, and JPEG.

In this chapter, you look at some bundled applications you can use to work with such media — namely, DVD Player, OuickTime Player, Preview, Photo Booth, and Image Capture — followed by a brief section about importing your own media (photos and videos) into your Mac.

Playing Movies and Music in QuickTime Player

QuickTime is Apple's technology for digital media creation, delivery, and playback. It's used in a myriad of ways by programs such as Apple's iMovie, by websites such as YouTube (www.youtube. com), and in training videos delivered on CD or DVD.



OuickTime Player is the OS X application that lets you view OuickTime movies as well as streaming audio and video, QuickTime VR (Virtual Reality), and many types of audio files as well. The quickest way to launch it is by

clicking its icon in the Dock. It also opens automatically when you open some QuickTime movie document files.



I say "some" QuickTime movies because some will open QuickTime Player and others will open iTunes. To change the app that opens for a particular movie, right-click or Control-click its icon in the Finder and choose the application you prefer from the Open With submenu. This opens the file with that program this one time only. To make the change permanent, press Option, and the Open With command becomes the Always Open With command.

To play a QuickTime movie, merely double-click its icon — and QuickTime Player (or iTunes) launches itself.

Using QuickTime Player couldn't be easier. All its important controls are available right in the player window, as shown in Figure 13-1.



Figure 13-1: QuickTime Player is simple to use.

Here are a few more QuickTime Player features you might find useful:

- ✓ The Share Menu lets you send your movies to others via the Mail or Messages apps; publish them to iTunes so you can watch them on your iPods, iPhones, and AppleTVs; send them to iMovie for additional editing and post-production work; or upload them to YouTube, Vimeo, Flickr, or Facebook, and other similar sites.

See Chapter 17 for details about Mavericks' cool AirPlay Mirroring option, which lets you "mirror" what's on your Mac screen and view it on an HDTV wirelessly. The only thing you need is an Apple TV (\$99) connected to your HDTV.

One last thing: If you want to know about watching movies with Mavericks' DVD Player, it's covered in an online chapter. Check http://www.dummies.com/extras/osxmavericks.

iBooks: Finally on the Mac

Don't be surprised if you have to answer this question from an inquisitive child someday: "Is it true, Grandpa, that people once read books on paper?"



Don't get me wrong; I still love physical books as much as anyone and think they'll be around a lot longer than you or I. But I also recognize the real-world benefits e-books have over paper ones including (but not limited to):

- ✓ No more weight or bulk constraints: You can cart a whole bunch of e-books around when you travel on your iPad, iPhone, or MacBook Air or Pro without breaking your back. To the avid bookworm, this potentially changes the whole dynamic in the way you read. Because you can carry so many books wherever you go, you can read whatever type of book strikes your fancy at the moment, kind of like listening to a song that fits your current mood. You have no obligation to read a book from start to finish before opening a new bestseller just because that happens to be the one book, maybe two, that you have in your bag. In other words, weight constraints are out the window.
- ✓ Feel like reading a trashy novel? Go for it. Rather immerse yourself in classic literature? Go for that. You might read a textbook, cookbook, or biography. Or gaze in wonder at an illustrated beauty. What's more, you can switch among the various titles and styles of books at will before finishing any single title.
- ✓ **Flexible fonts and type sizes:** With e-books, or as Apple calls 'em, *iBooks*, you can change the text size and fonts on the fly quite useful for people with less than 20/20 vision.
- ✓ Get the meaning of a word on the spot: No more searching for a physical dictionary. You can look up an unfamiliar word on the spot.
- Search with ease: Need to do research on a particular subject? Enter a search term to find each and every mention of the subject in the book you're reading.
- ✓ Read in the dark: Your Mac has a high-resolution backlit display so that you can read without a lamp nearby, which is useful in bed when your partner is trying to sleep.
- ✓ See all the artwork in color: Indeed, you're making no real visual sacrifices anymore, as unlike early releases of iBooks, this one lets you experience (within certain limits of your hardware) stunning artwork that was once the exclusive province of big, expensive coffee-table books. (It's also awesome for reading colorful children's books.)

Believe it or not, prior to Mavericks there was no way for you to read an iBook on your Mac. While the iBooks app has been available on iDevices for years, Mavericks marks its first release on the Mac. Prior to Mavericks, you could *shop* for iBooks with iTunes on your Mac (or the iBooks app on your iDevice), but you could only *read* iBooks on an iDevice!

Now I have to say that a Mac usually isn't my first choice for reading an iBook (or anything else for that matter); that honor goes to my iPad mini, which is the perfect size and weight for extended reading. That said, I recall many times I wished I could read an iBook on my MacBook Pro or even, occasionally, on the huge Mac Pro at my desk.

Everything that follows will make more sense if you've got at least one iBook in your library. So the first thing we'll do is stock your virtual library with an iBook from the app's built-in iBooks Store. Don't worry. This won't cost you a penny unless you want it to — the store is chock-full of free books!

So without further ado, here's how to acquire some iBooks:

Buying iBooks

First things first — the iBooks app needs to be running, so launch it by either:

- ✓ Single-clicking its Dock icon
 - or
- ✓ Double-clicking its icon in the Applications folder
 - or
- ✓ Single-clicking its icon in LaunchPad

Now click the Store button in the upper-left corner of the iBooks window, which is the button that says Library in Figure 13-2 because I've already clicked it.

If you think the iBooks Store looks suspiciously like the iTunes Store (see Chapter 12), you're right. Until Mavericks was released, Mac users had to shop for iBooks in the iTunes Store using iTunes. You couldn't use iTunes to *read* iBooks, mind you, but you could buy them like crazy with iTunes.

Now, in Mavericks, you can buy *and read* iBooks using the iBooks app on your Mac!



If you have purchased iBooks with iTunes, they should automatically appear in your iBooks Library. If you don't see them in iBooks, choose File Migrate from iTunes (#+Shift+M), and in a minute or two you will (see them).

There are many ways to look for iBooks. At the top of the iBooks window are four tabs that represent different ways of browsing for iBooks. Click a tab — Featured, Top Charts, New York Times, or Top Authors — to browse its iBooks.

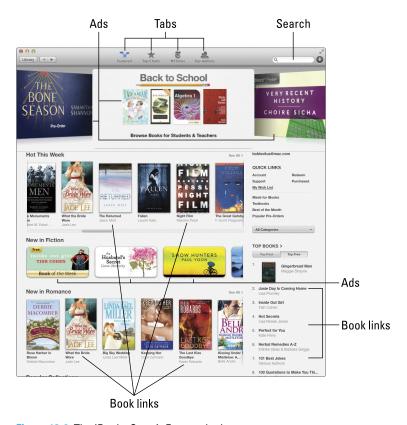


Figure 13-2: The iBooks Store's Featured tab.

Of course you can also search for a book or author; just type a word or two into the search field near the upper right corner of the iBooks window and press Enter or Return.

When you see a book or ad that interests you, click it and details will fill the screen, as shown in Figure 13-3 for a book called *Gingerbread Man*, which topped the free books list the day these screen shots were captured (as shown in Figure 13-2).



Most books offer a free sample, a chapter or chapters you can download for free. Click the Sample button and a sample will appear in your iBooks Library within a few minutes.

One last thing: The little arrows to the right of the Library button are forward and back buttons (shortcuts: $\Re+[$ and $\Re+]$), which work like the forward and back buttons in the Finder and Safari. Click the one on the left to return to the previous screen; click the one on the right to move to the next screen (just like the iTunes Store).



Figure 13-3: Click the Free button to "buy" this book and add it to your iBooks Library.

When you've finished shopping, click the Library button in the upper-left corner of the iBooks window to return to your iBooks Library.

Shopping for books without Apple

iBooks can also handle books you acquire elsewhere, and it supports a technical standard called *ePub*, a format that offers hundreds of thousands of free and public domain books on the Web (see below). You can import such files into iBooks, so you don't really ever have to shop in the iBook Store. The only possible gotcha is that the ePub titles must be *DRM-free*, which means free of any digital rights restrictions.

You can find ePub titles at numerous cyberspace destinations, among them

- ✓ Feedbooks: www.feedbooks.com
- ✓ **Google Play:** Not all the books here are free, and Google has a downloadable app. http://play.google.com/store/books
- Project Gutenberg: www.gutenberg.us
- ✓ Smashwords: www.smashwords.com
- ✓ Baen: www.baen.com

To import an ePub title, download the file to your Mac, fire up iBooks and either:

∠ Choose File

Add to Library and then select the ePub file and click Add.

or

✓ Drag the ePub file onto your iBooks Library.

Before we move on to reading iBooks, I feel obliged to mention that between the free books in the iBooks store and ePub books available from the sites above and elsewhere, there are tons of great books out there that are free and tons more that are good, pretty good, or okay (and free). The point is that you can read a lot without spending a dime if you so desire.

Reading iBooks

To start reading a book, double-click it and it leaps off the shelf, and at the same time, it opens to either the beginning of the book or the place where you left off, even if you left off reading on another device — an iPhone, iPod touch, iPad, or another Mac. That's because iBooks uses your Apple ID to save your virtual place in your virtual book and syncs it among your devices (as long as the devices have Internet access).

Figure 13-4 shows two pages of text from a typical iBook.

Here's how to actually read an iBook: To go to the next page, click in the right margin or press the right arrow key. To go to the previous page, click in the left margin or press the left arrow key. Click the Table of Contents button to jump to a specific chapter.

To jump to a specific page, move the cursor to the bottom of the iBooks window to make the scroll bar appear; then drag the scroll indicator left or right to move forward or back in your book. The current page number appears in a balloon below the scroll bar, as shown at the bottom of Figure 13-4.

Though iBooks kindly returns you to the last page you were reading when you closed a book (on any device), you may want to bookmark a specific page so you can easily return to it. To do so, just click the Bookmarks button near the upper-right corner of the iBooks window. A red ribbon appears, signifying that a bookmark is in place. Click the red ribbon to remove the bookmark.

After setting a bookmark, you can return to it later by clicking the little triangle next to the Bookmarks button and selecting the desired bookmark from the drop-down menu.

To make the text bigger or smaller, click the Adjust Appearance button near the upper-right corner of the screen, and then click the uppercase A to make the type larger or the lowercase a to make it smaller.

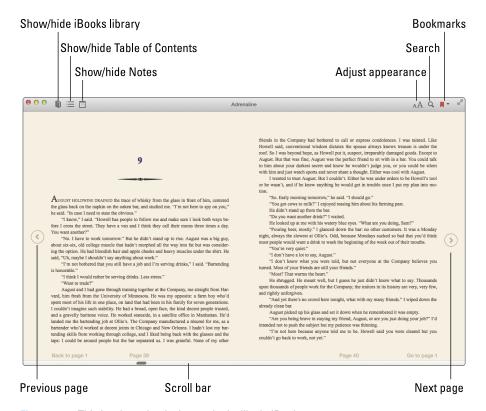


Figure 13-4: This is what a book chapter looks like in iBooks.

If you want to change the font typeface, click the Adjust Appearance button and select the font style you want to switch to.

Your choices at this time are Original (the default), Athelas, Charter, Georgia, Iowan, Palatino, Seravek, and Times New Roman. I don't necessarily expect you to know what these look like just by the font names — fortunately you get to examine the change right before your eyes. A check mark indicates the currently selected font style.

To change the page color, click White (the default), Sepia, or Night.



You can even use your Mac's VoiceOver feature to have the book read to you aloud. It may not be quite like having Mom or Dad read you to sleep, but it can be a potential godsend for people with impaired vision. To listen instead of reading, click at the spot you want to begin from or select the text you want to hear. Now, choose Edit > Speech > Start Speaking and in a few seconds a robotic voice will begin reading you the story. To stop, simply choose Edit > Speech > Stop Speaking.

You're the Star with Photo Booth



The Photo Booth application provides all the fun of an old-time (or new-time) photo booth like the ones you sometimes see in malls or stores. It lets you shoot one photo, shoot a burst of four photos in a row, or shoot a movie using your Mac's built-in camera. If yours is one of the rare Macs with no built-in camera (such as the Mac Mini) or you own a USB or FireWire webcam better than the built-in model, you'll be pleased to hear that most USB and FireWire webcams work with Photo Booth right out of the box with no drivers or other software necessary. Just launch Photo Booth and look in the Camera menu, where all compatible cameras appear.



If you have only one camera available — mine's called FaceTime HD Camera (Built-in) — it's selected automatically so you shouldn't have to even bother with the Camera menu.

Photo Booth couldn't be easier to use. Start by clicking one of the three buttons in the lower-left corner of the Photo Booth window: Burst (of four photos), Single Photo, or Movie, and then click the big, red camera button to take a picture, as shown in Figure 13-5.



Figure 13-5: Photo Booth about to take a picture of yours truly.

Before you shoot, you may want to explore the five pages of special effects — Sepia Tone, Color Pencil, Pop Art, and dozens more — by clicking the Effects button (lower right) and then clicking the particular effect you want to try. If

you like it, click the big, red camera button and shoot a picture, pictures, or video; if you don't, click the Effects button again and click another effect. Or, if you prefer to shoot with no effects, click the Normal effect in the center of all the Effects pages.



Photo Booth includes a feature called Screen Flash, which uses your computer display as a camera flash by turning the screen all-white as it shoots the photo. If *your* screen isn't flashing when you shoot, look in the Camera menu for the Enable Screen Flash command. If there's not a check mark before its name, select Enable Screen Flash, and there will be. Finally, Screen Flash is (understandably) disabled when you're shooting movies.

After you shoot, your pictures or movies drop into the tray at the bottom of the window (there is only one in Figure 13-5). You can then select one or more photos in the tray and then do any of the following:

Delete them by pressing the Delete or Backspace key.



- Share them by clicking the Share button (shown in the margin), which replaces the Effects button when one or more photos are selected in the tray.
- ✓ Export them as JPEG files by choosing File⇒Export.
- ✓ Print them by choosing File⇔Print or pressing \mathbb{H}+P.
- ✓ Drag them from the tray to the Desktop, a folder, an e-mail, or iMessage, where they appear as JPEG files, or drag them onto the icon (Dock or Applications folder) of an image editor such as iPhoto.

So that's the scoop on Photo Booth. It's fun and easy, and if you've got a camera (as most of you do), you should definitely launch Photo Booth and give it a try.



If you have kids who are old enough to trust with a Mac, Photo Booth and its effects will entertain them for hours (or, more likely, for a few minutes). It's guaranteed to entertain and delight kids of all ages the first time they play with it.



Photo Booth opens in a window by default. In Figure 13-5, it's running full screen. There's no reason I can think of to limit this application to a window, so I always go full screen when I use it by clicking the double-headed arrow in the top-right corner of the window, choosing View-Enter Full Screen or pressing +Ctrl+F.

Isn't that better?

Viewing and Converting Images and PDFs in Preview



You use Preview to open, view, and print PDFs as well as most graphics files (TIFF, JPEG, PICT, and so on). *PDF files* are formatted documents that can include text and images. User manuals, books, and the like are often distributed as PDF files. You can't edit the existing text in a PDF file with Preview, but you can leaf through its pages, annotate and mark it up, and print it. You can often select text and graphics in a PDF file, copy them to the Clipboard ($\Re+C$), and paste ($\Re+V$) them into documents in other applications. It's also the application that pops open when you click the Preview button in the Print dialog, as I describe in Chapter 15.



Actually, that's not entirely true. You can edit one certain type of PDF file: a form that has blank fields. Preview allows you to fill in the blanks and then resave the document. And although it's technically not editing, you can annotate a PDF document by using the Annotate tools on the toolbar.

One of the most useful things Preview can do is change a graphic file in one file format into one with a different file format. For example, say you're signing up for a website and want to add a picture to your profile. The website requires pictures in the JPEG file format, but the picture file on your hard drive that you'd like to use is in the TIFF file format. Preview can handle the conversion for you:

1. Open the TIFF file with Preview by double-clicking the file.

If another program (such as Adobe Photoshop) opens instead of Preview, drag the TIFF document onto the Preview icon or launch Preview and choose File

Open (shortcut: 第+0) to open the TIFF file.

- 2. Choose File⇔Export.
- 3. Choose the appropriate file format such as JPEG from the Format pop-up menu, as shown in Figure 13-6.
- 4. (Optional): If you want to make sure you don't confuse your original image with the one in the new format, change the name of your file in the Export As field, too.
- 5. (Optional): Add a tag or tags if you like.
- 6. Click Save.

As you can see in Figure 13-6, Preview lets you convert any file it can open to any of the following file formats: JPEG, JPEG-2000, OpenEXR, PDF, PNG, and TIFF.

Chances are good that you'll never need to convert a file to most of these formats, but it's nice to know that you can if you need to.

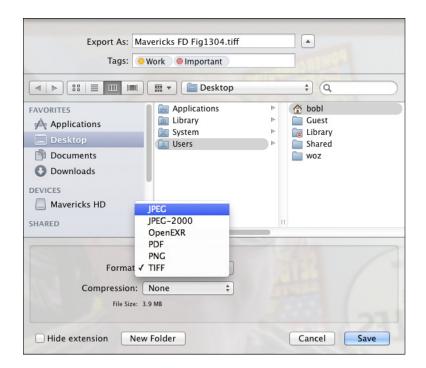


Figure 13-6: Preview makes it easy to convert a TIFF graphic file into a JPEG graphic file.



Almost every OS X program with a Print command lets you save your document as a PDF file. Just click and hold the PDF button (found in all Print dialogs) and choose Save As PDF. Then, should you ever need to convert that PDF file to a different file format, you can do so by using the preceding steps.

Importing Media

Chances are good that you'll want to import pictures or video from your digital camera or DV camcorder someday. It's a piece of cake. So in the following sections, I show you how easy it is to get your digital photos into your Mac and help you get started with digital video (which is a bit more complex).



In the sections that follow, I focus on applications that are a part of OS X. Technically, that doesn't include the iLife applications. What I mean is that when you bought your OS X Mavericks upgrade from the Mac App Store, it didn't include iLife applications, such as iMovie and iPhoto. Your Mac almost certainly came with the iLife suite preinstalled, but depending upon how old your Mac is, you might not have the current versions, and the various versions all work slightly differently. See the nearby sidebar "Living the iLife" for more details about iLife.

Downloading photos from a camera



This is the Mac I'm talking about, so of course, getting pictures from your digital camera onto your hard drive is a pretty simple task. Here's how to do it step by step using Image Capture:



1. Turn on the camera, and set it to review or playback mode.

This step may not be necessary for some cameras. It was for my old Olympus, but isn't for my Nikon Coolpix P1.

2. Connect the camera to your Mac with its USB cable.

At this point, Image Capture may launch automatically, or if you have iPhoto, it may launch instead.



If you have both programs on your hard drive and the wrong one opens when you connect your camera, you can change that behavior in Image Capture's Device Settings pane. Launch Image Capture (it's in your Applications folder) if it didn't launch when you connected your camera. Now choose the application you prefer for photo management from the Connecting This Camera Opens pop-up menu. (It says Image Capture in Figure 13-7; other options could include iPhoto, Aperture, Photoshop, Photoshop Elements, Adobe Bridge, or whatever photo-management app you happen to have installed on your hard disk.)

- 3. From the Image Capture window, you can either click Import All to download all the photos in your camera or click Import to import only the selected photos, as shown in Figure 13-7.
 - To choose contiguous photos, click the first photo you want to download, press Shift, and then click the last photo you want to download.
 - To choose noncontiguous photos, press # and click each photo you want to download. Either way, an orange highlight shows you which photos are going to be downloaded when you click the Download button (such as the first, third, fourth, and sixth photos in Figure 13-7).

In Figure 13-5, the Download To pop-up menu is set to the Pictures folder, which is the default setting. If you were to click the Download or Download All button now, Image Capture would download the photos in your camera to the Pictures folder inside your Home folder.

If you want to delete the photos from your camera after they're downloaded to your hard drive, select the photos you want to delete, and click the Delete button. To delete all photos after you've imported them, check the Delete After Import check box.



Connecting This Camera Opens:

Figure 13-7: I've told my Mac to open Image Capture when I connect this camera.



If a disk icon, often named No Name (refer to Figure 13-5), appears in the Devices section of the Sidebar when you plug in your camera, you have to eject that disk by clicking the Eject Disk icon next to its name in the Image Capture window (or by ejecting it in the Finder in the usual way) before you disconnect your camera; otherwise, you could lose or damage files in your camera. So try to remember. If you don't, Image Capture scolds you with the scary warning dialog shown in Figure 13-8.



Figure 13-8: This warning means you forgot to eject your camera's disk.

Downloading DV video from a camcorder

Getting video from a DV camcorder to your hard drive is almost as easy as importing photos from your digital camera. Although it's beyond the scope of this book to explain how you download video, the following tips can help you get started.

iMovie works well for downloading video from miniDV and HD camcorders that include output via FireWire or USB 2.

If you do plan to use iMovie, don't forget about the built-in Help system (\mathbb{H}+\mathbb{S}hift+?). Here, you find extensive assistance, as shown in Figure 13-9, which is the main Help page for iMovie.



Figure 13-9: Don't forget that help is just a click (or a keystroke) away.



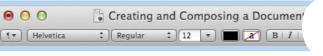
Never insert a mini-DVD into a slot-loading optical drive like the ones in all Macs (except the Mac Pro) shipped before 2013. If your camcorder records on mini-DVDs, you'll need to spring for a tray-loading optical drive.

Living the iLife

In previous editions of this book, I called iLife "one of the fantastic bargains in software" and said, "If you had to buy all these programs from other vendors (or for a Windows PC), you'd pay a whole lot more." And that was when the only way to get iLife was on a DVD for \$79.

You may still be able to find a copy of iLife '11 (still the latest version as of this writing) on DVD; it listed for \$79 but has been discontinued. A better bet is to buy iMovie, iPhoto, or GarageBand a la carte in the Mac App Store for \$14.99 each. At present, you can't buy iWeb or iDVD a la carte, but both are included if you can find the suite on DVD.

So, if you don't have the latest version of iLife on your hard drive, take a look at the features and programs it includes (www.apple.com/ilife) and consider whether you'd benefit from all the new goodies you don't currently have.







Words and Letters

In This Chapter

- ▶ Processing words with TextEdit
- Finding out all about Mavericks' fonts
- Managing fonts with Font Book

s I discuss in previous chapters, your Mac is well equipped for creating and managing media — music, movies, and photos. But your Mac is also ready to handle more-common tasks, such as typing a letter or writing an essay.

I think it's fair to say that Mavericks' TextEdit application is all that many users will ever need for writing letters or essays.



If you need more control over your pages, try Pages from Apple (available in the Mac App Store for \$19.99).

Furthermore, Mavericks comes with a wide variety of fonts (sometimes called *typefaces*), plus a handy little app called Font Book for managing those fonts. Fonts allow you to change the way text looks on the screen and the printed page.

In this chapter, you look at the OS X Mavericks text-composition and editing program, called TextEdit, and then explore fonts and how to manage them.



er,

e first sentence in a document called, "Creating and Composin nt.rtf." This is the second sentence in a document called, "Crea ing a Document.rtf." This is the third sentence and it is now it

This is the first sentence in the second paragraph of a document called, "Creating and Composing a Document.rft." This is the second sentence in the second paragraph of a document called, "Creating and Composing a Document.rft."

sentence in the third paragraph. And so on...

Processing Words with TextEdit

TextEdit is a word processor and text editor that you can use to write letters, scribble notes, or open Read Me files. It's not as sophisticated as Microsoft Word (or Apple's Pages, Quark Xpress, or Adobe InDesign, for that matter), but you can definitely use it for light word processing and text editing. TextEdit is capable of performing a respectable amount of text formatting,

and it can even check your spelling and read text to you in a natural-sounding (if somewhat creepy) voice.

TextEdit supports images, too. Just copy an image from another program and paste it into a TextEdit document. Or you can drag and drop an image into a TextEdit document from many applications.

TextEdit can even open Microsoft Word documents (.doc and .docx files). This is fabulous if you don't happen to have a copy of Microsoft Word on your hard drive.



If you like Microsoft Word, you may enjoy my *Office 2011 For Mac For Dummies*, also from Wiley.



Like all apps included with Mavericks, you find TextEdit in the Applications folder at root level on your hard disk.

The Dock doesn't have a TextEdit icon, but if you like it, use it regularly, or would just like to have it in your Dock, either drag its icon from the Applications folder to the left side of the Dock or launch it, right-click (or Control-click) its Dock icon, and then choose Keep in Dock.

Creating and composing a document

In the Mountain Lion version of TextEdit, when you launched TextEdit, an Open File dialog (which you may recall from Chapter 6) appeared. Mavericks goes back to the pre-Mountain Lion way and displays a blank, untitled document.

So, if you're following along at home, you should now have a blank document called Untitled on your screen. Let its name — Untitled — be a message to you that before you begin working on this document you should probably give it a name and save it to your hard drive. To do so now, choose File只 Save or press 策+S. (If you're new to Mac OS Mavericks Save sheets, flip to Chapter 6 for details.)



As you work with the document, it's a good idea to save it every few minutes, just in case. After you've named a file, all you need to do to save its current state is choose File Save or press #+S.



TextEdit uses Mavericks' version support and autosave features, so your work is saved on the fly. Don't be lulled into a false sense of security; most third-party apps don't support this feature. At least not yet. (Chapter 6 has the lowdown on versions and saving.)



So why would I need Microsoft Word?

The free word processor included with OS X Mavericks can not only open Microsoft Word files — even ones in the latest file format, . docx — but it can also modify and save them again, too.

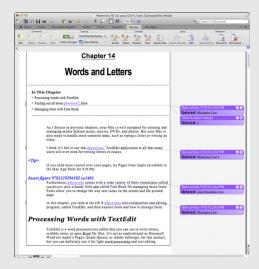
Why does this make me rave and marvel? Because now, even if you don't own a copy of Microsoft Word, you can open documents created by others using Word, edit, and resave them — all without having to buy your own copy of Word.

** Available ** Av

Note the Reviewing toolbar near the top of the Word version and all the purple balloons that denote changed text; TextEdit offers no revision tracking or tools at all. To TextEdit's credit, the two versions look remarkably alike otherwise.

Don't get me wrong: If you need Microsoft Word, you need Microsoft Word. I use it as much as any other program, and there's nothing else like it. Yes, it's a bit bloated and may be overkill for some, but since TextEdit doesn't support many of Word's features — including but not limited to comprehensive style sheets, revision tracking, and embedded graphics editing and effects — TextEdit really is no replacement for Word.

For example, here is a Word document in TextEdit (left) and Microsoft Word (right).



So TextEdit lets you open, edit, and save Word documents, which may be all you need. If you think you can get by without a full-featured, professional-quality writing tool like Word, this freebie (TextEdit) may very well be the perfect word processor for you.

Now begin typing your text. When you type text in a word processor, you should know a few handy things:

- ▶ Press the Return (or Enter) key only when you reach the end of a paragraph. You don't need to press Return at the end of a line of text; the program automatically wraps your text to the next line, keeping things neat and tidy.
- ✓ Type a single space after the punctuation mark at the end of a sentence, regardless of what your typing teacher might have told you. Word processors and typewriters aren't the same. With a typewriter, you want two spaces at the end of a sentence; with a word processor, you don't. (Typewriters use fixed-width fonts; computers mostly use fonts with variable widths. If you put two spaces at the end of a sentence in a computergenerated document, the gap looks too wide.) Trust me on this one.
- ✓ Limit most documents to a maximum of two different fonts. OS X offers you a wide selection of fonts but that doesn't mean you have to use them all in one document.



To put certain characters in your TextEdit document, choose Edit ⇒ Special Characters (shortcut: ૠ+Control+Spacebar). This command opens the Character palette, where you can choose special characters such as mathematical symbols, arrows, ornaments, stars, accented Latin characters, and so on. To insert a character into your document at the insertion point, simply click it and click the Insert button.

Working with text

TextEdit operates on the "select, then operate" principle, as do most Macintosh programs, including the Finder. Before you can affect text in your document — change its font face, style, size, margins, and so on — you need to select the text you want to operate on.

You can use several methods to select text in a document:

- ✓ If you double-click a word, the word is selected.
- If you triple-click a word, the entire paragraph that contains the word is selected.
- You can click anywhere in the document, hold down the Shift key, and then click again somewhere else in the document, and everything between the two clicks will be selected.
- You can click anywhere in the document, hold down the Shift key, and use the keyboard arrow keys to extend the selection. Figure 14-1 shows some text that is selected.



Give all these methods of selecting text a try, decide which ones feel most comfortable, and then memorize them for future use.

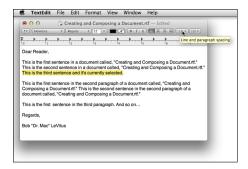


Figure 14-1: A highlighted sentence means it's currently selected.



Rather than bore you with a rundown of what the buttons on TextEdit's toolbar do, just hover the cursor over any item to display its tooltip, as I've done for the Line and Paragraph Spacing drop-down menu in Figure 14-1.

When text is selected, you can operate on it. For example, you can use the Format menu's Font submenu to make text Bold, Italic, Outlined, or Underlined, as shown in Figure 14-2.

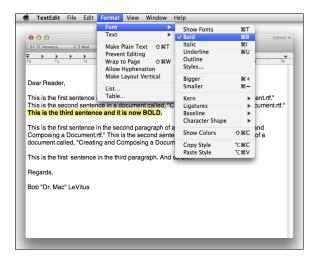


Figure 14-2: Only the selected sentence is affected by these formatting commands.



Another way I could have applied the Bold style to the text in Figure 14-2 is by clicking the B (for Bold) button on the toolbar. Note that the toolbar is visible only when you're working on a Rich Text document; if you were to choose Format Make Plain Text (#+Shift+T), the toolbar would disappear.

The same idea applies to tabs and margins. In Figure 14-3, I've dragged the left-margin markers from zero inches to the one-inch mark. Notice that the selected text is now indented by one inch.

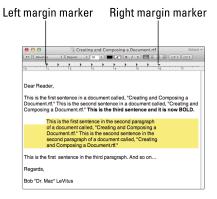


Figure 14-3: The selected paragraph is now indented.

Select some text in your document, and try all the items in the Format menu's Font and Text submenus. As you see, you have a great deal of control over the way your words appear on the screen. And because TextEdit, like most Macintosh software, is WYSIWYG (What You See Is What You Get), when you print the document (by choosing File Print), the printed version should look exactly like the version you see on the screen. For help with printing, see Chapter 15.

Before you print your masterpiece, however, you may want to check your spelling and grammar — something that TextEdit makes extremely simple. Merely choose Edit⇔Spelling and Grammar⇔Check Document Now or press ૠ+; (semicolon). TextEdit highlights and underlines what it perceives to be mistakes in your document. Right-click (or Control-click) to correct the error, as shown in Figure 14-4.



Don't put too much faith in Mavericks' spelling and grammar checker. It's good, but not perfect, and no substitute for a good proofreading.

Adding graphics to documents

Last but not least, you have a couple of ways to add pictures to a TextEdit document. The first works as follows:

1. Copy a picture in another program — Preview, Safari, or whatever.

- 2. Put the cursor where you want the picture to appear in your TextEdit document.
- 3. Choose Edit

 → Paste.

The picture magically appears on the page.

Or you can drag a picture from the Finder or some application (such as Safari or Mail) to a TextEdit document, as I did in Figure 14-5.

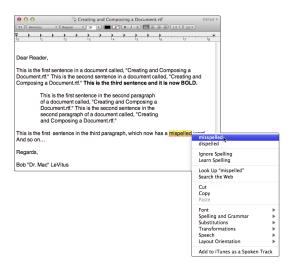
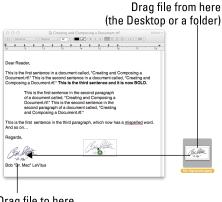


Figure 14-4: Right-click (or Control-click) to correct a spelling or grammar error.



Drag file to here (the TextEdit document)

Figure 14-5: Dragging a picture into a TextEdit document.

Font Mania

You can jazz up your documents — or make them a little more serious — with different fonts. To a computer user, *font* means *typeface* — what the text characters look like. Although professional typographers will scream at my generalization, I'll go with that definition for now.

Tens of thousands of different fonts are available for the Macintosh. You don't want to use the same font for both a garage-sale flyer and a résumé, right? Luckily for you, OS X comes with hundreds of fonts. Some are pretty predictable, such as Times New Roman, but OS X gives you some artsy ones, too, such as Brush Script. If you *really* get into fonts, you can buy single fonts and font collections anywhere you can buy software. Plenty of shareware and public-domain fonts are also available from online services and user groups. Some people have thousands of fonts. (Maybe they need to get out more.)

The preinstalled fonts live in two different folders, both called Fonts. One is in the Library folder at root level on your hard drive; the other is in the Library subfolder within the System folder.



OS X actually has four Font folders. A third one, also called Fonts, is in the (hidden) Library folder in your Home directory. The upcoming section explains the subtle distinctions among those three locations. The fourth one is in the Network/Library folder, and you see it only when you're connected to a NetBoot network server.

Types of fonts

You can find many font formats with names like OpenType, Mac TrueType, Windows TrueType, PostScript Type 1, bitmap, and dfont. No problem — OS X supports them all.



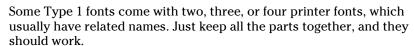
The only font format I know that Mavericks *doesn't* support is PostScript Type 3.

The three most common formats for Macs are

- ✓ TrueType fonts: These standard-issue Apple fonts come with OS X. They're in common use on Macs as well as on Windows machines. That's partly because these fonts are scalable: They use only a single outline per font, and your Mac can make their characters bigger or smaller when you choose a font size in a program.
- ✓ **Type 1 fonts:** These fonts are often referred to as *PostScript Type 1* fonts, and they're the standard for desktop publishing on the Mac (as well as on Windows and Unix). Tens of thousands of Type 1 fonts are available. (Not nearly as many high-quality TrueType fonts exist.)

Type 1 fonts come in two pieces:

- A suitcase file to hold the bitmap that tells the computer how to draw the font on your screen.
- A printer font that tells the printer how to print the font on a page.



✓ **OpenType fonts:** OpenType fonts are really TrueType fonts in which PostScript information is embedded. This gives you the greater typographic control that high-end typesetters require while keeping the one-file convenience of TrueType. OpenType is one of the most popular file formats and the one favored by most major type vendors including Adobe and Linotype.

Managing your fonts with Font Book



Font Book lets you view your installed fonts, install new fonts, group your fonts into collections, and enable and disable installed fonts. As usual, you find the Font Book application in the Applications folder at root level on your hard disk.

The easiest way to install a new font is to double-click it in the Finder. Font Book opens and displays the font. Click the Install Font button to install the font.

Other ways you can install new fonts are to choose File⇔Add Fonts or press ૠ+O. A standard Open dialog allows you to select a font or fonts to be installed.



Note that, by default, new fonts are installed in your Home folder's Fonts folder, which is inside your invisible Library folder (Users/Home/Library/Fonts). You can change the default installation location in Font Book's Preferences (Font Book's Preferences or #+,).

To view a font or font family, click its name in the Font list. Click the disclosure triangle before the name of a font to see all the variants that are installed.

To change the size of the viewed font, click the triangle next to the font size (18 in Figure 14-6) in the top-right corner of the Font Book window and choose a new size from the drop-down list that appears, or type a different number where the number 18 appears in Figure 14-6, or move the size slider — the white dot and gray line that run along the right edge of the window — up or down.

To *disable* a font so it no longer appears on any applications' Font menus, choose Edit Disable or click the Disable button (the check mark in a square button) at the bottom of the window.



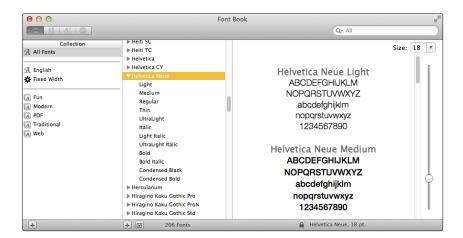


Figure 14-6: Click a font in the Font list to display its characters in the right pane.

To enable a previously disabled font, choose Edit Denable or click the Enable button (same as the Disable button).

Mavericks' Font Book looks out for your best interests; it won't allow you to disable or delete any fonts required by Mavericks — including (but not limited to) Lucida Grande, Helvetica, and Helvetica Neue.

Installing fonts manually

To install a new font manually, drag its icon into one of the two Fonts folders that you have access to. Why might you want to install them manually? If you install a font via the double-click-and-use-Font Book method, the font will be installed in your <code>Home/Library/Fonts</code> folder, and available only to you.

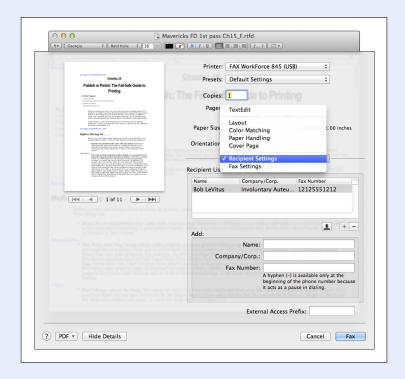
If you want other users to be able to access the new font, drag the font's icon to the Fonts subfolder inside the Library folder, which is at the root level of your hard drive. This Fonts folder has universal access. Or, if you usually want to install fonts for everyone, change the Default Install Location in Font Book Preferences (Font Book*Preferences or #+,).



The Fonts folder in the Library inside the System folder is reserved for OS X and can't be modified easily. If you try to remove a font from it — or add one, for that matter — you first have to authenticate yourself as an administrator. Do yourself a favor, and *never* remove fonts from /System/Library/Fonts. You can really screw up your Mavericks operating system if you remove the wrong font. So don't go messing with the fonts in folders unless you know what you're doing. Otherwise, just use Font Book, which prevents you from doing anything bad to fonts.

Part IV

Mastering Your Mavericks





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In this part...

- ✓ The backstory you need before setting up a printer.
- Setting up a printer without tearing out your hair.
- Making sense of the myriad Print options
- ✓ Things you'll need to know about sharing data with others
- Cool technologies to help your Mac look, feel, and act just the way you want her (or him)
- Visit www.dummies.com/extras/osxmavericks for great Dummies content online.



Publish or Perish: The Fail-Safe Guide to Printing

In This Chapter

- ► Connecting a printer
- ▶ Using Page Setup to prepare your document for printing
- ▶ Printing to most printers
- Mastering the printing process

hen you want to get what's on your screen onto paper, printing under OS X should be as simple as pressing the keyboard shortcut %+P and pressing Return or Enter. Happily, that's usually just how easy printing something is; when it isn't, printing can turn into a raging nightmare. If you configure your printer and printing software properly, however, printing is

In this chapter, I scare away the bogeymen to help you avoid any printing nightmares. I walk you through the entire process as though you just unpacked a new printer and plugged it in.

Before Diving In . . .

pretty darn simple.

Before I even start talking about hooking up printers, you need to know a few essential things. So here's a little list that tells you just what those things are:

✓ Read the documentation that came with your printer. Hundreds of different printer makes and models are available for the Mac, so if I contradict something in your printer manual, follow your manual's instructions first. If that effort doesn't work, try the techniques in this chapter.

Message: Isn't faving qua



✓ The Print and Page Setup sheets differ slightly (or even greatly) from program to program and from printer to printer. Although the examples I show you in this chapter are representative of what you'll probably encounter, you might come across sheets that look a bit different. For example, the Print and Page Setup sheets for Microsoft Word include choices that I don't cover in this chapter (such as Even or Odd Pages Only, Print Hidden Text, and Print Selection Only). If you see commands in your Print or Page Setup sheet that I don't explain here, they're specific to that application; look within its documentation for an explanation. Similarly, many graphics apps — such as Apple's iPhoto, Adobe Illustrator, and Photoshop — have added their own print dialog, which appears before the Mavericks print sheet with list boxes, radio buttons, and other controls, to the point where you might not even recognize them as Print dialogs.



▶ Don't forget about the Help. Of course, it's built into Mavericks and better than ever, but many third-party programs support this excellent Apple technology, which can be the fastest way to figure out a feature that has you stumped. So don't forget to check out the Help menu before you panic. (I cover the Help menu in Chapter 1.)

Ready: Connecting and Adding Your Printer

Before you can even think about printing something, you have to connect a printer to your Mac and tell OS X that the printer exists.



If you have a printer and are able to print documents already, you can skip ahead to the "Set: Setting Up Your Document with Page Setup" section. The info between here and there pertains only to setting up a *brand-new* printer — one that still has its manual.

Connecting your printer

Once again, I must remind you that you *could* connect your Mac to thousands of printer models, and each one is a little different from the next. In other words, if what you're about to read doesn't work with the printer you're trying to connect, RTFM (*Read the Fine Manual*). It should tell you how to load your ink or toner cartridges.

That said, here are some very general steps to connect a printer to your Mac:

1. Connect the printer to your Mac with the cable snugly attached at both ends (printer and Mac).

For your printer to work, you have to somehow connect it to a data source. (Think of your phone — you can't receive calls without some sort of connector between callers.)

What about wireless printing?

For those who wish to print wirelessly over Wi-Fi (assuming your printer supports it), I'm afraid you're on your own. Here's why: The procedure for setting up a Wi-Fi printer is different for each manufacturer; hence I can't provide such instructions in the allotted number of pages. Here's some good news, though: I have set up a number of Epson, Canon, HP,

and Kodak Wi-Fi printers and have rarely had a problem. Most of them have been easy to set up for wireless printing by following the instructions that came with the printer. If you don't have the instructions or can't find them, visit the manufacturer's website and search for your printer model's manual.

2. Plug the printer's AC power cord into a power outlet.

Yup, I mean the regular kind of outlet in the wall; on a power strip; or, best of all, on a UPS (Uninterruptible Power Supply). Some printers require you to plug one end of the AC power cord into the printer; others have the AC power cord attached permanently. The point is that your printer won't work if it's not connected to a power source.

3. Turn on your printer.

Look in the manual if you can't find the power switch.

- 4. If your printer came with software, install it on your Mac, following the instructions that came with the printer.
- 5. (Optional) Restart your Mac.

You need to do this only if you had to install software and the Installer told you to restart.

Setting up a printer for the first time

After you connect your computer and printer, provide a power source for your printer, and install the software for your printer, you're ready . . . to configure your Mac. You have to do that so your Mac and your printer can talk to each other.



Many, if not all, of the steps involving the Printers & Scanners System Preference pane require that your printer be turned on and warmed up (that is, already run through its diagnostics and startup cycle) beforehand. So before doing anything else, make sure your printer is turned on, warmed up, and connected to your Mac.

The first time you connect your printer, you may see an alert asking whether you want to download and install software for your printer. My printer is an Epson Workforce 845, as shown in Figure 15-1.

Any port on a Mac

Mac technology has changed dramatically since the previous editions of this book, when I used to say, "Begin by connecting the printer to the Printer port." Ah, nostalgia. Now I tell you, "You need to plug the printer cable into the appropriate port. . . ." You see, these days, printers might connect via a USB, Ethernet,

or (rarely) FireWire port. Or it might connect wirelessly via Wi-Fi or Bluetooth.

Typically, your printer connects to your machine via USB. If your printer didn't come with a cable that fits into one of the ports on your Mac, contact your printer manufacturer and ask for one; it's cheesy not to provide the proper cable with a printer.



Figure 15-1: Connecting a printer to your Mac.

You do, so click the Install button. At this point, you may see a License Agreement window. If so, click the Agree button to proceed. (You may click Disagree if you wish, but that halts the installation process.)

After clicking the Install and Agree buttons, a Software Update window may appear and tell you it's finding software. If it does, just leave it alone; it disappears after a minute or two. Don't click the Stop button unless you want to abort the installation.

If you've connected a new printer and *didn't* see an alert like the one shown in Figure 15-1, it's not an issue; just follow the upcoming instructions.

Here are the steps to set up a printer for the first time:

 Launch System Preferences, click the Printers & Scanners icon, and then click your printer's name in the Printers list on the left side of the window.



You can open System Preferences from the menu, or launch it from the Applications folder, Dock, or Launchpad.

Mavericks is a pretty smart cat; it should have already recognized your printer at this point. If so, your printer's name appears in the Printers list of the Printers & Scanners System Preferences pane, as shown in Figure 15-2. My printer's name, as you can see in Figure 15-2, is Epson WorkForce 845.

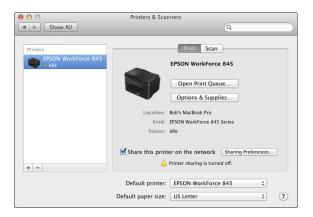


Figure 15-2: The printers that Mavericks recognizes are on the left; click the plus sign (+) button to add other printers.

If your printer *isn't* in the list at this point, click the + button at the bottom of the Printers list and either select it from the list of nearby printers or choose Add Other Printer or Scanner.

If you still can't "see" your printer, you probably need to install (or reinstall) its driver software manually, either from the CD or DVD that came with the printer or by downloading the latest driver software from your printer manufacturer's website. See the nearby sidebar "Go for a driver" for more on drivers.

- 2. Select the printer you want selected by default when you print documents from the Default Printer pop-up menu (Last Printer Used is selected in Figure 15-2).
- 3. Select the default paper size you want to use with this printer from the Default Paper Size menu (usually US Letter if you live in the United States).

That's all there is to it. Close System Preferences, and you're ready to print your first document! Before you do, however, make sure you have the document set up to look just the way you want it to look printed. Read through "Set: Setting Up Your Document with Page Setup" for more info.

Go for a driver

Many printer manufacturers periodically introduce new drivers with enhanced functionality. So the driver software on the CD in the box with your printer could be out of date when you buy that printer. Check whether the CD contains the latest version of the printer driver on the manufacturer's website, and download a more recent version of the driver if necessary.

Apple includes a library of printer drivers with Mavericks, which cover most popular printer brands and models. These drivers are installed

by default. Mavericks also checks to see whether a newer driver is available — for every driver in its library — and if it finds one, offers to download and install the new driver (refer to Figure 15-1).

If you chose *not* to install some or all of them when you installed OS X Mavericks, you almost certainly need to manually install the appropriate printer drivers before your printer appears in the Printers & Scanners System Preferences pane's Printers list.

One last thing: Printer sharing

To share a printer with others on your local area wired or wireless network, select it in the Printers list on the left side of the Printers & Scanners System Preferences pane, and then click the Share This Printer on the Network check box.

If Printer Sharing is not enabled, an alert that says Printer Sharing Is Turned Off appears below the check box, as shown in Figure 15-2. Click the Sharing Preferences button on the right and the Sharing System Preferences pane (which I discuss in much detail in Chapter 16) replaces the Printers & Scanners pane. Just select the check box next to Printer Sharing to turn it on.

Set: Setting Up Your Document with Page Setup

After you set up your printer, the hard part is over. You should be able to print a document quickly and easily — right? Not so fast, bucko. Read here how the features in the Page Setup sheet can help you solve most basic printing problems.

Many programs have a Page Setup command on their File menu. Note that some programs use the name *Page Setup*, and others use *Print Setup*. (Print Setup is the quaint, old term, more popular in the System 6 era and in Windows than on today's Macs.) Either way, this is the sheet where you can choose your target printer, paper size, page orientation, and scale (as shown in Figure 15-3).



Become familiar with Page Setup. You might not need to use it right this second, but it's a good friend to know. Even though some apps offer some of these Page Setup settings in their Print sheets, Page Setup is the only place you find these options in many programs.

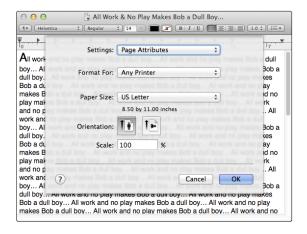


Figure 15-3: The Page Setup sheet in the TextEdit application.



Users of network printers or PostScript printers might see slightly different versions of the Print and Page Setup sheets. The differences should be minor enough not to matter.



Click the little question mark in the bottom-left corner of the Page Setup or Print sheets at any time for additional help. If you do, Page Setup or Printing help opens immediately in the Help Center. (Okay, maybe not *immediately*, but Help Center in Mavericks is much, much faster than the Help Viewer in previous OS X incarnations.)

The options within the Page Setup sheet are as follows:

- ✓ **Settings:** When you have everything else in the Page Setup sheet configured just the way you want it for most documents, choose Save As Default to save this configuration as the default Page Setup for this application.
- ✓ Format For: In this pop-up menu, you find the name of the active printer. If you have several printers configured, you can choose any of them from this menu.



This menu usually defaults to Any Printer, the least effective setting. Unless the printer you want to use appears here, you may not get the full functionality the printer offers.



✓ Paper Size: Use this pop-up menu to choose the type of paper currently in the paper tray of your printer or to choose the size of the paper that you want to feed manually. The dimensions of the paper that you can choose appear below its name.

Page Setup sheet settings (including Paper Size) remain in effect until you change them. For example, when you print an envelope, don't forget to change back to Letter before trying to print on letter-size paper again.

✓ **Orientation:** Choose among options here to tell your printer whether the page you want to print should be *portrait-oriented* (like a letter, longer than it is wide) or *landscape-oriented* (sideways, wider than it is long).



Some programs offer additional Page Setup choices. If your program offers them, they usually appear in the Settings pop-up menu in the Page Setup sheet. (Adobe Photoshop and Microsoft Word have them; TextEdit doesn't.)

✓ Scale: To print your page at a larger or smaller size, change this option to a larger or smaller percentage.

Print: Printing with the Print Sheet

After you connect and configure your printer and set up how you want your document to print, you come to the final steps before that joyous moment when your printed page pops out of the printer. Navigating the Print sheet is the last thing standing between you and your output.



Although most Print sheets that you see look like the figures I show here, others may differ slightly (or, occasionally, greatly). The features in the Print sheet are a function of the program with which you're printing. Many programs choose to use the standard-issue Apple sheet, but not all do. If I don't explain a certain feature in this chapter, chances are good that the feature is specific to the application or printer you're using (in which case, the documentation for that program or printer should offer an explanation).

Printing a document

If everything has gone well so far, the actual act of printing a document is pretty simple. Just follow the steps here, and in a few minutes, pages should start popping out of your printer like magic. (In the sections that follow, I talk about some print options that you'll probably need someday.)

- 1. Open a document that you want to print.
- 2. Choose File \Rightarrow Print (or press $\Re +P$).

You see the basic Print sheet, as shown in Figure 15-4.

3. Click Print.

Wait a few minutes for the network to tell the printer what to do, and then walk over to your printer to get your document.

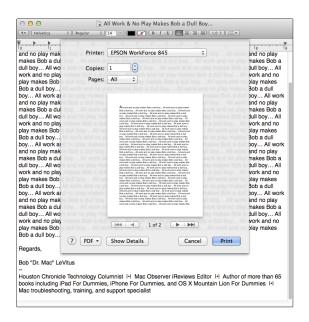


Figure 15-4: Your basic Print sheet.



- ✓ The Print command is on a different menu.
- There is no Print command. (Hey, it could happen . . . for example, the Finder has no Print command.)
- ✓ The Print keyboard shortcut is anything but \#+P.

If any of the preceding is true for a program you're using, you just have to wing it. Look in all the menus and check out the product's documentation to try to get a handle on the Print command for that pesky program.

Choosing among different printers

Just as you can in the Page Setup sheet, you can choose which printer you want to use from the Printer pop-up menu of the Print sheet.



You can choose only among the printers you've added via the Printers & Scanners System Preferences pane, as I describe earlier in this chapter in the section I lovingly call "Setting up a printer for the first time." This includes printers connected to wireless base stations and routers, as well as Wi-Fienabled printers. After they're set up, Macs (and other devices) within range can print to these printers wirelessly.

Choosing custom settings

By default, the Print sheet is displayed with its details hidden. As such, just three menus are available: Printer, Pages, and PDF. To reveal the rest of the Print options, click the Show Details button near the bottom of the Print sheet. An expanded Print sheet with all the details you're likely to need, as shown in Figure 15-5, replaces the more streamlined version shown in Figure 15-4.

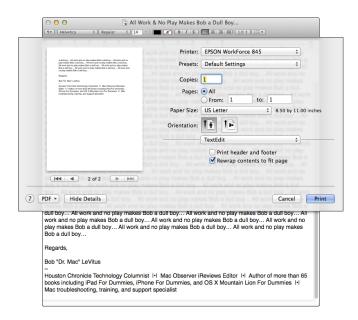


Figure 15-5: Your expanded Print sheet.



Click in any of the fields and press the Tab key. Your cursor jumps to the next text field; likewise, press Shift+Tab to jump to the previous field. By the way, this shortcut works in almost any program, window, dialog, or web page that has text fields.

The expanded Print sheet has the following options:

- Copies: In this text field, set how many copies you want to print. The Print sheet defaults to one copy (1) in most applications, so you probably see the numeral 1 in the Copies field when the Print sheet appears. Assuming that's the case, don't do anything if you want to print only one copy. If you want to print more than one copy of your document, highlight the 1 that appears in the Copies field and replace it, typing the number of copies you want.
- ▶ Pages: Here, you find two radio buttons: All and From. The default behavior is to print your entire document, so the All option is preselected. But if you want to print only a specific page or range of pages, select the From radio button and type the desired page numbers in the From and To text fields.
 - Suppose that you print a 10-page document and then notice a typo on Page 2. After you correct your error, you don't have to reprint the whole document only the page with the correction. Reprint only Page 2 by typing 2 in both the From and To fields. You can type any valid range of pages (um, you can't print page 20 if your document is only 15 pages long) in the From and To fields.
- Paper Size: Use options in this pop-up menu to choose the type of paper currently in your printer's paper tray — or to choose the size of the paper that you want to feed manually. The dimensions of the paper appear below its name.
 - You've already seen this setting in Page Setup. The difference is that the settings here (in the Print sheet) apply only to this document, whereas the settings in Page Setup are the default for all documents and remain in effect until you change them in Page Setup. This can be very handy when, for example, you print an envelope. If you change the paper-size setting for the envelope document, you don't have to remember to change it back to Letter in Page Setup.
- ✓ **Orientation:** Once again, you've seen this setting in Page Setup. And once again, the choice you make in Page Setup is the default for all pages you print. Keep in mind that the setting you choose here (in the Print sheet) applies only to this document. Choose among options here to tell your printer whether the page you want to print should be portrait or landscape oriented.

The following list describes the features you can find in the unlabeled menu found in the expanded Print sheet (the one that says *TextEdit* in Figure 15-5). In addition to the TextEdit, Layout, and other options I cover in a moment, your pop-up menu may offer options such as Quality & Media, Color Options, Special Effects, Borderless Printing, and so on. (Whether you have these options depends on your printer model and its driver.) Check out these options if you have 'em; they usually offer useful features:







✓ TextEdit: The only TextEdit-specific options, as shown in Figure 15-5, are two check boxes. One governs whether to print a header and footer for this document; the other lets you choose to rewrap the contents of the document to fit the page.

You can see the results of clicking these check boxes in the proxy image of your document on the left half of the sheet.

- ✓ Layout: Choose Layout to set the number of pages per printed sheet, the layout direction, and whether you prefer a border. Here are your options for Layout:
 - *Pages per Sheet*: Choose preset numbers from this pop-up menu to set the number of pages that you want to print on each sheet.

Pages appear onscreen smaller than full size if you use this option.

- Layout Direction: Choose one of the four buttons that govern the way pages are laid out on the printed page.
- *Border*: Your choices from this pop-up menu are None, Single Hairline, Single Thin Line, Double Hairline, and Double Thin Line.
- *Two-Sided:* If your printer supports two-sided (known as *duplex*) printing, the three radio buttons allow you to specify whether you're going to use two-sided printing and, if so, whether you'll be binding (or stapling) along the long or short edge of the paper.

Two check boxes — Reverse Page Orientation and Flip Horizontally — do just what they say if you enable them.

- ✓ Color Matching: Choose Color Matching to choose a color-conversion method (usually, either Apple's ColorSync or Vendor Matching). The idea here is to get the printed page to look as much like what's on your screen as possible.
- ✓ Paper Handling: Choose Paper Handling if you want to reverse the order in which your pages print or to print only the odd- or even-numbered pages. You can also specify whether the document's paper size is to be used (in which case, you might have lines that break across pages) or whether the output should be scaled to fit the chosen paper size.
- Cover Page: Choose Cover Page to add a cover page.
- Print Settings: Choose Print Settings to choose paper type and print quality.

Saving custom settings

After you finalize printer settings, you can save them for future use. Just click the Presets pop-up menu and choose Save Current Settings as Preset,

and provide a name for this preset. From then on, the preset name appears as an option in the Presets pop-up menu. Just choose your saved set before you print any document, and all the individual settings associated with that preset are restored.

To manage your custom settings, known in Mavericks-speak as *presets*, choose Show Presets from the Print sheet's Presets pop-up menu. This nifty feature displays a list of your presets and their settings and allows you to delete, duplicate, or rename (by double-clicking their current name) your presets.

Preview and PDF Options

To see a preview of what your printed page will look like, choose Open PDF in Preview from the PDF pop-up menu in the bottom-left corner of the expanded Print sheet. When you do so, you see the page or pages that you're about to print displayed by the Preview application, as shown in Figure 15-6.

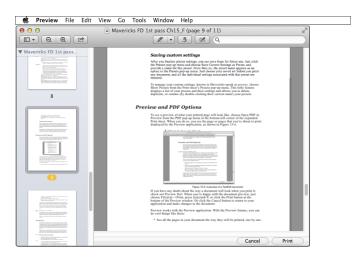


Figure 15-6: A preview of a TextEdit document.

If you have any doubt about the way a document will look when you print it, check out Preview first. When you're happy with the document preview, just choose File⇔Print, press ૠ+P, or click the Print button at the bottom of the Preview window. Or click the Cancel button to return to your application and make changes to the document.

Preview works with the Preview application. With the Preview feature, you can do cool things like these:

- See all the pages in your document the way they'll be printed, one by one.
- Zoom in or out to get a different perspective on what you're about to send to the printer (pretty cool!).
- ✓ Rotate the picture 90 degrees to the left or right.
- ✓ Insert (via drag and drop), delete, or reorder pages in Preview's sidebar.
- Spot errors before you print something. A little up-front inspection can save you paper, ink/toner, and frustration.

Check out the Preview program's View menu, where you'll find (among other things), four useful views: Content Only, Thumbnails (shown in Figure 15-6), Table of Contents, and Contact Sheet, as well as the zoom commands and more.



Click the Show/Hide Edit Toolbar button (shown in the margin) to reveal a small toolbar with several useful tools, as shown in Figure 15-7.

Also check out Preview's toolbar, which you can add or delete buttons from by choosing View Customize Toolbar.

And speaking of tools, don't miss the selections in the Tools menu, which let you rotate pages, move forward or backward (through multipage documents), and unleash the awesomeness of the Magnifier, shown in Figure 15-8.

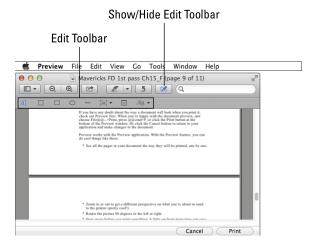


Figure 15-7: The Show/Hide Edit Toolbar button and the Edit Toolbar.

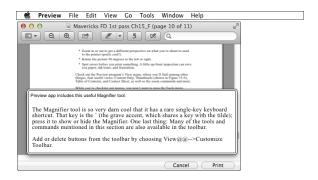


Figure 15-8: Preview app includes this useful Magnifier tool.



The Magnifier tool is so very darn cool that it has a rare single-key keyboard shortcut. That key is the `(the grave accent, which shares a key with the tilde); press it to show or hide the Magnifier. Finally, many of the tools and commands mentioned in this section are also available in the toolbar.

One last thing: OS X Mavericks includes the capability to fax a document right from the Print sheet, but it requires a compatible device with compatible fax modem drivers. To find out if *your* device is compatible, connect the device to your Mac and attempt to add it as a fax modem. Additional details appear in an online chapter, "Just the Fax," which you'll find at www.dummies.com/extras/osxmavericks.



Sharing Your Mac and Liking It

In This Chapter

- Comprehending networks and file sharing
- Setting up file sharing
- Finding out about users
- Understanding access and permissions
- ▶ Sharing files, folders, and disks with other users
- Sharing remotely

ave you ever wanted to grab a file from your Mac while you were halfway around the world or even around the corner or in the next room? If so, I have good news for you: It's not difficult with OS X (believe it or not), even though computer networking in general has a well-deserved reputation for being complicated and nervewracking. The truth is that you won't encounter anything scary or complicated about sharing files, folders, and disks (and printers, for that matter) among computers as long as the computers are Macintoshes. And if some of the computers are running Windows, OS X Mavericks even makes that (almost) painless. Your Macintosh includes everything that you need to share files and printers — except the printers and the cables (and maybe a router). So here's the deal: You supply the hardware, and this chapter supplies the rest. And when you're done hooking it all up, you can take a rest.

The first sections of this chapter provide an overview and tell you everything that you need to know to set up new user accounts and share files successfully. I don't show you how to actually share a file, folder, or disk until the "Connecting to a Shared Disk or Folder on a Remote Mac" section, later in this chapter. Trust me, there's a method to my madness. If you try to share files without doing all the required prep work, the whole mess becomes confusing and complicated pretty fast — kind of like networking PCs.

Users & Groups

Defaults

Reset Password

One last thing: If you're the only one who uses your Mac, you don't intend to share it or its files with anyone else, and you never intend to access your Mac from another computer in a different location, you can safely skip this whole chapter if you like.

Introducing Networks and File Sharing

Mavericks' file sharing enables you to use files, folders, and disks from other Macs on a network — including the Internet — as easily as though they were on your own local hard drive. If you have more than one computer, file sharing is a blessing.

Before diving in and actually sharing, allow me to introduce a few necessary terms:

- **Network:** For the purposes of this chapter, a *network* is two or more Macs connected by Ethernet cables, wireless networking (Apple refers to this as AirPort or Wi-Fi), or FireWire cables (rarely seen anymore).
- **Ethernet:** A network protocol and cabling scheme that lets you connect two or more computers so they can share files, disks, printers, or whatever.
- Ethernet ports: Where you plug an Ethernet cable into your Mac. Be careful to match the cable to its specific jack. On your Mac and printer, the Ethernet ports look a lot like phone jacks, and the connectors on each end of an Ethernet cable look a lot like phone cable connectors. But they aren't the same. Ethernet cables are typically thicker, and the connectors (RJ-45 connectors) are a bit larger than the RJ-11 connectors that you use with telephones. (See examples of both types of ports in the margin.) Standard phone cables fit (very loosely) into Ethernet ports, but you shouldn't try that, either; they'll probably fall out with the slightest vibration. It's unlikely that such a mistake will cause damage, but it won't work and will be frustrating.
- Local devices: Devices connected directly to your computers, such as hard or optical drives. Your internal hard drive, for example, is a local device.
- ✓ Remote devices: Devices you access (share) over the network. The hard drive of a computer in the next room, for example, is a remote device.
- ✓ **Protocols:** Kinds of languages that networks speak. When you read or hear about networks, you're likely to hear the words *AppleTalk*, *EtherTalk* (or *Ethernet*), *SMB*, and *TCP/IP* bandied about with great regularity. These are all protocols. Macs can speak several different protocols, but every device (Mac or printer) on a network needs to speak the same protocol at the same time to communicate.







Support for the TCP/IP protocol is built into every Mac, and OS X Mavericks includes all the software you need to set up a TCP/IP network; the hardware you provide consists of Ethernet cables and a hub (if you have more than two computers) or an AirPort or other Wi-Fi base station. Here, I'm using *hub* generically; its more powerful networking cousins, switches and routers, also work for this purpose.



By the way, in addition to providing wireless networking, the AirPort Extreme wireless Base Stations — as well as the Time Capsule device — are all members of the router class of devices. The Time Capsule is a pretty cool deal; it combines a wireless Base Station, three-port Ethernet router, and a big hard disk that can be shared by all computers on the network and also used as a Time Machine backup disk.

Portrait of home-office networking

A typical Mac home-office network consists of two Macintoshes, an AirPort Extreme wireless Base Station (or other type of Ethernet hub or router), and a network printer. Check out Figure 16-1 to see the configuration of a simple network. In the figure, the black lines between the devices are Ethernet cables; the rectangular device with those cables going into it is an Ethernet hub, router, AirPort Extreme Base Station, or Time Capsule. (I tell you more about cables and such devices in the section "Three ways to build a network," later in this chapter.) You need enough Ethernet cable to run among all your devices.

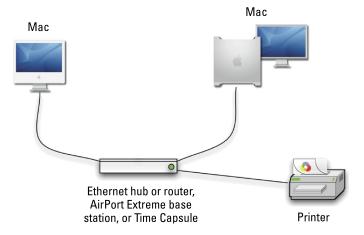


Figure 16-1: Two Macs and a printer make up a simple Mac network.

File sharing made easy with AirDrop

Perhaps all you want to do is share an occasional file (not necessarily a printer or a home Internet connection or a folder of music files or pictures). In that case, check out AirDrop (for Lion, Mountain Lion, and Mavericks only on Macs built in the past couple of years), which uses Apple's proprietary zero-configuration network protocol, known as *Bonjour* (formerly *Rendezvous*). It's a big part of the secret sauce that makes Mac networking so simple.

Here's how it works: If two devices (and this includes all Macs running OS X Jaguar or later) speak Bonjour, you don't have to do any configuration other than, possibly, turning on the sharing capability, as I explain in "Setting Up File Sharing," later in this chapter.

Bonjour queries the other available networked devices to see what services they support and then configures the connections for you automatically. Sweet!

It gets even better if you're using Lion, Mountain Lion, or Mavericks 'cause you can use the nifty sharing feature called AirDrop. It appears in your Finder window Sidebar and locates all other AirDrop-capable Macs and i-Devices on your local wireless network. The only caveat is that it's Wi-Fi only.

For AirDrop to work, you don't need to turn on File Sharing or do anything else. Just click AirDrop in the Finder Sidebar, and you see AirDrop in the Finder window, as shown in the following figure.



The key here is that both devices must be on the same Wi-Fi network and have an open Finder window with AirDrop selected in the sidebar as shown here. To send a file (or multiple files and/ or folders) to the other Mac, just drag it onto the other Mac's icon. AirDrop displays a dialog on

the other Mac asking whether the user wants to accept delivery; if so, the items are transferred immediately to the Downloads folder.

When you close the AirDrop window, you are no longer visible to other AirDrop users.



With the setup shown in Figure 16-1, either Mac can use the other Mac's files, and both Macs can print to the same printer. If you have a broadband Internet connection, you can also connect the cable or DSL modem to the hub/switch/router so all Mac users on the network can share the Internet connection.



A network can — and often does — have dozens or hundreds of users. Whether your network has 2 nodes (machines) or 2,000, the principles and techniques in this chapter apply.

Three ways to build a network

In this chapter, I assume you're working on a small network, the kind typically found in a home or small business. If you're part of a megamonstrous corporate network, and you have questions about your particular network, talk to the PIC (*person in charge*, also known as your *network administrator*). In other words, if you're trying to build a meganetwork, you're going to need a book a lot thicker and harder to understand than this one.

The following list gives you three common ways to build a modern small home or office network:

AirPort: If all your Macs are equipped with AirPort wireless cards and you have an (AirPort or) AirPort Extreme Base Station or Time Capsule, you don't need cables at all. Just plug in the Base Station, and Macs with AirPort cards can communicate with one another. If you use an Ethernet printer (connected to your Mac by Ethernet cable), you have to connect it to the Base Station before you can print from your wireless Macs. Both the Base Station and printer have Ethernet ports, so you can use a crossover cable (more about that in a minute) to make the connection.



Recent vintage AirPort Extreme and Time Capsule devices from Apple include a USB port so you can connect any printer via USB and share it wirelessly (rather than having to use a more expensive Ethernet-equipped "networkable" printer).

Although this setup is more expensive than connecting everything with Ethernet cables and a cheap hub or router, it's also more flexible because you can move your devices anywhere. (Well, almost anywhere; you're limited to a maximum of 150–200 feet from each Base Station, and that's assuming that there's absolutely nothing in the way to block your signal. Your mileage may vary.)



I've been using wireless printers for years. If you have an AirPort (or any Wi-Fi) network available, many new printers offer wireless printing, which means you can stash your printer in a closet or another room if you care to.

- ✓ Traditional Ethernet: All modern Macs have an Ethernet port, with the exception of the MacBook Air and the Retina Display MacBook Pro. To connect your Mac to a network, you need Ethernet cables for each Mac and a little device called a hub, switch, or router. This device is like the center of a wheel; the wires coming out of it are the "spokes."
 - A typical Ethernet router includes two to eight Ethernet ports. You plug the router into an electrical outlet and then connect Ethernet cables from each of your Macs and printers (from their Ethernet ports) to the router. *Voilà* instant network. These gadgets are pretty cheap, starting at around \$30; cables start at a few bucks, increasing in price with the length and quality.
- ✓ **Small Ethernet:** If you have only two devices to network (two Macs or a Mac and an Ethernet printer, in most cases), you can use an Ethernet cable to connect them directly to each other via the Ethernet ports. You can purchase an Ethernet cable at your local electronics store. Plug one end of the Ethernet cable into one device and the other end into the other device.

If you use an Apple AirPort Extreme Base Station or Time Capsule, you may not need a hub, switch, or router at all because these devices incorporate small routers with three Ethernet ports. Either one is all you need unless you have more than three Ethernet devices to connect. If that's the case, you'll need to add a hub, switch, or router with additional Ethernet ports to accommodate them all (in addition to your AirPort or Time Capsule).



If you have a cable modem or Digital Subscriber Line (DSL) as your Internet connection, you might need a router or switch instead of a (cheaper) hub. Routers and switches are similar to hubs but cost a tiny bit more and have additional features that you may or may not need. Your ISP can tell you whether you're going to need one.

Setting Up File Sharing

Before you get into the nitty-gritty of sharing files, you must complete a few housekeeping tasks, such as enabling the appropriate type of file sharing. Follow these steps to do so:

- 1. Choose **♦** System Preferences and then click the Sharing icon.
 - The Sharing System Preferences pane appears. The first word of the long username of the first Admin account created on this computer appears in the Computer Name field by default, followed by the type of Mac (for example, Bob L's MacBook Pro).
- 2. If you want to change the name of your computer from whatever Mavericks decided to call it to something more personal, do that now in the Computer Name text field at the top of the Sharing pane.

In Figure 16-2, you can see that I named mine Bob L's MacBook Pro. You can name yours anything you like.

3. Select the File Sharing check box, as shown in Figure 16-2.

Now other users on your network can access files and folders on your computer, as you see later in this chapter.

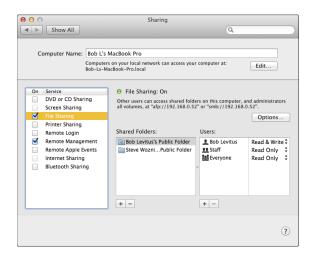
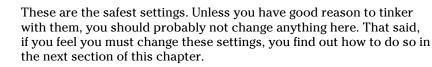


Figure 16-2: Turning file sharing on and off.

By default, only one folder in your Home folder is shared, and that folder is your Public folder. If you want to access files or folders on this computer while you're using another computer on the network, you can so long as you first provide your username and password. Everyone else on the network can see only your Public folder.



- 4. (Optional) If you want remote users to upload and download files to and from this computer, click the Options button and then select either or both of the Share Files and Folders Using AFP or SMB check boxes.
 - Doing so gives users on the Internet but not on your local area network some alternatives to file sharing: an Apple File Protocol (AFP) or a client program that uses Server Message Block (Samba or SMB).
 - If you want to enable Windows or Linux users or users of other operating systems — to share files with you, the SMB check box must be selected.



- Select the On check box (in the leftmost column) for each account you want to enable to use these protocols to access your Mac, providing the password when prompted.
- 5. Click the Done button when you're done, and then proceed to the following section to continue setting up your network.

Access and Permissions: Who Can Do What

After you set up file sharing (as I explain in the preceding section), your next step on the path to sharing files on a network is telling your Mac who is allowed to see and access specific folders. Luckily for you, this just happens to be what I cover in the following sections.

Users and groups and guests

Macintosh file sharing (and indeed, OS X as well) is based on the concept of users. You can share items — such as drives or folders — with no users, one user, or many users, depending on your needs.

✓ **Users:** People who share folders and drives (or your Mac) are *users*. A user's access to items on your local hard drive is entirely at your discretion. You can configure your Mac so only you can access its folders and drives, or so only one other person or group — or everyone — can share its folders and drives.

When you first set up your Mac, you created your first user. This user automatically has administrative powers, such as adding more users, changing preferences, and having the clearance to see all folders on the hard drive.

For the purposes of this book, I assume that some users for whom you create identities won't be folks who actually sit at your Mac but those who connect to it only from remote locations when they need to give or get files. But you could allow such a user to use the same name and password to log in while sitting at your desk.

For most intents and purposes, a remote user and a local user are the same. Here's why: After you create an account for a user, that user can log in to your Mac while sitting in your chair in your office, from anywhere on your local area network via Ethernet, or anywhere in the world via the Internet if you give him an Administrator, Standard, or Managed account.

Administrative users: Although a complete discussion of the special permissions that a user with administrator permissions has on a Mac running OS X is far beyond the scope of this book, note two important things:





- The first user created (usually when you install OS X for the first time) is automatically granted administrator (Admin) powers.
- Only an administrator account can create new users, delete some (but not all) files from folders that aren't in his or her Home folder, lock and unlock System Preferences panes, and a bunch of other stuff. If you try something and it doesn't work, make sure you're logged in as an Administrator or can provide an Administrator username and password when prompted.



You can give any user administrator permissions by selecting that user's account in the Users & Groups System Preferences pane and selecting the Allow User to Administer This Computer check box. You can select this check box when you're creating the user account or anytime thereafter.

- ✓ **Groups:** *Groups* are Unix-level designations for privilege consolidation. For example, there are groups named Staff and Everyone (as well as a bunch of others). A user can be a member of multiple groups. For example, your main account is in the Staff, Admin, and Everyone groups (and others, too). Don't worry you find out more about groups shortly.
- ✓ **Guests:** Two kinds of guests exist. The first kind lets your friends log into your Mac while sitting at your desk without user accounts or passwords. When they log out, all information and files in the guest account's Home folder are deleted automatically.



If you want this kind of guest account, you need to enable the Guest Account in the Users & Groups System Preferences pane. To do so, click the Guest Account in the list of accounts on the left and select the Allow Guests to Log In to This Computer check box.

The second kind of guest is people who access Public folders on your Mac via file sharing over your local area network or the Internet. They don't need usernames or passwords. If they're on your local network, they can see and use your Public folder(s), unless you or the Public folder's owner has altered the permissions. If they're on the Internet and know your IP address, they can see and use your Public folder(s) if you don't have a firewall blocking such access. Public folders are all that guests can access, luckily. You don't have to do anything to enable this type of guest account.

Creating users

Before users can share folders and drives (or have their own accounts on your computer, for that matter), they must have an account on your Mac. You can create two different kinds of accounts for them — a User Account or a Sharing Only Account.

- ✓ When you create a User Account for a person (I call that person and account User I), the account has its own Home folder (called what else? User 1), which is filled with User 1's files. Nobody but User 1 can access files in this Home folder unless, of course, User 1 has provided someone the account name and password.
- When you create a Sharing Only Account for a person (I call that person and account *Sharing 1*), the person using that account doesn't have a Home folder and can't access other users' Home folders. Sharing 1 can access only the Public folders inside all the Home folders on that Mac.

You can create a new *User* Account only in the Users & Groups System Preferences pane. You can create a new *Sharing* Account in either the Users & Groups or Sharing System Preferences panes.



When you click the + button under the Users list in the Sharing System Preferences pane and choose a contact in your Contacts (as opposed to choosing an existing user account), you create a Sharing Account for that person.



Anyone can remotely access files or folders in your Public folder(s) over a LAN (local area network) or the Internet. But if you want them to be able to access folders or files other than those in the Public folder(s) on your Mac, they need either a User Account or a Sharing Account.

When you add (create) a user, you need to tell your Mac who this person is. This is also the time to set passwords and administrative powers for this new user. Here's the drill:

1. Choose **★** System Preferences (or click the System Preferences icon in the Dock), click the Users & Groups icon, and then make sure that the Password tab is selected.

The Users & Groups System Preferences pane appears. In this pane (shown in Figure 16-3), you can see the name of the first user (Bob Levitus) and the administrative control that this user is allowed. (Note that the Allow User to Administer This Computer check box is selected.)

The first user created (usually at the same time you installed OS X) always has administrator permissions.



A sheet appears in which you enter the new user's information.

If the + button is dimmed, here's how you get it functioning: First click the lock (at bottom left), supply an administrator name and password in the resulting dialog, and then click OK.





3. Choose Standard from the New Account menu.

4. In the Name text box, type the full name of a user you want to add.

In the Account Name text box, your Mac inserts a suggested abbreviated name (formerly known as the *short name*). Check out Figure 16-4 to see both.



Figure 16-3: The Users & Groups System Preferences pane is where you manage user accounts on this Mac.

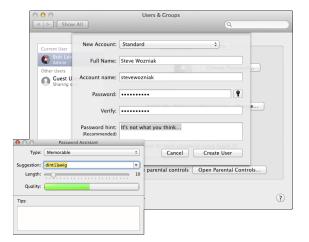


Figure 16-4: Name the new user, and your Mac suggests a short name and password.

In Figure 16-4, I added Steve Wozniak as a user, typing his full name in the Full Name field. You don't really need to type the user's full name, but I do so in this example to show you the difference between a Full Name and an Account Name.

5. Press the Tab key to move to the next field.

OS X suggests an abbreviated version of the name in the Account Name field (as shown in Figure 16-4).

Because he's the only Steve who matters around here, I change the suggested Account Name from SteveWozniak to just plain Steve, which is shorter than the short name recommended by OS X. (In other words, I type **Steve** in the Account Name field, replacing the suggested SteveWozniak.) The name of each user's folder (in the Users folder) is taken from the short name that you enter when you create a user.



Users can connect to your Mac (or log in from their own Macs, for that matter) by using the short name, rather than having to type their full names. The short name is also used in environments in which usernames can't have spaces and are limited to eight or fewer characters. Although OS X Mavericks allows longer usernames (but no spaces), you might be better off keeping your short name shorter than eight characters, just in case.

6. Tab to the Password field and enter an initial password for this user.

The small, square button with the key to the right of the Password field, when clicked, displays the Password Assistant. You can use the Password Assistant, as seen at lower left in Figure 16-4, to help generate a password that should be fairly easy for the user to remember (choose Memorable from the Password Assistant's Type pop-up menu) but hard for a cracking program to guess (or meet other requirements).



To make your password even harder to guess or crack, choose Random or FIPS-181-compliant from the Password Assistant's Type pop-up menu. It will also make it harder for you to remember, so make sure you either memorize it or store it in a safe place.

- 7. Press the Tab key to move your cursor to the Verify text field.
- 8. In the Verify text box, type the password again to verify it.
- 9. (Optional) To help remember a password, type something in the Password Hint text box to jog the user's memory.



If a user forgets her password and asks for a hint, the text that you type in the Password Hint field pops up, ideally causing the user to exclaim, "Oh, yeah . . . now I remember!" A password hint should be something simple enough to jog the user's memory but not so simple that an unauthorized person can guess. Perhaps something like "Your first teddy bear's name backward" would be a good hint.

10. Click the Create Account button to create the account.

The sheet disappears, and the new user now appears in the Users & Groups System Preferences pane's Users list.

11. (Optional) Click the account picture above the Full Name field, and choose a different one.



OS X suggests a picture from its default collection for each account, but you can select a different one from the pop-up mini-window shown in Figure 16-5, drag one in from the Finder (or iPhoto), or take a photo with an attached or built-in camera (such as an iSight) by clicking the Edit button (shown in the margin).



Figure 16-5: Choosing a different picture for the user (here, it's Steve Wozniak).

12. (Optional) Click the Set button next to Apple ID to enter (or create) the user's Apple ID.

Changing a user

Circumstances might dictate that you need to change a user's identity, password, or accessibility, or perhaps delete a user. Follow these steps to change a user's name, password, or account type:

1. Choose **★** System Preferences (or click the System Preferences icon in the Dock or Launchpad).

The System Preferences window appears.

2. In the System Preferences window, click the Users & Groups icon.

The Users & Groups System Preferences pane appears.



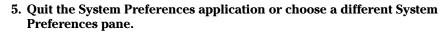
If the lock icon at the bottom of the window is locked, you have to click it and provide an administrator password before you can proceed.

3. Select the user's name in the accounts list.

The information for that person appears.

- 4. Make your changes by selecting the existing username and replacing the old with new text or a different setting.
 - If you want to change the password, click the Reset Password button and make your changes in the sheet that appears.
 - To change the picture or other capabilities, click the Picture, Login Options, Allow User to Administer This Computer (to enable or disable administrator privileges), or Enable Parental Control check box (more on this in a moment) and make the appropriate changes.

To change a user, you must be logged in using an account that has administrator powers.



Your changes are saved when you leave the Users & Groups pane.

Removing a user

To delete a user — in effect, to deny that user access to your Mac — select the user you want to delete in the list of accounts and click the – button. A sheet appears, offering three choices:

- ✓ Save the Home Folder in a Disk Image saves a disk image of the user's Home folder in a folder named Deleted Users (which it creates inside the Users folder).
- ✓ **Don't Change the Home Folder** removes the user from the Users & Groups System Preferences pane and login screen but leaves that user's Home folder in the Users folder. (*Deleted*) is appended to the folder's name, so if I had selected this option in the previous example, Steve Wozniak's Home folder would be renamed *Steve* (*Deleted*).
- ✓ Delete the Home Folder does what it says. You have the option of a secure erase (the contents get overwritten multiple times) if you select this option.



To remove a user from your Mac, you must be logged in using an account that has administrator permissions. And you can't remove the first user ever created on this Mac.



Limiting a user's capabilities

Sometimes — especially with younger children, computerphobic family members, or employees in a small business — you want to limit what users can access. For example, you might want to make certain programs off-limits. You do this by clicking the Parental Controls button in the Users & Groups System Preferences pane.

1. Choose **★** System Preferences (or click the System Preferences icon in the Dock).

The System Preferences window appears.

2. In the System Preferences window, click the Users & Groups icon.

The Users & Groups Preference pane appears.

3. Click the user's name to select it, click the Enable Parental Controls check box, and then click the Open Parental Controls button.

Note that clicking the Open Parental Controls button without first selecting the Enable Parental Controls check box puts you in the Parental Controls Preference pane with a button front and center for you to click to turn Parental Controls on. So either select the check box as instructed or click the Enable Parental Controls button here.

To change any of these items, you must be logged in using an account that has administrator powers, and the account you're modifying *can't* have administrator powers.

The Parental Controls System Preferences pane for that person appears with five tabs: Apps (shown in Figure 16-6), Web, People, Time Limits, and Other.

4. Set the controls in each of the five tabs.

- *Apps:* Determine which applications the user may access. Set whether she can modify the Dock. Also determine whether she's restricted to a very limited and simplified Finder interface.
- Web: Control access to websites.
- People: Determine whether Mail or Messages (or both) communicants will be limited to a specified list. This option also lets you notify someone (usually yourself) when the user tries to exchange e-mail with a contact not in the approved list. You can also maintain a log of all Messages text conversations.
- Time Limits: Set time limits for weekdays and weekends and prevent access to this computer during specified hours on school nights and weekends. School night doesn't take vacations or holidays into consideration.



 Other: Determine whether profanity is hidden during Dictionary access, control whether the user can add or remove printers or modify printer settings, prevent (or allow) burning CDs and DVDs in the Finder, and control whether the user is allowed to change his password.

5. Quit the System Preferences application or choose a different System Preferences pane.

Your changes are saved when you leave the Parental Controls pane.



Figure 16-6: You can control an account's access in five categories (the Apps tab is shown here).



A quicker way to set or change Parental Controls for an already-existing account is to click the Parental Controls icon in the System Preferences application (instead of Users & Groups).

Last but not least, you can apply Parental Controls to the Guest Account, but you can't apply them to any account that has administrator permissions.

To turn off Parental Controls for a Managed account, navigate to the Parental Controls System Preferences pane, select the account in the list on the left, click the Action menu at the bottom of the list (the one that looks like a gear), and choose Turn off Parental Controls for *<username>*.



If you want to apply the same Parental Controls settings to more than one user, set them as just described for the first user and then select that account in the Accounts list in Parental Controls, click the Action menu, and choose Copy Settings. Then select the user you want to have the same settings, click the Action menu, and choose Paste Settings.

OS X knows best: Folders shared by default

When you add users in the Users & Groups System Preferences pane as I describe earlier, OS X automatically does two things behind the scenes to facilitate file sharing: It creates a set of folders, and it makes some of them available for sharing.

Each time you add a Managed, Standard, or Administrator user, OS X creates a Home folder hierarchy for that user on the Mac. The user can create more folders (if necessary) and also add, remove, or move anything inside these folders. Even if you create a user account solely to allow him or her to exchange files with you, your Mac automatically creates a Home folder for that user. Unless you, as the owner of your Mac, give permission, the user can't see inside or use folders outside the Home folder (which has the user's name), with only three exceptions: the Shared folder in the Users folder, the top level of other user account folders, and the Public folders in every other user's folder, as well as the Shared folder within the Users folder. A description of the latter follows:

✓ Public: A Public folder is located inside each user's folder. That folder is set up to be accessible (shared) by any user who can log in to the Mac. Furthermore, any user can log in (as a guest) and copy things out of this folder as long as she knows your Mac's IP address, even if she doesn't have an account on this Mac at all. Files put into the Public folder can be opened or copied freely.

It's not hard for someone to obtain your IP address. For example, when you visit most web pages, your IP address is saved to that site's log file. So be careful what you put in your Public folder. This is also an excellent reason to employ a firewall. Mavericks has an excellent software implementation available via the Firewall tab in Security & Privacy System Preferences (see Chapter 18), and most routers (for example, AirPort Extreme) include a hardware firewall.

Inside each user's Public folder is a Drop Box folder. As the name implies, this folder is where others can drop a file or folder for you. Only the owner can open the Drop Box to see what's inside — or to move or copy the files that are in it. Imagine a street-corner mailbox; after you drop your letter in, it's gone, and you can't get it back out.

✓ **Shared:** In addition to a Public folder for each user, OS X creates one Shared folder on every Mac for all users of this Mac. The Shared folder *isn't* available to guests, but it's available to all users who have an account on this machine. You find the Shared folder within the Users folder (the same folder where you find folders for each user). The Shared folder is the right place to put stuff that everyone with an account on this Mac might want to use. (Check out my introduction to the Mac OS Mavericks folder structure in Chapter 6.)



Sharing a folder or disk by setting permissions

As you might expect, permissions control who can use a given folder or any disk (or partition) other than the startup disk.



Why can't you share the startup disk? Because OS X won't let you. Why not? Because the startup disk contains the operating system and other stuff that nobody else should have access to.



Throughout the rest of this chapter, whenever I talk about *sharing a folder*, I also mean *sharing disks and disk partitions other than your startup disk* (which, when you think of it, are nothing more than big folders anyway). Why am I telling you this? Because it's awkward to keep typing *a folder or any disk* (or *partition*) *other than your startup disk*. So anything that I say about sharing a folder also applies to sharing any disk (or partition) other than your startup disk. Got it?

You can set permissions for

- ✓ The folder's owner.
- ✓ A subset of all the people who have accounts on the Mac (a group).
- Everyone who has the Mac's address, whether they have an account or not (guests).

To help you get a better handle on these relationships, a closer look at permissions, owners, and groups is coming right up.

Contemplating permissions

When you consider who can use which folders, three distinct kinds of users exist on the network. I describe each of them in this section. Then, in the "Useful settings for permissions" section, later in this chapter, I show you how to share folders with each type of user. Here's a quick introduction to the different user types:

✓ **Owner:** The *owner* of a folder or disk can change the permissions to that folder or disk at any time. The name you enter when you log in to your Mac — or the name of your Home folder — is the default owner of Shared folders and drives on that machine. Ownership can be given away (more on that in the "Useful settings for permissions" section, later in this chapter). Even if you own the Mac, you can't change permissions for a folder on it that belongs to another user (unless you get UNIXy and do so as root). The owner must be logged in to change permissions on his folders.

OS X is the owner of many folders outside the Users folder. If OS X owns it, you can see that system is its owner if you select the folder and choose File \hookrightarrow Get Info (or press $\Re+1$).

Folders that aren't in the User directories generally belong to system; it's almost always a bad idea to change the permissions on any folder owned by system.

If you *must* change permissions on a file or folder, select its icon and choose File中 Get Info (shortcut: 光+I) and then change the settings in the Sharing & Permissions section at the bottom of the resulting Get Info window. I urge you not to change permission settings if you're not absolutely sure of what you're doing and why.

✓ **Group:** In Unix systems, all users belong to one or more *groups*. The group that includes everyone who has an account with administrator permissions on your Mac is called Admin. Everyone in the Admin group has access to Shared and Public folders over the network, as well as to any folder that the Admin group has been granted access to by the folder's owner.

For the purpose of assigning permissions, you can create your own groups the same way you create a user account: Open the Users & Groups System Preferences pane, click the little plus sign, choose Group from the New Account pop-up menu, type the name of the group, and then click the Create Group button.

The group appears in the list of users on the left, and eligible accounts appear with check boxes on the right, as shown in Figure 16-7.



Figure 16-7: This group, Outsiders, contains my Bobcat and Miss Kitty accounts.





✓ Everyone: This category is an easy way to set permissions for everyone with an account on your Mac at the same time. Unlike the Admin group, which includes only users with administrative permissions, this one includes, well, everyone (everyone with an account on this Mac, that is).

If you want people without an account on this Mac to have access to a file or folder, that file or folder needs to go in your Public folder, where the people you want to see it can log in as guests.

Sharing a folder

Suppose you have a folder you want to share, but it has slightly different rules than those set up for the Public folder, for the Drop Box folder within the Public folder, or for your personal folders. These rules are *permissions*, and they tell you how much access someone has to your stuff.

Actually, the rules governing Shared and Public folders are permissions, too, but they're set up for you when OS X is installed.



I suggest that you share only folders located in your Home folder (or a folder within it). Because of the way Unix works, the Unix permissions of the enclosing folder can prevent access to a folder for which you *do* have permissions. Trust me, if you share only the folders in your Home folder, you'll never go wrong. If you don't take this advice, you could wind up having folders that other users can't access, even though you gave them the appropriate permissions.

By the way, you can set permissions for folders within your Public folder (like the Drop Box folder) that are different from those for the rest of the folder.



I said this before, but it bears repeating: Whenever I talk about *sharing a folder*, I also mean sharing disks — and disk partitions other than your startup disk (which you just can't share, period). So don't forget that anything I say about sharing a folder also applies to sharing any disk (or partition) other than your startup disk. Though you can't explicitly share your startup disk, anyone with administrator access can mount it for sharing from across the network (or Internet).

To share a folder with another user, follow these steps:

 Choose **★** System Preferences (or click the System Preferences icon in the Dock).

The System Preferences window appears.

2. In the System Preferences window, click the Sharing icon.

The Sharing System Preferences pane appears.

3. Click File Sharing in the list of services on the left.

The lists of shared folders and their users appear on the right, as shown in Figure 16-8.



If an entry in, for example, the Shared Folders list is too long for you to make out the folder name, hover your pointer over it, and a tooltip will appear, giving you the full name.



Figure 16-8: Changing the privileges of the Recipes folder for the group Everyone.

4. Click the + (plus) button under the Shared Folders list or drag the folder from the Finder onto the Shared Folders list to add the folder you want to share (Recipes in Figure 16-8).

If you select the Shared Folder check box in a folder's Get Info window, that folder already appears in the list of Shared Folders, so you won't have to bother with Step 4.



Alas, although checking the Shared Folder check box in a folder's Get Info window causes it to appear in the Sharing System Preferences pane's Shared Folders list, you still have to complete the steps that follow to assign that folder's users and privileges.

5. Click the + (plus) button under the Users column to add a user or group if the user or group you want isn't already showing in the Users column.

6. Click the double-headed arrow to the right of a user or group name and change its privileges.

I'm changing the permission for Everyone from Read Only (checked in Figure 16-8) to Read & Write (selected in Figure 16-8). You can choose among three types of access (in addition to no access) for each user or group, as shown in Table 16-1. If you're the folder's owner (or have administrator access), you can click the padlock icon and change the owner and/or group for the file or folder.

Table 16-1	Privileges
Permission	What It Allows
Read & Write	A user with Read & Write access can see, add, delete, move, and edit files just as though they were stored on her own computer.
Read Only	A Read Only user can see and use files that are stored in a Shared folder but can't add, delete, move, or edit them.
Write Only (Drop Box)	Users can add files to this folder but can't see what's in it. The user must have read access to the folder containing a Write Only folder.
No Access	With no permissions, a user can neither see nor use your Shared folders or drives.

Useful settings for permissions

The following sections show you just some of the most common ways that you can combine permissions for a folder. You'll probably find one option that fits the way you work and the people you want to share with.



Owner permissions — in this case, single silhouette; Bob LeVitus (Me) in Figure 16-9 — must be at least as expansive as Group permissions (double silhouette; Staff in Figure 16-9), and Group permissions must be at least as expansive as Everyone's permissions (triple silhouette; Everyone in Figure 16-9). So to set the Everyone privilege to Read & Write, the Group and Owner privileges must also be set to Read & Write.



In the following examples, I show how to set permissions in the Sharing System Preferences pane. Another way to set permissions is by selecting an icon in the Finder and choosing File Get Info (shortcut: #+I) and then changing the settings in the Sharing & Permissions section at the bottom of the resulting Get Info window. The two methods are pretty much interchangeable, so you can use whichever is more convenient.

Allow everyone access: In Figure 16-9, I configure settings that allow everyone on a network to access the Bob's Downloads folder. Everyone can open, read, and change the contents of this Shared folder. Do this by choosing Read & Write for Others from the pop-up menu to the right of the user's name in the Sharing System Preferences pane or the folder's Get Info window.



Figure 16-9: Allow everyone access, if you want.

Allow nobody but yourself access: The settings shown in Figure 16-10 reflect appropriate settings that allow owner-only access to the Bob's Downloads folder. No one but me can see or use the contents of this folder. Members of the Staff group can drop files and folders into this folder (see the later bullet "Allow others to deposit files and folders without giving them access: A drop box"). Use the pop-up menus to choose Write Only (Drop Box) as the Staff privilege and No Access as the Everyone privilege.



Figure 16-10: Allow access for no one but the folder's owner.

- Allow all administrative users of this Mac access: Check out Figure 16-11 to see settings that allow the group Staff (in addition to the owner, Bob LeVitus) access to see, use, or change the contents of the Bob's Downloads folder. Use the pop-up menu to choose Read & Write for the Staff privilege.
- Allow others to deposit files and folders without giving them access: A drop box: The settings in Figure 16-12 enable everyone to drop their own files or folders in the Bob's Downloads folder without being able to see or use the contents of the Shared folder. After a file or folder is deposited in a drop folder, the dropper can't retrieve it because she doesn't have permission to see the items in the drop folder.



Figure 16-11: Allow access for the Staff group and the folder's owner.



Figure 16-12: Everyone can drop files and folders into this folder.

- ✓ Read-only bulletin boards: If you want everyone to be able to open and read the files and folders in this Shared folder but not to modify them choose Read Only from the pop-up menus for Group and Others. If you do this, however, only the owner can make changes to files in this folder.
- One more privilege: The Apply to Enclosed Items button, at the bottom of the Sharing and Permissions section of Get Info windows in the Finder, does exactly what its name implies. This feature (which is only available in Get Info windows and doesn't appear in the Sharing System Preferences pane) is a fast way to assign the same permissions to many subfolders at the same time. After you set permissions for the enclosing folder the way you like them, click this button to give these same permissions to all folders inside it.



What is true of Get Info windows is also true of their Inspector window variant. Show Inspector replaces Get Info on the File menu when the Option key is pressed (also Option+\(\mathbb{H} + I \)).

Be careful — there is no Undo for this action.

Unsharing a folder

To unshare a folder that you own, change the permissions for every other user and/or group to No Access. When you do, nobody but you has access to that folder. If you're not sure how to do this, see the "Sharing a folder" and "Useful settings for permissions" sections, earlier in this chapter.

Connecting to a Shared Disk or Folder on a Remote Mac

After you set up sharing and assign permissions, you can access folders remotely from another computer. (Just make sure first that you have the correct administrative permissions to it.)



File sharing must be activated on the Mac where the shared files/folders reside; it doesn't have to be activated on the Mac that's accessing the files/folders. When file sharing is turned off, you can still use that Mac to access a remote Shared folder on another machine as long as its owner has granted you enough permissions and has file sharing enabled. If file sharing is turned off on your Mac, others won't be able to access your folders, even if you've assigned permissions to them previously.



If you're going to share files, and you leave your Mac on and unattended for a long time, logging out before you leave it is a very good idea. This prevents anyone who just walks up to your Mac from seeing your files, e-mail, applications, or anything else that's yours — unless you've given that person a user account that has permissions for your files. If you don't want to log out, at least consider requiring that your password be entered when waking from sleep or dismissing the screen saver (General tab of Security & Privacy System Preferences).

On to how to access your Home folder from a remote Mac — a supercool feature that's only bound to get more popular as the Internet continues to mature.



The following steps assume that you have an account on the remote Mac, which means you have your own Home folder on that Mac.

To connect to a Shared folder on a Mac other than the one you're currently on, follow these steps:

1. Make sure that you're already set up as a user on the computer that you want to log in to (Lisa & Jacob's Eye Mac, in this example).

If you need to know how to create a new user, see the "Creating users" section, earlier in the chapter.

2. On the computer that you're logging in from (my MacBook Pro in this example), click the Show button to show the Shared section in the Sidebar if it's not already showing.

(The button says Hide in Figure 16-13 because the shared section is showing.)

All available servers appear. (There are three in Figure 16-13 — Big Mac the Mac Pro, Bob's Time Capsule, and Lisa & Jacob's Eye Mac.)

3. Click the name of the remote Mac (Lisa & Jacob's Eye Mac) you want to access in the Sidebar.

At this point, you're connected to the remote Mac as a guest, as shown in Figure 16-13.



Figure 16-13: Connected to Lisa & Jacob's Eye Mac as a guest.

4. Click the Connect As button.

The Connect dialog appears. The name of the person logged in on Bob L's MacBook Pro automatically appears in the Name field (my account name, bobl, in Figure 16-14).

If that's not your username on the Mac you're trying to access, type that username in the Name field.

If you select the Remember This Password in My Keychain check box in the Connect dialog, OS X remembers your password for you the next time you connect to this server. Sweet!

5. Select the Guest radio button if you don't have an account on the remote computer and then click Connect; if you're logging in as a user, skip to Step 6.

Pressing $\Re + G$ is the same as selecting the Guest radio button, and pressing $\Re + R$ is the same as selecting the Registered User radio button.







Figure 16-14: The Connect dialog needs my password.

As a guest user, you see Public Folders for users who have accounts on Lisa & Jacob's Eye Mac (Lisa LeVitus, Bob LeVitus, and Jacob in Figure 16-13) but nothing else.

6. Type your password and click the Connect button.

After you've connected as a registered user, you see your Home folder (bobl in Figure 16-15) and everyone else's Public folders.

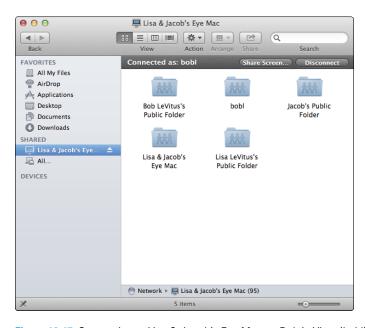


Figure 16-15: Connecting to Lisa & Jacob's Eye Mac as Bob LeVitus (bobl).



File sharing must be active on Lisa & Jacob's Eye Mac (the Mac I'm accessing remotely in the example). If file sharing weren't active on Lisa & Jacob's Eye Mac, its name wouldn't appear in the Shared section of the Sidebar, and I wouldn't be able to connect to it. But file sharing doesn't have to be active on the computer *you're* using (Bob L's MacBook Pro in this example) to give you access to the remote computer and make this trick work.

When you access your Home folder on a remote Mac as I've done in this example, you see an icon with the short name of your Home folder on that Mac (bobl in Figure 16-16) on the Desktop of the Mac you're using (unless you've deselected Connected Servers in the Finder's General Preferences pane, under Show These Items on the Desktop).

7. When you finish using the remote Mac, disconnect by using one of these methods:

 Drag the shared-volume icon (bob1 in Figure 16-16) to the Eject icon in the Dock.

When a disk or volume is selected (highlighted), the Trash icon turns into a little arrow, which represents *eject*. Nice touch, eh?

- Right-click or Control-click the shared volume icon and choose Eject from the contextual menu that appears.
- Select the shared-volume icon and choose File⇒Eject.
- Select the shared-volume icon and press \#+E.

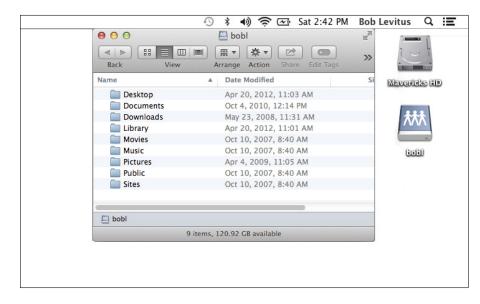


Figure 16-16: Accessing my Home folder on Lisa & Jacob's Eye Mac remotely.

- In a Finder window Sidebar, click the little Eject symbol to the right of the remote computer's name (Lisa & Jacob's Eye Mac in Figure 16-16).

Changing Your Password

You can change your password at any time. Changing your password is a good idea if you're concerned about security — for example, if there's a chance your password has been discovered by someone else.

You can change the password for your account on your own Mac, or you can change the password you use to connect to your account on a remote Mac. I show you how to do both in the following sections.

Changing your account password on your Mac

To change the password on your own Mac, just follow these steps:

1. Choose **C**System Preferences, or double-click its icon in your Applications folder and click the Users & Groups icon.

The Users & Groups System Preferences pane appears.

2. Select your account in the list on the left.

Your account information appears in the area on the right.

3. Click the Change Password button.

A sheet drops down.

4. Type your current password in the Old Password field.

This demonstrates that you are who you're supposed to be, not someone who just walked up to your unattended Mac.

- 5. Type your new password in the New Password field.
- 6. Retype your new password in the Verify field.
- 7. (Optional but recommended) Type a hint in the Password Hint field.
- 8. Click the Change Password button.

Assuming that you entered your old password correctly, the sheet disappears.

9. Close the System Preferences window.

Changing the password of any account but your own on your Mac

To change a password on your own Mac, just follow these steps:

1. Choose **€**⇒System Preferences or double-click its icon in your Applications folder and click the Users & Groups icon.

The Users & Groups System Preferences pane appears.

You may have to click the lock (at bottom left), supply an administrator name and password in the resulting dialog, and then click OK before you can proceed.

2. Select the account you want to change the password for in the list on the left.

The account information appears in the area on the right.

3. Click the Reset Password button.

A sheet drops down.

- 4. Type the new password in the New Password field.
- 5. Retype the new password in the Verify field.
- 6. (Optional but recommended) Type a hint in the Password Hint field.
- 7. Click the Reset Password button.
- 8. Close the System Preferences window.

Changing the password for your account on someone else's Mac

When you log in to a remote Mac, you can change your own password if you like. Follow these steps to do so:

1. Log in to the remote computer on which you want to change your password.



See the "Connecting to a Shared Disk or Folder on a Remote Mac" section, earlier in this chapter, if you don't know how to log in to a remote computer.

The Connect dialog appears.

- 2. Type your username in the Connect dialog, if it's not already there.
- 3. Click the Change Password button in the bottom-left corner of the dialog.

A sheet for changing your password appears.

4. Type your current password in the Old Password field.



5. Type your new password in the New Password and Verify fields.

You can use the Password Assistant (the little key to the right of the New Password text box) to help you generate a secure password.

6. Click the Change Password button.

Your password is changed, and you return to the Connect dialog.

7. (Optional) Type your new password and click Connect to log in to the other Mac.

You can skip this step by clicking the Cancel button in the Connect dialog if you don't need to use anything on the remote Mac at this time. Your password is still changed, and you need to use the new password the next time you log in to this Mac.



Select the Add Password to Keychain check box in the Connect dialog to store your passwords in a single place on the Mac; this way you don't have to retype them each time you access a Mac or other remote resource. (Read more about the Keychain in Chapter 19.)

More Types of Sharing

Several more types of sharing exist, and I'd like to at least mention a few in passing. All are found in (where else?) the Sharing System Preferences pane, which you can find by launching the System Preferences application (from the Applications folder, ***** menu, or Dock) and clicking the Sharing icon.

Screen Sharing

Here's the sharing that I consider the coolest. Screen Sharing lets you control another Mac on your network from your Mac. In essence, you see the other Mac's screen on *your* Mac — and control it using *your* mouse and keyboard.

To set up Screen Sharing on the Mac you want to control remotely, follow these steps:

- 1. Open the Sharing System Preferences pane by launching the System Preferences application (from the Applications folder, , Launchpad, or Dock) and clicking the Sharing icon.
- 2. Select the check box for Screen Sharing in the list of services on the left.
- 3. Click either the All Users or Only These Users radio button.

If you clicked Only These Users, click the + button and add the user or users you want to allow to control this Mac remotely. Notice that the Staff group is included by default.

To take control of your Mac from another Mac, follow these steps:

1. Click the now-you-see-it-now-you-don't Show tag to the right of Shared to open the Shared section in the Sidebar, if it's not already open.

All available servers appear.

- 2. Click the name of the remote Mac you want to control.
- 3. Click the Share Screen button.

Depending on whether you clicked the All Users or Only These Users radio button, you may have to enter your name and password, and then click the Connect button.

A window with the name of the remote Mac in its title bar appears. In it, you see the screen of the Mac you're looking to control remotely.

4. Go ahead and click something.

Pull down a menu or open a folder. Isn't that cool? You're controlling a Mac across the room or in another room with your mouse and keyboard!

Web Sharing

Web Sharing enables others to share documents on your computer through the web. You can set up a website just by adding Hypertext Markup Language (HTML) pages and images to the Sites folder in your Home folder, and then activating Web Sharing in the Sharing pane of System Preferences.

In a perfect world, that would be all it would take. To get it to work, however, you may need to modify settings for your network, router, firewall, DNS server, and other web publishing-related minutiae.



Web Sharing works only while your Mac is connected to the Internet or an internal network, and it requires the speed of a direct connection. If you use a modem and connect to the Internet by dialing up, this capability won't be a lot of use to you.



Furthermore, even if you keep your Mac connected to the Internet 24 hours a day with a Digital Subscriber Line (DSL) or cable-modem connection, using this feature could violate your agreement with your Internet service provider (ISP) because some ISPs prohibit you from hosting a website. Also, most cable and DSL connections use dynamic IP address assignment through Dynamic Host Configuration Protocol (DHCP), which means your IP address will change from time to time.

On the other hand, some ISPs don't care whether you run a website. Check with yours if you're concerned. I do turn on this feature occasionally, but (because I don't use it 24/7) I never bothered to check with my ISP. Do me a favor, and don't rat me out.

Internet Sharing

If your Mac has an Internet connection and another Mac nearby doesn't, you can enable Internet Sharing, and the other Mac can share your Internet connection. The following steps show you how:

- 1. Open the Sharing System Preferences pane by launching the System Preferences application (from the Applications folder, ***** menu, Launchpad, or Dock) and clicking the Sharing icon.
- 2. Select the Internet Sharing check box in the list of services on the left.
- 3. Choose the connection you want to share AirPort, FireWire, or Ethernet from the Share Your Connection From pop-up menu.
- 4. Select the check boxes next to connections other computers will use Wi-Fi, Ethernet, or Built-In FireWire.

Figure 16-17 shows Internet Sharing configured to share my Ethernet Internet connection with another Mac by using Wi-Fi.

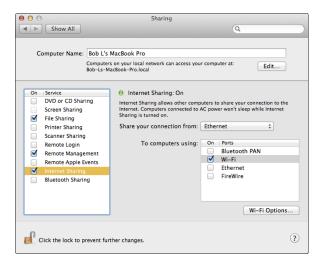


Figure 16-17: Sharing my wired (Ethernet) Internet connection with another Mac using Wi-Fi.

5. (Optional) Click the Wi-Fi Options button to name, select a wireless channel for, enable encryption for, and/or set a password for your shared network.

That's all there is to it.

And yet more ways to share

A few more cool ways to share your Mac include

- ✓ DVD or CD Sharing: When you select this one, remote users can access CDs and DVDs in your Mac's optical drive(s). You can select to have Mavericks notify you and request permission when a remote user makes such a request. This feature is especially handy if you have two or more Macs and one doesn't have an optical drive.
- ✓ Printer Sharing: If you turn on Printer Sharing in the Sharing System Preferences pane, other people on your local network can use any printer connected to your computer.
- ✓ **Scanner Sharing:** Analogous to Printer Sharing, Scanner Sharing allows others on your local network to use scanners connected to your Mac.
- ✓ Bluetooth Sharing: If you have a Bluetooth mobile phone or PDA and your Mac has Bluetooth, you can configure many of the default behaviors for transferring files to and from your Mac. A picture is worth a thousand words, so Figure 16-18 shows all the things Bluetooth Sharing lets you configure.

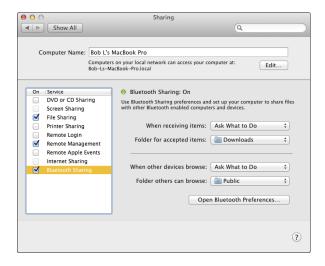


Figure 16-18: Configure items for Bluetooth file transfers between your phone and Mac.



In This Chapter

- ► Talking to your Mac
- Listening to your Mac
- ► Enhancing productivity by using automation
- Trying out more useful technologies and techniques
- ► Running Microsoft Windows on your Mac (really!)
- ▶ Mirroring your Mac screen to your HDTV screen wirelessly

his chapter delves into some OS X Mavericks features that might very well improve the ways you interact with your computer. Unlike the more mainstream applications, System Preference panes, and utilities I discuss in Part I — Desktop, Finder, Screen Saver, Appearance, Keyboard, Trackpad, Mouse, and such — the items in this chapter are a little more esoteric. In other words, you don't have to use any of the technologies I'm about to show you. That said, many of these items can make you more productive and can make using your Mac even better. So I'd like to believe that at least some of you will want to use the cool features I'm about to introduce.

Talking and Listening to Your Mac

Your primary methods for interacting with your Mac are typing and reading text. But there's another way you can commune with your faithful computer: voice.

Whether you know it or not, your Mac has a lot of speech savvy up its sleeve (er... up its processors?) and can talk to you as well as listen, type the words you speak, and obey your spoken commands. In the following sections, you discover how to make your Mac do all of the above and more.



Dictation: You talk and your Mac types

Mavericks' predecessor, Mountain Lion, was the first version of OS X to include Dictation, which means you can talk instead of type if you prefer. It's almost identical to the dictation feature found on the iPhone 4S and later, third-generation and later iPads, and the iPad mini.

First, make sure Dictation is enabled in the Dictation & Speech System Preference pane's Dictation tab; if it's set to Off, click the On button.

After it's enabled, Dictation couldn't be easier to use. First, click where you want your words to appear, and then choose Edit Start Dictation, or press the Fn key twice in rapid succession.



If your keyboard doesn't have an Fn key, click the Shortcut pop-up menu in the Dictation & Speech System Preference pane to change the shortcut to one that works with your keyboard.

When you start Dictation, a little microphone icon appears. The purple filling indicates the level (relative loudness) of your voice. Try to keep the purple near the middle — not too high and not too low, as shown in Figure 17-1.



Figure 17-1: Volume levels for dictation (left to right): Too soft, just right, and too loud.

When you see the microphone icon, start speaking. After you've dictated a few sentences, click Done and let your Mac catch up. When the words appear, you can start Dictation again. Repeat as necessary.



It might not be a bad idea to save your document after you speak a few sentences or paragraphs; if you don't, the words you dictated since your last Save will be lost if the app or your Mac crashes.

You can insert punctuation by speaking its name, such as "period" or "comma." You can also perform simple formatting by saying "new line" or "new paragraph" to add space between lines.

Here are a few more tips to help you get the best results when you dictate:

- ✓ **Speak in a normal voice at a moderate volume level.** Try to keep the purple in the microphone icon about half-full (or half-empty if you're a pessimist).
- ✓ **Avoid background noise.** If you expect to use dictation in a noisy environment or a room with a lot of ambient echo, you should consider using a headset microphone.
 - The headset that comes with iPhones and iPod touches is compatible with many Mac models.
- ✓ Be sure the microphone is not obstructed. Check your Mac's User Guide for the location of your built-in microphone (if you have one).
- ✓ Be sure the input volume of an external microphone is sufficient. If you're using an external microphone and the purple meter doesn't respond to your voice, select the microphone in the drop-down menu beneath the purple microphone in the Dictation tab of the Dictation & Speech System Preference pane.



Dictation requires an Internet connection unless you enable a new option in Mavericks, the Use Enhanced Dictation check box. When you dictate text, what you say is sent to Apple's servers to convert it to text unless this option is enabled. When it is selected, you can use Dictation without an Internet connection. That's the good news. The bad news is that you'll have to download about 700MB of additional data first.



Other information, such as your contacts, may also be sent to help your Mac understand what you're saying. If that makes you uncomfortable, you probably shouldn't use the Dictation feature without first selecting the Use Enhanced Dictation check box.

Commanding your Mac by voice

Speech Recognition enables your Mac to recognize and respond to human speech. The only thing you need in order to use it is a microphone, and all laptops and iMacs have a built-in mic these days, as does the Apple LED Cinema Display that you can (optionally) purchase for use with any (Mavericks-capable) Mac.

Speech Recognition lets you issue verbal commands such as "Get my mail!" to your Mac and have it actually get your e-mail. You can also create AppleScripts and trigger them by voice.



An *AppleScript* is a series of commands, using the AppleScript language, that tells the computer (and some applications) what to do. You find out more about AppleScript later in this chapter.



Setting up for Speech Recognition

To start using Speech Recognition, launch System Preferences and follow these steps:



- 1. Open the Accessibility System Preferences pane.
- 2. Click Speakable Items in list on the left and then click the Settings tab.
- 3. Click the On button for Speakable Items, as shown in Figure 17-2.

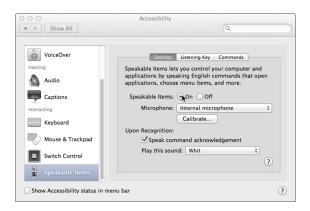


Figure 17-2: Turn Speech Recognition on and off.

4. Choose the microphone you want to use from the Microphone pop-up menu.



If you have a laptop or an iMac, you may get better results from just about any third-party microphone. The one that's built into your Mac works, but it isn't the greatest microphone on the planet.

- To test that microphone, click the Calibrate button and follow the onscreen instructions.
- 6. (Optional) To change the listening key from Esc to a different key, click the Listening Key tab near the top of the pane, click the Change Key button in the middle of the pane, and then press the key you want to use as your listening key.

There are two *listening methods* you can use with Speech Recognition:

- a. Press a listening key Esc by default when you want to talk to your Mac.
- b. Have your Mac listen continuously for you to say a special keyword — "Computer" by default — when you want to talk to your Mac.

7. (Optional) To change the listening method from Listening Key to Listening Continuously with Keyword, click the Listening Key tab and then click the appropriate radio button.

If you select Listening Continuously, you have two more options:

- a. To change the way your Mac listens for the keyword Optional before commands, Required before each command, or Required 15 or 30 seconds after last command — make your selection from the Keyword Is pop-up menu.
- b. To change the keyword from Computer to something else, type the word you want to use in the Keyword field.

I tried to call mine "OK MacBook Pro," so when people are watching, I can casually say things like "OK, MacBook Pro, log me out," and watch their jaws drop when they realize that I'm talking to my laptop and it's actually doing what I ask. Sadly, it failed to recognize my keyword more often than not.

- 8. (Optional) You can have your commands acknowledged by your Mac, if you like, by selecting the Speak Command Acknowledgement check box.
- 9. (Optional) You can choose a sound other than Whit from the Play This Sound pop-up menu.
- 10. Click the Commands subtab on the Accessibility System Preference pane's Speech Recognition tab, and then select the check box for each command set you want to enable.

I can't see any reason not to enable them all unless you don't use Apple's Contacts, in which case you don't need to enable it.

- 11. Click the Helpful Tips button and read the tips.
- 12. Click each command-set name, and if the Configure button is enabled, click it and follow the onscreen instructions.
- 13. (Optional) If you create an AppleScript you want to be speakable, click the Open Speakable Items Folder and place the script in the folder.

The Speakable Items folder is opened for you.

When you speak its name, the script is executed.

If the Accessibility System Preference pane isn't open, and you want to open the Speakable Items folder, you can find it in your hidden home Library folder (Home/Library/Speech).

14. Close the Accessibility System Preference pane when you're done.

Using Speech Recognition

Here's how Speech Recognition works. For the sake of this discussion, I use the "Press Esc" listening method.





When Speech Recognition is turned on, a round feedback window appears onscreen, as shown in Figure 17-3.



Figure 17-3: The round Speech Recognition feedback window.

I'm not pressing the Esc key in Figure 17-3, so the word *Esc* appears in the middle of the window to remind me which key to press before I speak a command.

Now, here's how to actually use Speech Recognition:

1. To see what commands are available, click the little triangle at the bottom of the feedback window and select Open Speech Commands Window, as shown in Figure 17-3.

As you might expect, selecting Speech Preferences from this menu opens the Accessibility System Preference pane for you.

The Speech Commands window appears onscreen, as shown in Figure 17-4.

- 2. Peruse the Speech Commands window to find a command you'd like to execute by speaking its name.
- 3. Speak that command exactly as written.

In this example, I press the Esc key and say to my Mac, "Tell me a joke." At this point, several things happen:

- In the feedback window, Esc disappears, and the microphone lights up to subtly indicate that my Mac is waiting for speech input.
- The command and my Mac's response appear in little boxes above and below the Feedback window.
- The Speech Commands window changes to reflect the command I've spoken.

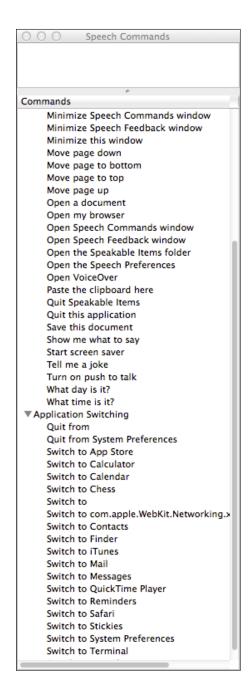


Figure 17-4: The Speech Commands window.

My Mac then says, "Knock, knock," and the bottom part of the Speech Commands window displays the commands I can speak in response. I replied, "Who's there?" My Mac says, "Texas." And so on. You can see all this in Figure 17-5. And that's pretty much it for Speech Recognition.

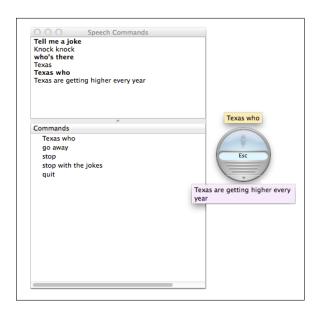


Figure 17-5: Here's what happened when I pressed Esc and said, "Tell me a joke."



This technology is clever and kind of fun, but it can also be somewhat frustrating when it doesn't recognize what you say, which is far too often if you ask me. And it requires a decent microphone — although the mic built into most Macs sometimes works okay. The bottom line is that I've never been able to get Speech Recognition to work well enough to continue using it beyond a few hours at best. Still, it's kind of cool (and it's a freebie), and I've heard more than one user profess love for it. Which is why it's included here.

Listening to your Mac read for you

The camera pans back — a voice tells you what you've just seen, and suddenly it all makes sense. Return with me now to those thrilling days of the off-camera narrator. . . . Wouldn't it be nice if your Mac had a narrator to provide a blow-by-blow account of what's happening on your screen?

Or . . . Your eyes are tired from a long day staring at the monitor, but you still have a lengthy document to read. Wouldn't it be sweet if you could sit back, close your eyes, and let your Mac read the document to you in a (somewhat)

natural voice? The good news is that both are possible with OS X Mavericks — the former with VoiceOver and the latter with Text to Speech.

VoiceOver

Mavericks' VoiceOver technology is designed primarily for the visually impaired, but you might find it useful even if your vision is 20/20. VoiceOver not only reads what's on the screen to you but also integrates with your keyboard so you can navigate around the screen until you *hear* the item you're looking for. When you're there, you can use Keyboard Access to select list items, select check boxes and radio buttons, move scroll bars and sliders, resize windows, and so on — with a simple key press or two.



To check it out, launch the System Preferences application (from Launchpad, the Applications folder, **★** menu, or Dock), click the Accessibility icon and then click VoiceOver or press $\Re+F5$ ($\Re+Fn+F5$ on notebook/laptop models and most Apple keyboards).

After VoiceOver is enabled, you can turn it on and off in the Accessibility System Preferences pane or by pressing #+F5 (#+Fn+F5 on notebook/laptop models and most Apple keyboards).

While VoiceOver is on, your Mac talks to you about what is on your screen. For example, if you click the Desktop, your Mac might say something along the lines of "Application, Finder; Column View; selected folder, Desktop, contains 8 items." It's quite slick. Here's another example: When you click a menu or item on a menu, you hear its name spoken at once, and when you close a menu, you hear the words "Closing menu." You even hear the spoken feedback in the Print, Open, and Save (and other) dialogs.



VoiceOver is kind of cool (talking alerts are fun), but having dialogs actually produce spoken text becomes annoying really fast for most folks. Still, I urge you to check it out. You might like it and find times when you want your Mac to narrate for you.

The VoiceOver Utility

The VoiceOver Utility lets you specify almost every possible option the VoiceOver technology uses. You can adjust its verbosity; specify how it deals with your mouse and keyboard; change its voice, rate, pitch, and/or volume; and more.



You can open the VoiceOver Utility by clicking the Open VoiceOver Utility button in the Accessibility System Preferences pane or in the usual way: by double-clicking its icon (which you find in your Applications/Utilities folder).

Of course, you might get the machines-are-taking-over willies when your Mac starts to talk to you or make sounds — but if you give it a try, it could change your mind.



I wish I had the space to explain further, but I don't. That's the bad news. The good news is that VoiceOver Help is extensive and clear, and it helps you harness all the power of VoiceOver and the VoiceOver Utility.

Text to Speech

The second way your Mac can speak to you is via Text to Speech, which converts onscreen text to spoken words. If you've used Text to Speech in earlier versions of OS X, you'll find that it's pretty much unchanged.

Why might you need Text to Speech? Because sometimes hearing is better than reading. For example, I sometimes use Text to Speech to read a column or page to me before I submit it. If something doesn't sound quite right, I give it another polish before sending it off to my editor.

You can configure this feature in the Dictation & Speech System Preference pane:

- 1. Open System Preferences (from Launchpad, the Applications folder, Dock, or **6** menu), click the Dictation & Speech icon, and then click the Text to Speech tab.
- 2. Choose one of the voices in the System Voice pop-up menu to set the voice your Mac uses when it reads to you.
- 3. Click the Play button to hear a sample of the voice you selected.
- 4. Use the Speaking Rate slider to speed up or slow down the voice.
- 5. Click the Play button to hear the voice at its new speed.

I really like Alex, who says, "Most people recognize me by my voice." My second favorite is Fred, who says, "I sure like being inside this fancy computer."

6. (Optional) Select the Announce When Alerts Are Displayed check box if you want to make your Mac speak the text in alert boxes and dialogs.

You might hear such alerts as "The application Microsoft Word has quit unexpectedly" or "Paper out or not loaded correctly."

7. (Optional) Click the Set Alert Options button to choose the voice and phrase used to announce your alerts — "Alert," "Attention," "Yo, dude," and the like — when alerting you.

You can also set the delay between the time the alert appears and when it's spoken to you.

8. (Optional) If you like, select either of these two check boxes: Announce When an Application Requires Your Attention or Speak Selected Text When the Key Is Pressed.

They both do what they say they'll do. In the case of the latter, you assign the key you want to press by clicking the Set Key button.

9. (Optional) If you want to have the clock announce the time, click the Open Date & Time Preferences button, and you're whisked to that System Preferences pane; then click the Clock tab and select the Announce the Time check box.

Now, to use Text to Speech to read text to you, copy the text to the Clipboard, launch any app that supports it (I usually choose TextEdit), paste the text into the empty untitled document, click where you want your Mac to begin reading to you, and then choose Edit > Speech > Start Speaking. To make it stop, choose Edit > Speech > Speech > Stop Speaking.

Another great place Text to Speech is available is in the Safari web browser. It works the same as TextEdit but you don't have to paste — just select the text you want to hear and choose Edit > Speech > Start Speaking.

Automatic Automation

OS X Mavericks offers a pair of technologies — AppleScript and Automator — that make it easy to automate repetitive actions on your Mac.

AppleScript is "programming for the rest of us." It can record and play back things that you do (if the application was written to allow the recording — Finder, for example, was), such as opening an application or clicking a button. You can use it to record a script for tasks that you often perform, and then have your Mac perform those tasks for you later. You can write your own AppleScripts, use those that come with your Mac, or download still others from the web.

Automator is "programming without writing code." With Automator, you string together prefabricated activities (known as *actions*) to automate repetitive or scheduled tasks. How cool is that?

Automation isn't for everyone. Some users can't live without it; others could go their whole lives without ever automating anything. So the following sections are designed to help you figure out how much — or how little — you care about AppleScript and Automator.

AppleScript

Describing AppleScript to a Mac beginner is a bit like three blind men describing an elephant. One man might describe it as the Macintosh's built-in automation tool. Another might describe it as an interesting but often-overlooked piece of enabling technology. The third might liken it to a cassette recorder, recording and playing back your actions at the keyboard. A fourth (if there were a fourth in the story) would assure you that it looked like computer code written in a high-level language.

They would all be correct. AppleScript, a built-in Mac automation tool, is a little-known (at least until recently) enabling technology that works like a cassette recorder for programs that support AppleScript recording. And scripts do look like computer programs. (Could that be because they *are* computer programs? Hmm . . .)

If you're the kind of person who likes to automate as many things as possible, you might just love AppleScript because it's a simple programming language you can use to create programs that give instructions to your Mac and the applications running on your Mac. For example, you can create an AppleScript that launches Mail, checks for new messages, and then quits Mail. The script could even transfer your mail to a folder of your choice. Of course, OS X 10.4 Tiger also introduced Automator, which includes a whole lot of preprogrammed actions that make a task like the one just described even easier.

I call AppleScript a time-and-effort enhancer. If you just spend the time and effort it takes to understand it, using AppleScript can save you oodles of time and effort down the road. Therein lies the rub. This stuff is far from simple; entire books have been written on the subject. So it's far beyond the purview of *OS X Mavericks For Dummies*. Still, it's worth finding out about if you'd like to script repetitive actions for future use. To get you started, here are a few quick tips:

- You can put frequently used AppleScripts in the Dock or on your Desktop for easy access.
- ✓ Apple provides a script menu extra that you can install on your menu bar in AppleScript Utility's Preferences window along with a number of free scripts to automate common tasks, many of which are in the Example Scripts folder. (An alias to that folder is present in the AppleScript folder.) Furthermore, you can always download additional scripts from www.apple.com/applescript.
- Many AppleScripts are designed for use in the toolbar of Finder windows, where you can drag and drop items onto them quickly and easily.
- Scripts can enhance your use of many apps including iTunes, iPhoto, and the Finder, to name a few.



✓ AppleScript Editor (in the Utilities folder inside the Applications folder) is the application you use to view and edit AppleScripts.

Although more information on AppleScript Editor is beyond the scope of this book, it's a lot of fun. And the cool thing is that you can create many AppleScripts without knowing a thing about programming. Just record a series of actions you want to repeat and use AppleScript Editor to save what you recorded as a script. If you save your script as an application (by choosing Format⇔Application in the Save sheet), you can run that script by double-clicking its icon.

✓ If the concept of scripting intrigues you, I suggest that you open the Scripts (in the root-level Library) folder. Rummage through this folder and when you find a script that looks interesting, double-click it to launch the AppleScript Editor program, where you can examine it more closely.

Automator

Automator does just what you'd expect: It enables you to automate many common tasks on your Mac. If it sounds a little like AppleScript to you (which I discuss in the preceding section), you're not mistaken; the two have a common goal. But this tool (introduced in OS X Tiger) is a lot simpler to use, albeit somewhat less flexible, than AppleScript.

For example, in AppleScript, you can have *conditionals* ("if *this* is true, do *that*; otherwise do something else"), but Automator is purely *sequential* ("take *this*, do *that*, then do the next thing, and then . . .").

The big difference is that conditionals allow AppleScripts to take actions involving *decision-making* and *iteration* ("while *this* is true, do *these* things"); Automator workflows can't make decisions or iterate.

The upsides to Automator are that you don't have to know anything about programming and you don't have to type any archaic code. Instead, if you understand the process you want to automate, you can just drag and drop Automator's prefab Actions into place and build a *workflow* (Automator's name for a series of Actions).



You do need to know one thing about programming (or computers), though: *Computers are stupid!* You heard me right — even my top-of-the-line MacBook Pro is dumb as a post. Computers do only what you tell them to do, although they can do it faster and more precisely than you can. But all computers run on the GIGO principle — garbage in/garbage out — so if your instructions are flawed, you're almost certain to get flawed results.



When you launch the Automator application, you see the window and sheet shown in Figure 17-6. Choose one of the starting points if you want Automator to assist you in constructing a new workflow, or choose Workflow to start building a workflow from scratch.

In this case, I chose Service for the sake of this demonstration (you'll see why in a second). When I chose Service, I saw the window shown in Figure 17-7.



Figure 17-6: Choose Workflow to start a workflow from scratch.

The Library window on the left contains all the applications Automator knows about that have Actions defined for them. Select an application in the top part of the Library window, and its related actions appear below it. When you select an action, the pane at the bottom of the Library window (Text to Audio File in Figure 17-6) explains what that Action does, what input it expects, and what result it produces. Just drag Actions from the Action list into the window on the right to build your workflow.

This particular Service, which took me less than five minutes of trial and error to perfect, is quite useful. First, I select text from any source — a web page, Microsoft Word document, e-mail message, or whatever. Then I right-click or Control-click and select my newly created Text-to-Audio Service from the Services menu. OS X then converts the selected text into an audio file, which I can have read to me in iTunes at home or on my iPhone or iPad in the car, on a plane, or just about anywhere. Sweet!

Automator is a very useful addition to OS X; it's deep, powerful, and expandable, yet relatively easy to use and master. Do yourself a favor, and spend some time experimenting with ways Automator can save you time and keystrokes. You won't regret it.

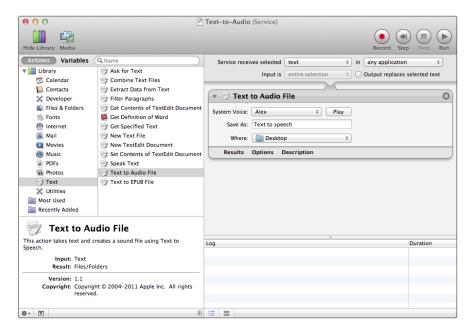


Figure 17-7: Convert text I select to an audio file.



For additional information about AppleScript, Automator, Services, and much more, visit www.macosxautomation.com.

A Few More Useful Goodies

Even more neat and useful technologies are built into Mavericks, but I'm running out of space. So here are, at least in my humble opinion, the best of the rest.

App Store



The App Store app is the OS X software version of the iTunes Store for media and iOS apps. Here, you'll find applications of all types — Business, Entertainment, Graphics, Productivity, Social Networking, and more — at prices that start at zero (free).

Just about everything I tell you in Chapter 12 about the iTunes Store could be said for the App Store. It looks and works the same, and it uses the same credit card you have on file at the iTunes Store.



If you see a little number on the App Store icon in your Dock, it means that a number of your apps have updates available. Launch the App Store app and click the Updates tab to see the apps with updates awaiting them. Even if you don't see a little number in the App Store's Dock icon, it wouldn't hurt to launch the App Store every once in a while to check for updates manually, as the little number sometimes fails to appear in the App Store Dock icon.

Accessibility



You got a brief glimpse of the Accessibility System Preference pane when we looked into commanding your Mac by voice earlier in the chapter. But this System Preference pane is mostly designed for users with disabilities or who have difficulty handling the keyboard, mouse, or trackpad.

The pane has three sections — Seeing, Hearing, and Interacting — each of which has one or more subsections, as shown in Figure 17-7.

The Seeing section

Seeing has three subsections. The Display subsection lets you display the screen with inverted colors, as shown in Figure 17-8. Check the Use Grayscale box to desaturate your screen into a *grayscale display* (so it looks kind of like a black-and-white TV).

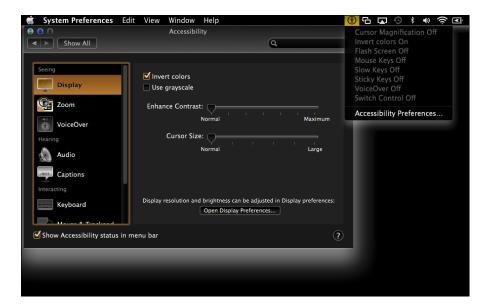


Figure 17-8: The Invert Colors option reverses what you see onscreen.

Select the Show Accessibility Status in Menu Bar check box to see the status of all of the Accessibility Preferences in your menu bar, as shown in Figure 17-8.

The Zoom subsection (not shown in Figure 17-8) is where you can turn on a terrific feature called *hardware zoom*, which lets you make things on your screen bigger by zooming in on them. To control it by keyboard, select the Use Keyboard Shortcuts to Zoom check box. Then you can toggle it on and off with the shortcut #+Option+8 and zoom in and out using the shortcuts #+Option+= (the equals key) and #+Option+= (the minus key), respectively. Finally, the More Options button lets you specify minimum and maximum zoom levels, display a preview rectangle when zoomed out, and toggle image smoothing on or off.

Try this feature even if you're not disabled or challenged in any way; it's actually a great feature for everyone.

The Hearing section

The Hearing section has a pair of subsections called Audio and Captions.

Audio lets you choose to flash the screen whenever an alert sound occurs.



This feature, created for those with impaired hearing, is also quite useful if you have a MacBook Pro or MacBook and want to use it where ambient noise levels are high or if you don't want your Mac to disturb those around you.

There's also a Play Stereo Audio as Mono check box. Not sure why you'd need it, and I couldn't hear any difference when I tried it with a variety of stereo audio sources. The only thing I can think of is that it might be helpful for those who listen to audio using a monaural (that is, one ear only) Bluetooth headset or those with hearing impairment in only one ear.

Captions lets you specify how onscreen subtitles and captions look. There's also a Prefer Closed Captions and SDH (Subtitles for the Deaf and Hard of Hearing) check box that uses Closed Captions or SDH when available (instead of standard Mac subtitles).

The Interacting section

The Interacting section in Mavericks has four subsections: Keyboard, Mouse & Trackpad, Switch Control, and Speakable Items (discussed earlier in the chapter).

The Keyboard subsection offers two types of assistance:

✓ The **Sticky Keys** application treats a *sequence* of modifier keys as a key combination. In other words, you don't have to simultaneously hold down ℜ while pressing another key. For example, with Sticky Keys enabled, you can do a standard keyboard shortcut by pressing ℜ, releasing it, and then pressing the other key. You can select check boxes to tell you (with a beep and/or an onscreen display) what modifier keys have been pressed.



As useful as Sticky Keys can be, they're really awkward in applications like Adobe Photoshop, Adobe Illustrator, and other applications that toggle a tool's state when you press a modifier key. So if you're a big Photoshop user, you probably don't want Sticky Keys enabled.

Slow Keys lets you adjust the delay between when a key is pressed and when that key press is accepted.

The Mouse & Trackpad subsection offers options to those who have difficulties using a mouse or trackpad by enabling them to use keys on the keyboard to navigate rather than a mouse or trackpad.

You can also increase the cursor size from the normal setting (16 x 16) to about 64×64 .

The Switch Control subsection lets you control your Mac with one or more mechanical switches.

Energy Saver



All Macs are Energy Star-compliant (and have been for years), allowing you to preset your machine to turn itself off at a specific time or after a specified idle period. To manage your Mac's energy-saving features, open the Energy Saver System Preferences pane by choosing @appr>System Preferences and clicking the Energy Saver icon.

If you have a notebook computer, you have two mostly identical tabs — Battery and Power Adapter — in your Energy Saver System Preferences pane. The battery tab controls your MacBook, MacBook Air, or MacBook Pro's behavior when it's running on battery power (not plugged in); the Power Adapter tab controls its behavior when it *is* plugged in.

If you have a desktop Mac, you won't have tabs, but you do have most of the same controls, including a pair of sliders that control sleep times for your computer and display. To enable Computer or Display sleep, move the appropriate slider to the desired amount of time. You can choose any number between 1 minute and 3 hours or turn off either type of sleep entirely by moving its slider all the way to the right, to Never.



Setting the display to sleep is handy if you want your Mac to keep doing what it's doing but you don't need to use the monitor. And if you're a notebook user, display sleep will save you battery power.

To wake up your Mac from its sleep, merely move your mouse or press any key.

Below the Sleep sliders are some check boxes for other useful energy settings, such as the following:

- ✓ Put the Hard Disk(s) to Sleep When Possible: Enabling this option forces your hard drive to sleep after a few minutes of inactivity. It's not a particularly useful feature on a desktop Mac, but if you have a laptop, letting your hard drive sleep when it's idle will save you some battery power.
- ✓ Wake for Network Access: Enable this option if you want your Mac to wake up automatically for Ethernet network access (handy in a corporate setting where an IT person maintains system configurations).

If you have a laptop, you'll have some additional options, including

- Slightly Dim the Display While on Battery Power (Battery tab only): The display dims slightly and uses less power when running on the battery.
- ✓ **Show Battery Status in the Menu Bar:** This option adds a little battery-status indicator icon and menu.

Finally, to start up, shut down, or put your Mac to sleep at a predetermined time, click the Schedule button and then select the appropriate check box and choose the appropriate options from the pop-up menus.

Bluetooth



Bluetooth is wireless networking for low-bandwidth peripherals, including mice, keyboards, and mobile phones. If your Mac has Bluetooth built in or is equipped with a USB Bluetooth adapter, you can synchronize wirelessly with phones and Palm devices, print wirelessly to Bluetooth printers, and use Bluetooth mice and keyboards.

To manage your Mac's Bluetooth features, open the Bluetooth System Preference pane by choosing **€**⇔System Preferences and clicking the Bluetooth icon.

Ink



Ink is the OS X built-in handwriting-recognition engine. If you have a stylus and tablet connected to your Mac, just turn it on in this pane, and you can handwrite anywhere your Mac accepts typing with the keyboard.

To manage your Mac's Ink features, open the Ink System Preferences pane by choosing **★** System Preferences and clicking the Ink icon.



The Ink pane is one you see only if you have one of the pen-input tablets that Ink supports connected to your Mac. Most of the supported tablets come from Wacom (www.wacom.com), with prices starting under \$100 for a small wireless stylus and tablet.

Automatic Login (Users & Groups System Preferences pane)

Some users don't care for the fact that OS X Mavericks is a multiuser operating system — and dislike having to log in when they start up their Mac. For those users, here's a way to disable the login screen:



- 1. Open the Users & Groups System Preferences pane, select yourself in the list of users, and click the Login Options button below the list.
- 2. Choose the account you want to be logged in to automatically from the Automatic Login pop-up menu.

To disable the logging-in requirement, you have to be an administrator, and you may need to unlock the Users & Groups System Preferences.



When you disable logging in, you also affect all the preferences set by anyone else who uses your Mac unless they log out of your account and log into theirs. (Yikes.) So if your Desktop pattern, keyboard settings, and so forth are different from those of someone else who uses your machine, those preferences won't be properly reflected unless each of you has a separate, individual login account. Even if you're not worried about security, consider keeping logging in enabled if any other users have accounts on your machine, or if you don't want just anyone to be able to turn on your Mac and see your personal stuff.

Note that only one account is allowed to use autologin. If another user wants to use this Mac, you need to choose **€** Cog Out, press **#**+Shift+Q, or have Fast User Switching enabled. And if you've disabled automatic login in the Security System Preferences pane, you can't enable it here.

Boot Camp

Boot Camp is Mavericks' built-in technology that allows you to run Microsoft Windows 8, Vista, or Windows 7 on any Intel-based Mac. If your Mac meets the following requirements, you can run Windows on your Mac (if you so desire):

- An Intel-based Mac (of course)
- At least 10GB of free hard drive space (though you'll almost certainly need more)

- A hard drive that isn't partitioned
- A blank recordable CD
- A printer (for printing the instructions)
- ✓ A full install copy of Microsoft Windows Vista, or Windows 7 Home Premium, Professional, or Ultimate



You really do need a *full retail* copy of Windows, one that was purchased in a retail box. If your copy of Windows came with your Dell or HP, you probably can't install it under Boot Camp.

To install Windows on your Mac, here are the basic steps:



 Launch the Boot Camp Assistant application, which is in your Applications/Utilities folder.

This step creates a partition on your hard drive for Windows and then burns a special CD with all the drivers you'll need in order to use Windows on your Mac.

- 2. Install Windows on the new partition.
- 3. Install the drivers from the CD you just burned.

From now on, you can hold down Option during startup and choose to start up from either the OS X Mavericks disk partition or the Windows partition.



If running Windows on your Mac appeals to you, you may want to check out Parallels Desktop or VMWare Fusion (around \$80 each) or VirtualBox (free). All three programs allow you to run Windows on your Mac without partitioning your hard drive or restarting every time you want to use Windows. In fact, you can run Mac and Windows programs simultaneously with all three of these products. For more information, read the section on PC disks in Chapter 8.

AirPlay Mirroring

I would be remiss if I didn't mention the AirPlay Mirroring feature, even though most of you won't be able to use it without buying an Apple TV. (See the "What's an Apple TV" sidebar for my take on this marvelous little device.)

With AirPlay Mirroring, you can stream whatever is on your Mac (or iOS device) screen wirelessly to your HDTV with a connected Apple TV.

Apple TV couldn't be easier to use. If it's on the same Wi-Fi network as your Mac, an option for AirPlay Mirroring will appear in the Displays System Preference pane. Just enable AirPlay Mirroring, and what is on your Mac screen will appear on your HDTV screen almost instantaneously.

What's an Apple TV?

Simply put, Apple TV is a shiny little black cube $(3.9 \times 3.9 \times 0.9 \text{ inches}; 0.6 \text{ pounds})$ that retails for \$99. It connects to your HDTV via an HDMI cable and lets you rent or buy movies and TV shows from the iTunes Store, as well as stream movies, TV shows, photos, and other media from computers, various online services, and other devices to your HDTV.

Unlike so many audio/video devices, Apple TV is the model of simplicity. Just plug it into AC power and connect it to your HDTV using an HDMI cable (not included). For those with a Wi-Fi network, that's all there is to it. You can also connect it via an Ethernet cable (also not included), but that's much less convenient. I had both Wi-Fi and an HDMI cable, so I had it up and running in less than ten minutes.

The onscreen interface — what you see on the HDTV — is clean and uncluttered, making it easy to navigate using either the included aluminum Apple Remote or the free Apple Remote app for iPhone, iPad, and iPod touch (which is even better than the aluminum Remote). It's a pleasure to sit on the couch and rent or buy movies and TV shows in standard or high definition from the iTunes Store. It's also great to watch streaming video on Netflix.

But the best part, at least for me, is that I have complete access to almost all my audio, video, and pictures, all without leaving the comfort of the sofa. More precisely, my family can enjoy TV shows, movies, music, podcasts, audiobooks, and photos, regardless of whether they're actually stored on my Mac Pro, my wife's iMac, or my son's MacBook.

If that were all it did I'd still recommend it, but there's more! Through the magic of Apple's AirPlay technology, you can also stream media to an Apple TV from your iPhone, iPod touch, or iPad. How can you not love that? Here's how that might work: Say you come over and want to show me some pictures. You whip out your iPhone, tap the AirPlay icon in the Photos app, and select my Apple TV. Presto! Your pictures are beamed wirelessly to my Apple TV and appear on my 46-inch HDTV. Beats the heck out of viewing them on a 3.5-inch iPhone screen, don't you think?

There's even more, including MLB and NBA game subscriptions, as well as videos from YouTube and Vimeo. If it offered video from Amazon and Hulu, like my Roku XS box does, it would be darn near perfect.



Enable Show Mirroring Options in the Menu Bar When Available in the Displays System Preference pane, and a handy menu lets you switch AirPlay Mirroring on and off without the bother of first opening the Displays System Preference pane.

The bad news is that many older Macs — including my 2008 Mac Pro — don't support mirroring to an Apple TV.

Part V The Care and Feeding of Your Mavericks





In this part...

- Protecting your valuable data by backing it up
- ✓ The little bit you need to know about Macintosh security
- Utilities you might or might not find useful (but ones you should know about just the same).
- Dr. Mac's prescription: What to do when things go wonky (which also, thankfully, doesn't happen very much)
- The doctor's top troubleshooting tips for a good Mavericks gone bad
- Visit www.dummies.com/extras/osxmavericks for great Dummies content online.

Safety First: Backups and Other Security Issues

In This Chapter

- ▶ Backing up . . . it's easy
- Discovering why you should back up
- Finding out what happens to you if you don't back up
- ► Keeping your Mac safe from rogue viruses and malicious attacks
- ▶ Protecting your data from prying eyes

Ithough Macs are generally reliable beasts (especially Macs running OS X), someday your hard drive (or SSD) will die. I promise. They all do. And if you don't back up your drive (or at least back up any files that you can't afford to lose) before that day comes, chances are good that you'll never see those files again. And if you do see them again, my friend, it will be only after paying someone like my buddy Scott Gaidano, the founder of DriveSavers Data Recovery Service. And even if you pay, there's no guarantee of success.

DriveSavers is the premier recoverer of lost data on hard drives. The people there understand Mac hard drives quite well, do excellent work, and can often recover stuff that nobody else could. (Ask the producers of *The Simpsons* about the almost-lost episodes.) Understandably, DriveSavers charges accordingly. Here are some phone numbers for DriveSavers: 800-440-1904 toll-free and 415-382-2000.

In other words, you absolutely, positively, without question *must back up* your files if you don't want to risk losing them. Just as you adopt the Shut Down command and make it a habit before turning off your machine, you must remember to back up important files on your hard drive to another disk or device — and back them up often.

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About Stacks
Amtrak-Confirmation-LeVitus.pdf

bobLeVitusTV gallery

DMTiger Cover.tif

Dr. Mac 2012

An iPhone Case Ready for a Dunking - NYTimes.

Dr. Mac Houston Chronicle June 26 2012

Acknowledgements.pdf

How often is often? That depends on you. How much work can you afford to lose? If your answer is that losing everything you did yesterday would put you out of business, you need to back up hourly or perhaps even continuously. If you would lose only a few unimportant documents, you can back up less frequently.

Following the comprehensive coverage of backup options, I explain the possible threat to your data from viruses and other icky things, as well as how you can protect against them.

Finally, I cover what you can do to keep other people from looking at your stuff.

Backing Up Is (Not) Hard to Do

You can back up your hard drive in basically three ways: the super-painless way with Mavericks' excellent Time Machine, the ugly way using the brute-force method, or the comprehensive way with specialized third-party backup and disk-cloning software. Read on and find out more about all three. . . .

Backing up with Mavericks' excellent Time Machine

Time Machine is a most excellent backup system that was introduced with OS X Leopard — and it's only gotten better. I say it's a system because it consists of two parts: the Time Machine System Preference pane, shown in Figure 18-1, and the Time Machine application, shown in Figure 18-2.



Figure 18-1: The Time Machine System Preferences pane and menu.



Figure 18-2: The Time Machine application is ready to restore a file in the Finder.

To use Time Machine to back up your data automatically, the first thing you need is another hard drive that's the same size as or larger than your startup disk. It can be a FireWire hard drive, a USB 2 or 3 hard drive, a Thunderbolt hard drive, an SSD (if you can afford to use a Solid State Drive for backups), or even another internal hard drive, if your Mac is a Mac Mini or an aging Mac Pro like mine.

Another option is an Apple Time Capsule, a device that combines an AirPort Extreme wireless base station with a large hard drive so you can automatically back up one or more Macs over a wired or wireless network.

The first time a new disk suitable for use with Time Machine is connected to your Mac, a dialog asks if you want to use that disk to back up with Time Machine. If you say yes, the Time Machine System Preferences pane opens automatically, showing the new disk already chosen as the backup disk.



If that doesn't happen or you want to use an already-connected hard drive with Time Machine, open the Time Machine System Preferences pane and click the big On/Off switch to On. Now click the Select Disk button and select the hard drive you want to use for your backups. Mine is called emiT enihcaM (Time Machine backwards, which is what I named this backup disk) in Figure 18-1.

The only other consideration is this: If you have other hard disks connected to your Mac, you should click the Options button to reveal the Exclude These Items from backups list, which tells Time Machine which volumes (disks) or folders *not* to back up. To add a volume or folder to this list, click the little + button; to remove a volume from the list, select the volume and then click the – button.

The Options sheet also has a check box for notifying you when old backups are deleted; check it if you want to be notified. And if your Mac is a laptop, a second check box governs whether Time Machine backs up your Mac when it's on battery power.

For the record, Time Machine stores your backups for the following lengths of time:

- ✓ Hourly backups for the past 24 hours
- ✓ Daily backups for the past month
- ✓ Weekly backups until your backup disk is full

When your backup disk gets full, the oldest backups on it are deleted and replaced by the newest.



When does it run? Glad you asked — it runs approximately once per hour.

If you enable and set up Time Machine as I've just described, you'll never forget to back up your stuff, so just do it.

What does Time Machine back up?

Time Machine backs up your whole hard disk the first time it runs and then backs up files and folders that have been modified since your last backup. That's what backup systems do. But Time Machine does more — it also backs up things like contacts in your Contacts, pictures in your iPhoto or Aperture Library, and events in your Calendar calendars, not to mention its support of versions and locking. About the only thing Time Machine doesn't back up is the contents of Home folders other than your own.

Those features — sweet ones indeed — make Time Machine unlike any other backup system.

How do I restore a file (or a contact, a photo, an event, and so on)?

To restore a file or any other information, follow these steps:

1. Launch the appropriate program — the one that contains the information you want to restore.

If what you want to restore happens to be a file, that program is the Finder, which, as you know, is always running. So to restore an individual file,

you don't actually need to launch anything. But to restore a contact, a photo, an e-mail message, or an event, for example, you need to launch Contacts, iPhoto, Mail, or Calendar, respectively.

2. With the appropriate application running (or the appropriate Finder window open), launch the Time Machine application, as shown in Figure 18-2.

If you selected the Show Time Machine in Menu Bar check box in the Time Machine System Preference pane, you can choose Enter Time Machine in the Time Machine menu, as shown in Figure 18-1.



It will be easier to restore a file in the Finder if the folder the file is in (or was in) is the *active* folder (that is, open and frontmost) when you launch the Time Machine application. If not, you have to navigate to the appropriate folder before you can perform Step 3.

3. Click one of the bars on the right side of the screen *or* click the big "forward" and "back" arrows next to them to choose the backup you want to restore from (Today at 11:10 AM in Figure 18-2).



The large "Today at 11:10 AM" at the bottom of the screen in Figure 18-2 reflects the bar I clicked on in the lower-right corner. If I were to select one of the other bars (by clicking Latest Backup, Now, or Today in Figure 18-2), I'd see files from that backup and the large date and time would reflect the date and time of that backup.

- 4. Select the file, folder, Contacts contact, iPhoto photo, e-mail message, or Calendar event you want to restore.
- 5. Click the big Restore button below the big forward and back arrows.

If the file, folder, Contacts contact, iPhoto photo, e-mail message, or Calendar event exists in the same location today, Time Machine politely inquires as to your wishes, as shown in Figure 18-3.



Figure 18-3: Time Machine asks what to do with the file you're restoring.

Backing up by using the manual, brute-force method

If you're too cheap to buy a second hard drive, the most rudimentary way to back up is to do it manually. You accomplish this by dragging said files a few at a time to another volume — a CD-R, CD-RW, DVD-R, or DVD-RW. (If you use

an optical disc, don't forget to actually *burn the disc;* merely dragging those files onto the optical-disc icon won't do the trick.)

By using this method, you're making a copy of each file that you want to protect. (See Chapter 8 for more info on removable storage.)



Yuck! If doing a manual backup sounds pretty awful, trust me — it is. This method can take a long, long time, you can't really tell whether you've copied every file that needs to be backed up, and you can't really copy only the files that have been modified since your last backup. Almost nobody in his right mind sticks with this method for long.



Of course, if you're careful to save files only in your Documents folder, as I suggest several times in this book, you can probably get away with backing up only that. Or if you save files in other folders within your Home folder or have any files in your Movies, Music, Pictures, or Sites folders (which often contain files you didn't specifically save in those folders, such as your iPhoto photos and iTunes songs), you should probably consider backing up your entire Home folder.

As you read in the following section, backing up your Home folder is even easier if you use special backup software.

Backing up by using commercial backup software

Another way to back up your files is with a third-party backup program. Backup software automates the task of backing up, remembering what's on each backup disc (if your backup uses more than one disc), and backing up only files that have been modified since your last backup.

Furthermore, you can instruct your backup software to back up only a certain folder (Home or Documents) and to ignore the hundreds of megabytes of stuff that make up OS X, all of which you can easily reinstall from the OS X Install DVD.

Your first backup with commercial software might take anywhere from a few minutes to several hours and use one or more optical discs — CD-R, CD-RW, DVD-R, DVD-RW, magneto-optical disc — or nonoptical media, such as another hard drive or any kind of tape backup. Subsequent backups, called *incremental backups* in backup-software parlance, should take only a few minutes.



If you do incremental backups with optical discs, be sure to label and number all the discs you use during that operation. Your backup software may prompt you with a message such as Please insert backup disk 7. If you haven't labeled your media clearly, you could have a problem figuring out which disc *is* disc 7 or which disc 7 belongs to that particular backup set.

One of the best things about good backup software is that you can set it up to automate your backups and perform them even if you forget. And although Time Machine is a step in the right direction and might be sufficient for your needs, it's not good enough for me. I use a total of nine hard drives for backups.

Why You Need Two Sets of Backups

You're a good soldier. You back up regularly. You think you're immune to file loss or damage.

My backup recommendations

I am continually testing new backup solutions, so the software I use can change from month to month. I've tried most of the popular backup solutions and many of the more obscure ones, but before I say anything about my current setup, here is what I'm trying to accomplish (at a minimum): I want at least three (reasonably) current backup "sets" with copies of all my files. I want to update two of them every day and keep the third somewhere offsite (in my safe deposit box at the bank). Every week or two, I swap whichever backup is at the bank for a fresh one — one of the two I update daily.

This scheme ensures that no matter what happens — even if my office burns; floods; is destroyed by tornado, hurricane, or an earthquake; or robbed — I won't lose more than a week or two of work. I can live with that.

Note that once I set them up, all four programs run automatically in the background with no further action on my part, a feature I think of as "set and forget."

My first line of defense, of course, is Mavericks' excellent Time Machine. There's no excuse not to use it. But although Time Machine maintains multiple copies of files, they're all stored on the same disk. And I always say if something's worth backing up to one place, it's worth backing up to three.

And so, in addition to Time Machine, I use the excellent CrashPlan (www.crashplan.com; from \$2.00/month), which backs up my Documents folder four times a day to two different hard drives. It also backs up my Home folder continuously to yet another hard drive, so every time I make a change to a document, the backup copy is updated in real time. Finally, it backs up my Home folder over the Internet to the CrashPlan cloud-based servers.

Every night at midnight, SuperDuper! (www.shirtpocket.com; \$27.95) clones (duplicates) my startup disk to another hard drive, which provides me a bootable backup I can use with almost any other Mac.

Finally, I use the excellent and free Dropbox (www.dropbox.com) service to synchronize my current project folders among several Macs and my iPhone and iPad, giving me even more backup copies of my most important files.

There is one last thing: I test the integrity of each backup regularly, and so should you. For one thing, it confirms that the files I think are there are actually there, and it reassures me that the files in that backup set aren't corrupted or damaged and are capable of being restored successfully.

Now picture yourself in the following scenario:

You leave the office one day for lunch. When you return, you discover that your office has been burglarized, struck by lightning, flooded, burned to the ground, or buried in earthquake rubble — take your pick.

Alas, while you did have a backup, the backup disk was in the same room as your Mac, which means it was either stolen or destroyed along with your Mac.

This scenario is totally unlikely — but it *could* happen, and it does demonstrate why you need multiple backups. If you have several sets of backup disks, and don't keep them all in the same room as your Mac, chances are pretty good that one of the sets will work even if the others are lost, stolen, or destroyed.

Non-Backup Security Concerns

As you've probably surmised by now, backing up your files is critical unless you won't mind losing all your data someday. And although backing up is by far your most important security concern, several other things could imperil your data — things like viruses or other types of malware, including worms, spyware, and intruder attacks. That's the bad news. The good news is that all those things are far more likely to affect Windows users than Mac users. In fact, I'd venture to say that viruses, worms, malware, spyware, and intruder attacks are rarer than hens' teeth for Mac users.

That said, here are a few precautions Mac users should consider, just in case.

About viruses and other malware

A computer *virus*, in case you missed it in *Time* magazine, is a nasty little piece of computer code that replicates and spreads from disk to disk. A virus could cause your Mac to misbehave; some viruses can destroy files or erase disks with no warning.

Malware (short for *malicious software*) is software that's hostile, intrusive, annoying, or disruptive. Malware is often designed to gain unauthorized access to your computer and/or collect personal data (including passwords) without your knowledge.

The difference between a virus and other types of malware is that malware doesn't spread by itself. It relies upon trickery, mimicry, and social engineering to induce unsuspecting users to open a malicious file or install a malicious program. So a virus is a type of malware, but not all malware is viral.

You don't hear much about viruses on the Mac because there have been few (if any) since the dawn of the modern OS X era (so many big cats ago).

Almost all viruses are specific to an operating system — Mac viruses won't affect Windows users, Windows viruses won't affect Mac users, and so forth, and the vast majority of known viruses affect only (you guessed it) Windows.

The one real exception here is a "gift" from the wonderful world of Microsoft Office (Word and Excel, for example) users: the dreaded *macro viruses* that are spread with Word and Excel documents containing macros written in Microsoft's VBA (Visual Basic for Applications) language. But you're safe even from those if you practice safe computing as I describe (although you can unknowingly pass them along to Windows users).

As it happens, so far, much of the viral activity affecting OS X involved various Windows macro viruses. Sadly, a very real threat known as Flashback appeared in early 2012. It exploited a security flaw in Java and stealthily installed itself on Macs. Soon after its discovery, Apple issued software updates for OS X that removed the malware and corrected the security flaw.



By default, your Mac automatically checks for software updates every week, but you can change that setting in the Software Update System Preference Pane. Click the Check Now button to run Software Update manually and check for the latest updates. The moral of the story is that it's usually a good idea to install Apple updates sooner rather than later.

So while there was at least one piece of truly malicious software spotted in the wild, others are spread mostly via social engineering. So here's how to protect yourself:

- ✓ Disable Open Safe Files after Downloading in Safari Preferences.
- ✓ If a suspicious alert or window appears on your screen, Force Quit your web browser (★⇒Force Quit or ₩+Option+Esc) immediately.
- ✓ If the OS X Installer launches for no apparent reason, *do not click Continue!* Don't install the software, and for heaven's sake, don't type your administrator password.
- Don't run any installer the one built into OS X or a third-party kind unless you're absolutely certain that it came from a trusted source.
- Don't use credit or debit cards with unfamiliar vendors and/or insecure websites.



If you use disks that have been inserted into other computers, you need some form of virus-detection software. If you download and use files from web and File Transfer Protocol (FTP) sites on the Internet, you need some form of virus detection as well.

You don't have too much to worry about if

You download files only from commercial online services, such as AOL, CNET, or MacUpdate, which are all very conscientious about malware.

You use only commercial software and never download files from websites with strange names.

You should definitely worry about malicious infection if

- An unsavory friend told you about a website called Dan'sDenOfPirate dIllegalStolenBootlegSoftware.com, and you actually visited it.
- ✓ You swap disks or USB thumb drives with friends regularly.
- ✓ You shuttle disks or USB thumb drives back and forth to other Macs.
- You use your disks or USB thumb drives at public computers or printing shops.
- ✓ You download files from various and sundry places on the Internet, even ones that don't sound as slimy as Dan'sDenOfPiratedIllegalStole nBootlegSoftware.com.
- ✓ You receive e-mail with attachments (and open them).

If you're at risk, do yourself a favor, and buy a commercial antivirus program. I'm not quite ready to install antivirus software myself; I find that it's obtrusive and slows my Mac. If you think you need protection, consider VirusBarrier X6 (\$49.95; www.intego.com), MacScan (\$29.99; www.macscan.securemac.com), or ClamXAV (free; www.clamxav.com).



If you decide to do as I do and not as I just suggested, I urge you to visit some or all of the websites in Chapter 23 regularly. If nothing else, you'll get advance warning the next time a particularly heinous piece of Mac malware is on the loose. I don't know about you, but I'll wait until then to reassess my position on this antivirus conundrum.

Firewall: Yea or nay?

According to the OS X built-in Oxford American Dictionary, a firewall is

Part of a computer system or network that is designed to block unauthorized access while permitting outward communication.

Using a firewall protects your computer from malicious users on other networks or the Internet and keeps them from gaining access to your Mac.

Unlike older versions of Windows, OS X is quite difficult to crack. There have been few (if any) reports of outsiders gaining access to Macintosh computers running OS X. One reason might be that OS X has a built-in firewall. That's the good news. The bad news is that said firewall is disabled by default. You'll need to activate it if you want to be protected against unauthorized access to your computer.



If you use a router with its own firewall (and the router's firewall is enabled), do not activate the Mavericks firewall. Running multiple firewalls can cause issues.

To activate your firewall, follow these steps:

- 1. Open the System Preferences application (from the Applications folder, ***** menu, Launchpad, or Dock).
- 2. Click the Security & Privacy icon and click the Firewall tab.

The default setting is Allow All Incoming Connections, which is the least secure option.

3. Click the Turn On Firewall button to turn the firewall on, if it's not already running.

(Optional) If the lock in the bottom-left corner of the Security & Privacy pane is locked, click it, and provide your administrator password.

- 4. Click the Firewall Options button to configure your firewall's settings.
- 5. For the highest level of protection, select the Block All Incoming Connections check box.
- 6. Click OK.

Alas, you probably won't want to keep this setting for long, because you won't be able to use awesome OS X features such as Messages and file, screen, printer, and music sharing, to name a few. If (or when) it becomes desirable to allow certain incoming connections from outside computers, enable them in the Sharing System Preference pane.

The only other issue you're likely to face is when a particular application needs you to allow outside connections to it in order to function. How would you know? Check the user manual, Read Me file, or application Help. Or you might see an error message that the program can't connect to the Internet. Don't worry — if a program requires you to open your firewall, you can almost certainly find some information in one (or more) of these places.

The solution is to click the little + button on the left near the bottom of the Firewall Options window. A standard Open File sheet drops down over the window; select the appropriate program and click the Add button. Your firewall will then allow incoming connections to that particular application evermore.

Install recommended software updates

I mentioned this before in a short tip but it bears repeating: By default, your Mac checks with the mothership (Apple) once a week to see if there's any new or updated software for your Mac. If there is, your Mac informs you that a new Software Update is available and asks whether you'd like to install it. In

almost all cases, you do. Apple issues Software Updates to fix newly discovered security concerns, to fix serious bugs in OS X, or to fix bugs in or add functionality to Apple applications.



You can perform this check manually by clicking the App Store icon in the System Preferences window and then clicking the Check Now button. You also use the App Store System Preferences pane to change the frequency of these checks, disable automatic checking completely, and/or instruct your Mac to automatically download any updates it finds.



Every so often, one of these Software Updates has an unintended side effect; while fixing one problem, it introduces a different problem. Apple is generally pretty careful, and this doesn't happen very often, but if you want to be safe, don't install a Software Update until you've visited MacFixlt (www.macfixit.com), Macworld (www.macworld.com), or MacInTouch (www.macintouch.com) and looked at their reports on the update you have in mind. If there are widespread issues with a particular Software Update, these sites will have the most comprehensive coverage (and possible workarounds).

Apps need updates, too. So make a habit of launching the Mac App Store application now and then, clicking the Updates tab, and then updating any apps that require it.

Many third-party programs, including Microsoft Office and most Adobe products, use their own update-checking mechanism. Check and make sure you've got yours enabled. Many third-party apps offer a Check for Updates option in the Help (or other) menu or as a preference in their Preferences window.

One last thing: If you see a little number on the App Store's icon in the Dock, you have that many updates waiting. Launch the Mac App Store, and click the Updates tab.

Protecting Your Data from Prying Eyes

The last kind of security I look at in this chapter is protecting your files from other users on your local area network and users with physical access to your Mac. If you don't want anyone messing with your files, check out the security measures in the following sections.

Blocking or limiting connections

The first thing you may want to do is open the Sharing System Preferences pane by launching the System Preferences application (from the Applications folder, **c** menu, or Dock) and clicking the Sharing icon. Nobody can access

your Mac over the network if all the services in the Sharing pane are disabled and your firewall is set to Block All Incoming Connections. See the section "Firewall: Yea or nay?" earlier in this chapter for details on these settings.

Locking down files with FileVault

If you absolutely, positively don't ever want anyone to be able to access the files in your Home folder, FileVault allows you to encrypt your entire disk and protect it with the latest government-approved encryption standard: Advanced Encryption Standard with 128-bit keys (AES-128).

When you turn on FileVault, you're asked to set a *master password* for the computer. After you do, you or any other administrator can use that master password if you forget your regular account login password.



If you turn on FileVault and forget both your login password and your master password, you can't log in to your account — and your data is lost forever. Really. Not even DriveSavers has a hope of recovering it. So don't forget both passwords, okay?

FileVault is useful primarily if you store sensitive information on your Mac. If you're logged out of your user account and someone gets access to your Mac, there is no way they can access your data. Period.

Because FileVault encrypts your Home folder, some tasks that normally access your Home folder might be prevented. For one thing, some backup programs choke if FileVault is enabled. Also, if you're not logged in to your user account, other users can't access your Shared folder(s).



And because FileVault is always encrypting and decrypting files, it often slows your Mac when you add or save new files, and it takes extra time before it lets you log out, restart, or shut down.

To turn on FileVault, follow these steps:

- 1. Open the Security & Privacy System Preferences pane.
- 2. Click the FileVault tab.
- 3. Click the Turn on FileVault button to enable FileVault.

To turn off FileVault, click the Turn off FileVault button.

Setting other options for security

The General tab of the Security & Privacy System Preferences pane offers several more options that can help keep your data safe. They are

- Change Password: Click this button to change the password for your user account.
- ✓ Require Password after Sleep or Screen Saver Begins: Enable this option if you want your Mac to lock itself up and require a password after the screen saver kicks in or it goes to sleep. It can become a pain in the butt, having to type your password all the time. But if you have nosy coworkers, family members, or other individuals you'd like to keep from rooting around in your stuff, you should probably enable this option.

When enabled, this option offers a pop-up menu that lets you specify how long after sleep or screen saver this password protection should kick in. The options range from immediately to four hours.

- ✓ Show a Message When the Screen Is Locked: Type the message you want on your screen when it's locked in this text entry box.
- ✓ **Disable Automatic Login:** One of the login options in the Users & Groups System Preferences pane is automatic login. With automatic login enabled, you don't have to choose an account or type a password when you start up this Mac. Instead, it bypasses all that login stuff and goes directly to the Desktop of the designated account. If you want to disable this feature for all accounts so that every user of this Mac sees the login screen and is required to choose an account and type a password you should enable this option.

✓ Allow Apps Downloaded from:

Last, but certainly not least (at least with regard to the General tab), is a feature called Gatekeeper, which helps protect you from downloading and running malicious software by limiting the applications your Mac can run.

You have three mutually exclusive options — Mac App Store, Mac App Store and Identified Developers, or Anywhere. Click the radio button next to the level of protection you desire and the other two options are automatically deselected.

Here's what they do:

- Mac App Store: This option allows you to run only apps you download from the Mac App Store. It's the safest and most restrictive setting.
- Mac App Store and Identified Developers: Apple offers a Developer ID program to certified members of the Mac Developers Program. Apple gives them a unique Developer ID, which allows Gatekeeper to verify that their app is not known malware and that it hasn't been tampered with. If an app doesn't have a Developer ID associated with it, Gatekeeper can let you know before you install it.



This is probably the best choice for most users. It allows thirdparty apps from Apple-vetted vendors, such as Microsoft, Adobe, and thousands more. It's a lot less restrictive than the Mac App Store option and a lot safer than choosing Anywhere.

• *Anywhere:* What its name suggests; this option lets you run any app, no matter where it came from.

Finally, the Privacy tab of the Security & Privacy System Preferences pane has several potentially useful options:

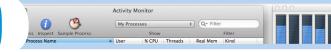
- ✓ To Enable or Disable Location Services: Click Location Services on the left and you'll see a list of apps that are allowed to use your computer's current location. Check or uncheck these apps to enable/disable their use of Location Services.
- ✓ To Enable or Disable Other Apps Access to your Contacts, Calendars, and Reminders: Click Contacts, Calendars, or Reminders in the list on the left and apps with access to their contents will appear on the right. Check or uncheck the checkbox for each app to enable/disable its permission to access Contacts, Calendars, or Reminders.
- ✓ **To Enable or Disable Apps Allowed to Control Your Computer:** Click Accessibility in the list on the left, and apps allowed to control your computer appear on the right. Check or uncheck the check box for each app to enable/disable its permission to control your computer.
- ✓ To Automatically Send Anonymous Diagnostic & Usage Data to Apple: Click Diagnostics and Usage in the list on the left and then select the Send Diagnostic & Usage Data to Apple check box. This sends details of system crashes, apps that quit unexpectedly, freezes, or kernel panics (anonymously) to the mothership in Cupertino, Apple's world HQ, where engineers pore over the data and issue software updates to eliminate the bugs.

At least that's the theory....

And that's all you really need to know about security and privacy (or at least enough to make you dangerous).







Utility Chest

In This Chapter

- ► Crunching numbers with the Calculator
- Setting up lots of stuff, including AirPort Base Stations and Bluetooth devices
- ▶ Plumbing your Mavericks' innards
- And much, much more . . .

S X Mavericks comes with a plethora of useful utilities that make using your computer more pleasant and/or make you more productive when you use your computer. In this chapter, I give you a glimpse of the ones that aren't covered elsewhere in this book.

The first item, Calculator, is in your Applications folder; all the other items in this chapter are in your Utilities folder, *inside* your Applications folder (or you can use the Utilities folder's keyboard shortcut, \(\mathcal{H} + Shift + U \).

Calculator



Need to do some quick math? The Calculator application gives you a simple calculator with all the basic number-crunching functions that your pocket calculator has. To use it, you can either click the keys with the mouse or type numbers and operators (math symbols such as +, −, and =) using the number keys on your keyboard (or numeric keypad, if you have one). Calculator also offers a paper tape (Windowthow Paper Tape) to track your computations — and, if you want, provide a printed record. It can even speak numbers aloud (Speechthow Bpeak).

Check out the Calculator in Figure 19-1.

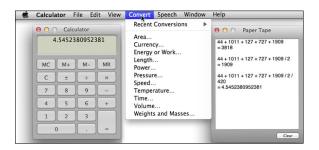


Figure 19-1: The Calculator (left), Convert menu (middle), and Paper Tape (right).

In my humble opinion, the most useful feature in the Calculator (after the Paper Tape) is the Convert menu — more specifically, the currency-conversion feature. It actually checks the Internet for the exchange rate before calculating the conversion for you. That's very cool.

Beyond that, Calculator has three modes: Basic, Scientific, and Programmer. Basic is the default, and you access the other two modes as follows:

✓ Pressing ૠ+2 (View

Scientific) turns the formerly anemic calculator into a powerful scientific calculator.



✓ Choosing View Programmer (ૠ+3) turns it into the programmer's friend, letting you display your data in binary, octal, hexadecimal, ASCII, and Unicode. It also performs programming operations such as shifts and byte swaps. (If you're a programmer, you know what all that means; if you aren't, it really doesn't matter.)

Activity Monitor



In Unix, the underlying operating system that powers OS X, applications and other things going on behind the scenes are called *processes*. Each application and the operating system itself can run a number of processes at the same time.

In Figure 19-2, you see 78 different processes running, most of them behind the scenes. Note that when this picture was taken, I had half a dozen or more programs running, including the Finder, FaceTime, the Mac App Store, and Activity Monitor itself.

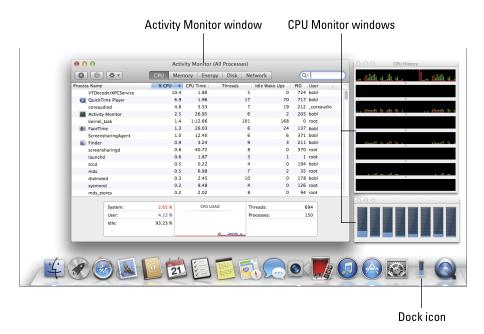


Figure 19-2: Activity Monitor window, two little CPU Monitors, and the Dock icon.

To display the two CPU Monitor panes on the right side of the Activity Monitor window as shown in Figure 19-2, choose Window CPU Usage (keyboard shortcut \Re +2) and CPU History (keyboard shortcut \Re +3).

You also select what appears in the Activity Monitor's Dock icon — CPU Usage, CPU History, Network Usage, Disk Activity, or the Activity Monitor icon — by choosing View⇔Dock Icon. All but the Activity Monitor icon appear *live*, meaning that they update every few seconds to reflect the current state of affairs.



To choose how often these updates occur, choose View⇒Update Frequency.

But be careful — setting Activity Monitor to update more frequently causes it to use more CPU cycles, which can decrease overall performance slightly.

Finally, the bottom portion of the Activity Monitor window can display one of five monitors. Just click the appropriate tab — CPU, Memory, Energy, Disk, or Network — to see that particular monitor.



Because all Macs that can run Mavericks have at least a dual-core processor, you'll see at least two, and possibly four or more, CPUs displayed in Activity Monitor, one for each core.

Geeks and troubleshooters (and even you) can use Activity Monitor to identify what processes are running, which user owns the process, and how much CPU capacity and memory the process is using. You can even use this feature to quit or force-quit a process that you think might be causing problems for you.



Messing around in Activity Monitor isn't a good idea for most users. If you're having problems with an application or with OS X, try quitting open applications, force-quitting applications (press $\Re+$ Option+Esc — the Mac "three-finger salute"), or logging out and then logging back in again before you start mucking around with processes.

AirPort Utility



You use AirPort Utility to set up an AirPort Base Station, AirPort Extreme, AirPort Express, or Time Capsule and configure its individual settings, such as base-station and wireless-network passwords, network name, Internet connection type, and so on.

When you first open AirPort Utility, select the AirPort Base Station you want to work with by clicking its icon on the left side of the window.

If you want assistance with setting up your base station, just click the Continue button in the bottom-right corner of the AirPort Utility window. You're asked a series of questions, and your base station is configured accordingly. If you know what you're doing and want to change your base station's settings manually, choose Base Station中Manual Setup (第+L) instead.

ColorSync Utility



ColorSync helps ensure color consistency when you're scanning, printing, and working with color images. This package includes ColorSync software as well as premade ColorSync profiles for a variety of monitors, scanners, and printers. And the ColorSync Utility has a bunch of tools designed to make working with ColorSync profiles and devices easier. You'll probably never need it, but I wanted to let you know it's there, just in case.

A *ColorSync profile* is a set of instructions for a monitor, scanner, or printer, which tells the device how to deal with colors and white so the device's output is consistent with that of other devices, as determined by the ColorSync profiles of the other devices. In theory, if two devices have ColorSync profiles, their output (onscreen, on a printed page, or in a scanned image) should match. Put another way, the color that you see onscreen should be exactly the same shade of color that you see on a printed page or in a scanned image.



If you're not a graphic artist working with color files and calibrating monitors and printers to achieve accurate color matching, you probably don't need the ColorSync Utility (unless you've gotten hooked on iPhoto and want your printed inkjet color pictures to match up correctly).

If you're compelled to do whatever it takes to get accurate color on your monitor and printer, check out *Color Management For Digital Photographers For Dummies*, by Ted Padova and Don Mason (Wiley).

DigitalColor Meter



The DigitalColor Meter program displays what's on your screen as numerical color values, according to two different systems: RGB (red-green-blue) and CIE (the abbreviation for a chromaticity coordinate system developed by the Commission Internationale de l'Eclairage, the international commission on illumination). If you're not a graphic artist or otherwise involved in the production of high-end color documents, or working in HTML, you'll probably never need it.

Disk Utility



If you're having problems with your hard drive or need to make changes to it, Disk Utility is a good place to start. Start by clicking a disk or volume in the column on the left and then click one of the five tabs described in the following sections.

First Aid tab

If you suspect that something's not quite right with your Mac, the First Aid portion of Disk Utility should be among your first stops. Use First Aid to verify and (if necessary) repair an ailing drive. To use it, click the First Aid button on the left side of the Disk Utility window. Click a volume's icon and then click Verify. You get information about any problems that the software finds. If First Aid doesn't find any problems, you can go on your merry way, secure in the knowledge that your Mac is A-okay. If verification turns up trouble, click Repair to have the problem fixed. You can also use First Aid to fix disk-permission problems.



You won't be able to use the copy of Disk Utility in your Applications/ Utilities folder to repair your OS X boot disk. To do that, you must reboot from Mavericks Recovery Disk or another bootable disk.



You can't use Disk Utility First Aid to fix a CD or DVD, nor can you use it to fix most disk image files. These disks are read-only and can't be altered.

Erase tab

Use Erase to format (completely erase) any disk except the current startup disk.



When you format a disk, you erase all information on it permanently. Formatting can't be undone — so unless you're *absolutely sure* this is what you want to do, don't do it. Unless you have no use for whatever's currently on the disk, make a complete backup of the disk before you format it. If the data is critical, you should have at least two (or even three) known-to-bevalid backup copies of that disk before you reformat.

Partition tab

Use this tab to create disk partitions (multiple volumes on a single disk). OS X treats each partition as a separate disk. When you select an item in the column on the left, you see only a partition tab when you select a disk, such as the 750.16GB Hitachi and 500.11GB Seagate drives in Figure 19-3.



Be careful here. While some adjustments can be made to partitions without loss of data, not all adjustments can. You'll be warned if what you're about to do will permanently erase your data, but I thought I'd give you fair warning first.

Of partitions and volumes

Partitioning a drive lets you create multiple volumes. A volume is a storage space that (from the Mac's point of view) looks and acts just like a hard drive; a partition is simply a designated volume on a drive, completely separate from all other partitions (volumes). You can create any number of partitions, but it's a good idea to limit yourself to no more than a small handful.

You can create drive partitions only on a newly formatted drive. So to partition a drive, first format it in Drive Setup and then create partitions. Before you do that, give some thought

to how large a partition you want to create. You won't be able to change your mind about it later.

By the same token, it's absolutely not necessary to use partitions unless you're running Boot Camp. Many users never partition a hard drive and get along just fine. If you do choose to partition, you should probably limit the number of partitions you create. An iMac with a 500GB drive will do just fine with one or two (or maybe three) partitions; there's no need to create more.

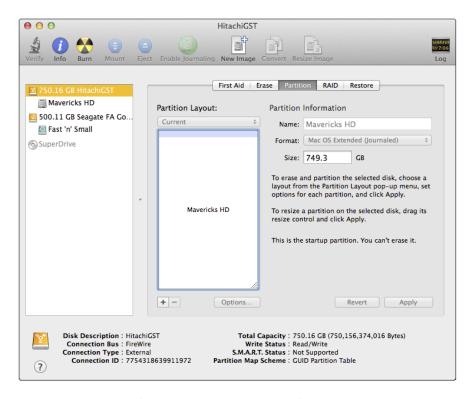


Figure 19-3: Select a disk (750GB Hitachi or 500GB Seagate), and the Partition tab makes itself available.

By the way, you won't see a Partition tab if you select a volume or partition — Fast 'n' Small and Mavericks HD in Figure 19-3, instead of a disk (750GB Hitachi or 500GB Seagate in Figure 19-3). Makes sense when you think about it.

RAID tab

By using Redundant Array of Individual (or Independent) Disks (RAID), you can treat multiple disks as a single volume, which is sort of the opposite of partitioning.

Restore tab

Use the Restore tab to restore your Mac to factory-fresh condition from a CD-ROM or disk-image file. In most cases, you install new software on your

Mac from the Mac App Store, a CD or DVD, or the Internet. Software vendors typically use an installer program that decompresses and copies files to their proper places on your hard drive. After you've installed the software, you're back in business.

Apple's variation on this theme is a humongous file called the *disk image* — everything you'd normally find on a disk, without the disk. These days, more developers are adopting the disk-image format for their downloadable installers and updaters. When mounted on your Desktop (more on what *mounting* means in a minute), a disk image looks and acts just like a real disk. You can open it and see its contents in a Finder window, copy files from its window to another disk, drag it to the Eject button to remove it from your Desktop — go wild. To make a disk image appear on your Desktop, you double-click the image file. At that point, the Disk Utility application takes over and puts an icon (which for all intents and purposes looks like a disk) on your Desktop.

Disk Utility not only mounts images when you double-click them but also lets you create your own disk-image files and burn them onto CD-Rs and DVD-Rs.



Because you can transfer disk images via the Internet — and because they act just like disks — they're great substitutes for CD-ROMs and other disk-based software installers. A software maker can create both a CD version of an installer and a disk image that can be downloaded.

By the way, you find out more about Disk Utility (mostly how to use it for troubleshooting) in Chapter 20.

Grab



Want to take a picture of your screen? You can use Grab to take a picture of all or part of the screen and save that file for printing or sending around (say, to all your screaming fans who want to see your Desktop pattern or how you've organized your windows).



Grab's best feature is its capability to do a timed screen capture. Like those cameras that let you start the timer and then run to get into the shot, Grab gives you ten seconds to bring the window you want to the front, pull down a menu, and get the cursor out of the way or whatever you need to do to get the screen just right.



Grab's default behavior is to display no cursor. If you want to show a cursor in your screen shots, choose Grab Preferences and then select a pointer from the ten choices in the Preferences window. To have no cursor, click the topmost, leftmost item, which is an empty box that indicates *no cursor*.

Grapher



Grapher is a venerable piece of eye candy that shows off your CPU's computational power. A quick, visual math instructor, Grapher can graph equations in two or three dimensions and speaks hexadecimal, octal, base ten (decimal), and binary to boot. You can even graph curves, surfaces, inequalities, differential equations, discrete series, and vector and scalar fields . . . whatever that means. (I found all that information in Apple Help.)

Keychain Access



A *keychain* is a way to consolidate your passwords — the one you use to log in to your Mac, your e-mail password, and passwords required by any websites. Here's how it works: You use a single password to unlock your keychain (which holds your various passwords), and then you don't have to remember all your other passwords. Rest assured that your passwords are secure because only a user who has your keychain password can reach the other password-protected applications.



The Keychain Access utility is particularly cool if you have multiple e-mail accounts and each one has a different password. Just add them all to your keychain, and you can get all your mail at the same time with one password.



A special "master" keychain called the Login Keychain is created automatically for every OS X Mavericks user.

Here's how to add passwords to your login keychain:

✓ To add passwords for applications, just open Mail or another application that supports the keychain. When the program asks for your password, supply it and choose Yes to add the password to the keychain.

How do you know which programs support the Keychain Access utility? You don't until you're prompted to save your password in a keychain in that Open dialog, connect window, or so forth. If a program supports Keychain Access, it offers a check box for it in the user ID/password dialog or window.

✓ **To add a website password to a keychain,** open the Keychain Access application and click the Password button. In the New Password Item window that opens, type the URL of the page (or copy and paste it) in the Keychain Item Name text field, type your username in the Account Name field, and then type your password in the Password text field, as shown in Figure 19-4.



Figure 19-4: Add a URL to the keychain manually by using Keychain Access.

To use the new URL password, use Safari to open the URL. If the account name and password aren't filled in for you automatically, choose Edit AutoFill Form (\(\mathbb{H} + \text{Shift} + A \), and they will be. Now just click the appropriate button on the web page to log in.



If you select the User Names and Passwords check box on the AutoFill tab of Safari's Preferences window (Safari Preferences or #+,), you don't have to add sites, accounts, or passwords manually. Instead, the first time you visit a site that requires an account name and password, when you log in, Safari asks whether you would like to save your password, as shown in Figure 19-5.



Figure 19-5: The easy way to add to your keychain in Safari.



iCloud syncing is a great new Mavericks feature that makes keychains even better. Turn it on (System Preferences iCloud) and your passwords will be securely synced to (and from) all of your Apple devices.

Migration Assistant



Migration Assistant is pretty much a one-trick pony, but that pony is a prize winner. You use the Migration Assistant to transfer your account and other user information from another Mac or another volume on the current Mac to this one. You need to authenticate as an administrator to use it, but it's a pretty handy way to transfer an account without having to re-create all the preferences and other settings. When you first installed Mavericks (or when you booted your nice, new Mavericks-based Mac for the first time), the setup utility asked you whether you wanted to transfer your information from another Mac. If you answered in the affirmative, it ran the Migration Assistant.



It's not just for new Mavericks. You can launch this one-trick-pony anytime to transfer all or some user accounts, applications, settings, and files from another Mac or PC to this one. Or use it after replacing a hard drive or reinstalling OS X (see the Appendix). Download the Appendix from www.dummies.com/downloads/osxmavericks. Last but not least, Migration Assistant can import user accounts, applications, settings, and files from Windows PCs as well as from Macs.

System Information



System Information (the App Formerly Known as System Profiler) is a little program that is launched when you click the More Info button in the About This Mac window (About This Mac). It provides information about your Mac. (What a concept!) If you're curious about arcane questions such as what processor your Mac has or what devices are stashed inside it or are connected to it, give this baby a try. Click various items in the Contents list on the left side of the window, and information about the item appears on the right side of the window. Feel free to poke around this little puppy as much as you like; it's benign and can't hurt anything.



If you ever have occasion to call for technical support for your Mac, software, or peripherals, you're probably going to be asked to provide information from System Information, so don't get rid of it just because you don't care about this kind of stuff.

Terminal



OS X is based on Unix. If you need proof — or if you actually want to operate your Mac as the Unix machine that it is — Terminal is the place to start.

Because Unix is a command-line-based operating system, you use Terminal to type your commands. You can issue commands that show a directory listing, copy and move files, search for filenames or contents, or establish or change passwords. In short, if you know what you're doing, you can do everything on the command line that you can do in OS X. For most folks, that's not a desirable alternative to the windows and icons of the Finder window. But take my word for it; true geeks who are also Mac lovers get all misty-eyed about the combination of a command line *and* a graphical user interface.



You can wreak havoc upon your poor operating system with Terminal. You can harm your Mavericks in many ways that just aren't possible using mere windows and icons and clicks. So — before you type a single command in Terminal — think seriously about what I just said. And if you're not 100 percent certain about the command you've just typed, don't even think about pressing Return or Enter.



Troubleshooting OS X

In This Chapter

- ▶ Facing the ol' "My Mac Won't Boot" blues
- ▶ Dealing with the prohibitory sign
- ▶ Recovering from startup crashes

s a bleeding-edge Mac enthusiast with over a quarter century of Mac experience under my belt, I've had more than my share of Mac troubles. Over those years, I've developed an arsenal of mostly surefire tips and tricks that I believe can resolve more than 90 percent of Mac issues without a trip to the repair shop.

Alas, if your hardware is dead, then, sadly, neither you nor I can do anything about it because it is now a job for your friendly Mac repairman — and your fat checkbook or high-limit credit card. But if your hardware is okay, you have a fighting chance of using the suggestions in this chapter to get your machine up and running.

Checking Journaled HES Plus volume

Checking extents overflow file Checking catalog file.

Checking extended attributes file Checking volume bitmap. Checking volume information.

Checking multi-linked files. Checking catalog hierarchy.

Verify Disk Permissions

Repair Disk Permissions

acity: 146.12 CP /

About Startup Disks and Booting

Although you usually see a stylish Apple logo when you turn on your computer, once in a blue moon, you may not. You may instead see a solid blue screen, a solid gray screen, a solid black screen, or something else entirely, as described in the next section.

The point is that your Mac isn't starting up as it should. When this happens, it usually indicates that something bad has happened to your Mac. Sometimes, it's a hardware component that has bitten the dust; at other times, OS X itself has somehow been damaged.

Rest assured that these occurrences are rather uncommon — many Macs and Mac users go an entire lifetime without seeing one. If you ever have a

Mac that won't boot, don't despair. Before you declare your Mac terminally ill, try out the advice in this chapter.



Finding or creating a startup disk

When I talk about *booting*, I mean using a particular disk or disk partition as your startup disk.

With Mavericks, however, because there is no bootable DVD, the Installer creates a bootable partition named Recovery HD on that disk when you first install Mavericks.



For the entire history of OS X, I've advised my readers to keep their OS X installation disc close at hand . . . the one that came in the boxed retail copy they bought. At the time I'm writing this chapter, I can't repeat that advice for Mavericks. Apple has announced that only App Store purchases will be available for people upgrading to Mavericks. In other words, unless Apple changes its policy between now and the time you read this, you won't have a Mavericks Install DVD from which to work. So whatever else you do, make backup copies of the Mavericks Installer file that you receive from the App Store. The lack of a bootable installer disc solution should do wonders for the sale of external hard drives and high-capacity flash drives.



Explaining how to create a bootable recovery disk is beyond the purview of this book, but I hope you'll take it upon yourself to figure it out and make one. The Recovery HD partition is a good concept, but if your hard disk dies, the Recovery HD partition dies, too. Which is why I recommend making a bootable clone of your startup disk as soon as possible, just in case.



Apple offers a free program called Recovery Disk Assistant (http://support.apple.com/kb/DL1433), which can create a bootable Mavericks installer disk for you. Another option is Carbon Copy Cloner (www.bombich.com), a donationware app that lets you create a clone of your boot disk with a minimum of fuss. Or try my favorite, "SuperDuper!" (shareware from www.shirt-pocket.com); just add a hard disk as large as or larger than your boot disk, and you'll be good to go.

They call it a prohibitory sign for a reason

When you turn on your Mac, the first thing it does (after the hardware tests) is check for a startup disk that has OS X on it. If your system doesn't find such a disk on your internal hard drive, it begins looking elsewhere — on a FireWire, Thunderbolt, Universal Serial Bus (USB) disk or thumb drive, or on DVD.



If you have more than one startup disk attached to your Mac, as many users do, you can choose which one your Mac boots from in the Startup Disk System Preference pane.

At this point, your Mac usually finds your hard drive, which contains your operating system, and the startup process continues on its merry way with the subtle Apple logo and all the rest. If your Mac can't find your hard drive (or doesn't find on it what it needs to boot OS X), you encounter the dreaded prohibitory sign. Think of the prohibitory sign as your Mac's way of saying, "Please provide me a startup disk."



If Apple can figure out a way to put a prohibitory sign on the screen, why the heck can't the software engineers find a way to put the words *I need a startup disk* on the screen as well? The curtness of these icons is one of my pet peeves about the Macintosh. I know — you're clever and smart (because, of course, you're smart enough to be reading *OS X Mavericks For Dummies*), so *you* know that a prohibitory sign means you should insert a startup disk. But what about everyone else?

If you encounter any of these warning icons, shown in Figure 20-1, go through the steps I outline later in this chapter. You can try different options, such as using Disk Tools and First Aid, zapping the parameter RAM (PRAM), and performing a Safe Boot. Try them in the order listed, starting with Step 1. Then, if one doesn't work, move on to the next.



Figure 20-1: Any of these means it's troubleshooting time.

Recovering with Recovery HD

If you see a prohibitory sign (top left in Figure 20-1), spinning-disc cursor (top right), or kernel panic alert (the text in six languages that appears below the other two images) that doesn't go away when you start up your Mac, the first thing to do is attempt to repair hidden damage to your hard drive with the Disk Utility program's First Aid feature. And to do that, you'll have to boot from the Recovery HD partition. That's because you can't run Disk Utility's First Aid feature on the current startup disk.

To start up from this magical disk (actually, a disk partition), here's what to do:

1. Restart your Mac.





If your Mac doesn't boot from the Recovery HD after Step 2, hold down the Option key while booting to display the built-in Startup Manager (see Figure 20-2).

If you press Option after the startup chime instead of $\Re+R$, the built-in Startup Manager appears. From this screen, you can click the Recovery HD icon (see Figure 20-2), and then click the arrow below it or press Enter or Return to boot from it. Or, if you're going to boot from a disk other than the Recovery HD, you can select it here.



Figure 20-2: The built-in Startup Manager.



Pressing Option during startup displays icons for all bootable volumes it sees and allows you to select one (including the Recovery HD partition).

Click the disk you want to start up from (Mavericks HD in Figure 20-2), and then click the arrow below it or press Return or Enter to start up your Mac from it.



This technique is quite useful if your usual startup disk is damaged or having an identity crisis during startup and the $\Re+R$ trick isn't working to boot from the Recovery HD partition.

If you can boot from the Recovery HD partition (or an external startup drive, clone, DVD-ROM, or other disk): If you see the OS X Utilities window after booting from the Recovery HD partition, hope flickers for your Mac. The fact that you can boot from another volume indicates that the problem lies in one of two places: your startup volume and/or the OS X installation on that volume.

Regardless of what the cause is, your Mac will probably respond to one of the techniques I discuss throughout the rest of this chapter.

Please skip to Step 1.

If you can't boot from the Recovery HD partition (or an external startup drive, clone, DVD-ROM, or other disk): If you can't get your Mac to boot from the Recovery HD partition or another bootable disk, please skip to Step 5.

Step 1: Run First Aid

In most cases, after you've booted successfully from the Recovery HD or another bootable disk, the first logical troubleshooting step is to use the First Aid option in the Disk Utility application.



Every drive has several strangely named components such as B-trees, extent files, catalog files, and other creatively named invisible files. They're all involved in managing the data on your drives. Disk Utility's First Aid feature checks all those files and repairs the damaged ones.

One last thing: If you booted from a disk other than the Recovery HD partition, you'll have to find and launch Disk Utility on that disk before you can follow these instructions.

1. Boot from the Recovery HD volume by restarting your Mac while pressing the \Re and R keys.

The OS X Utilities window appears.

- 2. Select Disk Utility and click Continue.
- 3. When the Disk Utility window appears, click the First Aid tab to select that function of Disk Utility.
- 4. Click the icon for your boot hard drive at the left of the Disk Utility window.

Your boot drive is the one with OS X and your Home folder on it; mine is called *Mavericks HD*.

5. Click the Repair Disk button.

Your Mac whirs and hums for a few minutes, and the results window tells you what's going on. Ultimately, First Aid tells you (you hope) that the drive has been repaired and is now okay. If so, go back to work.

- 6. Quit Disk Utility by choosing Disk Utility: Quit Disk Utility, by pressing \(\mathbb{H}+Q\), or by clicking the red Close Window gumdrop.
- 7. Reboot without holding any keys down.



If First Aid finds damage that it can't fix, a commercial disk-recovery tool, such as Alsoft's DiskWarrior (my personal favorite) or Prosoft's also-excellent Drive Genius 3, may be able to repair the damage. And even if First Aid gave you a clean bill of health, you may want to run DiskWarrior or another third-party utility anyway, just to have a second opinion. Make sure you're running a current version; older versions may not be compatible with OS X Mavericks boot disks.



DiskWarrior has resurrected more dead and dying hard drives for me than any other disk-repair utility I've ever tried — more than all of them combined. If you're going to buy only one utility, make sure that it's DiskWarrior. It's almost like magic.

If everything checks out with First Aid, restart and try to boot from your hard drive again. If you still get the prohibitory sign, proceed to the next section to try a dance called booting into Safe Mode.

Step 2: Safe Boot into Safe Mode

Booting your Mac in Safe Mode may help you resolve your startup issue by not loading nonessential (and non–OS X) software at boot time. You do it by holding down the Shift key during startup.



If your Mac is set up so you don't have to log in, keep pressing the Shift key until the Finder loads completely. If you do log in to your Mac, type your password as usual, but before clicking the Log In button, press the Shift key again and hold it until the Finder loads completely.



You know you held the Shift key long enough if your Login Items don't load (assuming that you have Login Items; you can designate them in the Users & Groups System Preferences pane, although some programs create them for you).

Booting in Safe Mode does three things to help you with troubleshooting:

- ✓ It forces a directory check of the startup (boot) volume.
- ✓ It loads only required kernel extensions (some of the items in /System/ Library/Extensions).
- ✓ It runs only Apple-installed essential startup items (some of the items in /Library/StartupItems and /System/Library/StartupItems). Note that the Startup Items in the Library folders are different from the Login Items in the Users & Groups System Preferences pane. Startup Items run at boot time before the login window even appears; Login Items don't run until after you've logged into your user account.

Taken together, these changes often work around issues caused by software or directory damage on the startup volume.



Some features don't work in Safe Mode. Among them are DVD Player, capturing video (in iMovie or other video-editing software), using an AirPort card, using some audio input or output devices, and using a USB modem. Use Safe Mode only if you need to troubleshoot a startup issue.

If your Mac boots in Safe Mode, you may be able to determine what's causing the issue by moving the contents of your Preferences folder (in Home/Library, which you can make visible by pressing the Option key when opening the Go menu) to the Desktop temporarily or by disabling Login Items (in the Users & Groups System Preference pane). If either of these things resolves the issue, you can put preferences files back in Home/Library/Preferences a few at a time, or you can re-enable login items one at a time until you figure out which preferences file or login item is causing your problems. If your Mac still has problems, try Step 3.

Step 3: Zapping the PRAM/NURAM

Sometimes your *parameter RAM* (PRAM) or *Non-Volatile RAM* (NVRAM) becomes scrambled and needs to be reset. Both of these are small pieces of memory that aren't erased or forgotten when you shut down. They keep track of things such as

- Time-zone setting
- Startup volume choice
- Speaker volume
- Any recent kernel-panic information
- DVD region setting

To reset (a process often called *zapping*) your PRAM/NVRAM, restart your Mac and press \Re +Option+P+R (that's four keys — good luck; it's okay to use your nose) until your Mac restarts itself. It's kind of like a hiccup. You might see the spinning-disc cursor for a minute or two while your Mac thinks about it — then the icon disappears, and your Mac chimes again and restarts. Most power users believe you should zap it more than once, letting it chime two, three, or even four times before releasing the keys and allowing the startup process to proceed.

Now restart your Mac without holding down any keys. If the PRAM/NVRAM zap didn't fix your Mac, move on to "Step 4: Reinstalling OS X."



Remember that your chosen startup disk, time zone, and sound volume are reset to their default values when you zap your PRAM. So after zapping, open the System Preferences application to reselect your usual startup disk and time zone, and set the sound volume the way you like it.



Unlike previous versions of the Mac OS, OS X doesn't store display or network settings in PRAM. If you're having problems with video or networking, resetting PRAM probably won't help.

Step 4: Reinstalling OS X

I present the procedure to reinstall the system software as a second-to-last resort when your Mac won't boot correctly because it takes the longest and is the biggest hassle. I detail this procedure at length in the Appendix. Download the Appendix from www.dummies.com/downloads/osxmavericks.

Read the Appendix, and follow the instructions. If you're still unsuccessful after that point, you have no choice but to consider Step 5....



Step 5: Things to try before taking your Mac in for repair

To get your Mac up and running again, you can try any of the following:

- ✓ Call the tech-support hotline. Before you drag it down to the shop, try calling 1-800-SOS-APPL, the Apple Tech Support hotline. The service representatives there may be able to suggest something else that you can try. If your Mac is still under warranty, it's even free.
- Ask a local user group for help. Another thing you might consider is contacting your local Macintosh user group. You can find a group of Mac users near you by visiting Apple's User Group web pages at www. apple.com/usergroups.
- ✓ Try Dr. Mac Consulting. Shameless plug alert! You can check out my consulting services at www.boblevitus.com or call 408-627-7577. My team of expert troubleshooters does nothing but provide technical help and training to Mac users, via telephone, e-mail, and/or our unique Internet-enabled remote-control software, which allows us to see and control your Mac no matter where in the world you are. Best of all, if we don't fix it, you pay nothing!
- Check whether you have RAM issues. Here's a common problem: If you have problems immediately after installing random-access memory (RAM) or any new hardware, for that matter double-check that the RAM chips are properly seated in their sockets. (*Warning:* Don't forget to shut down your Mac first.) With the power off and your Mac unplugged, remove and reinsert the RAM chips to make sure they're seated properly. If you still have problems, remove the RAM chips temporarily and see whether the problem still exists.



Follow the installation instructions that came with the RAM chips — or the ones in the booklet that came with your Mac. But even if they don't say to get rid of the static spark, you should — either by using an antistatic strap (available from most RAM sellers) or by touching an appropriate surface (such as the power-supply case inside your Mac) before you handle RAM chips.

If none of my suggestions works for you, and you're still seeing anything you shouldn't when you start up your Mac, you have big trouble. You could have any one of the following problems:

- Your hard drive is dead.
- ✓ You have some other type of hardware failure.
- ✓ All your startup disks and your system software DVDs are defective (unlikely).

The bottom line: If you still can't start up normally after trying all the cures I list in this chapter, you almost certainly need to have your Mac serviced by a qualified technician.

If Your Mac Crashes at Startup

Startup crashes are another bad thing that can happen to your Mac. These crashes can be more of a hassle to resolve than prohibitory-sign problems, but they are rarely fatal.

You know that a *crash* has happened when you see a Quit Unexpectedly dialog, a frozen cursor, a frozen screen, or any other disabling event. A *startup crash* happens when your system shows a crash symptom any time between the moment you flick the power key or switch (or restarting) and the moment you have full use of the Desktop.

Try all the steps in the previous sections *before* you panic. The easiest way to fix startup crashes (in most cases) is to just reinstall OS X from the Recovery HD partition. I detail this procedure at great length in the Appendix. Read the Appendix, and follow the instructions. If you're still unsuccessful after that point, come back and reread the "Step 5: Things to try before taking your Mac in for repair" section.

Part VI The Part of Tens





In this part...

- Ways to speed up a pokey Mac.
- Awesome Mac products worthy of your attention.
- ✓ Visit www.dummies.com/extras/osxmavericks for great Dummies content online.

Always open in icon view

Browse in icon view



Almost Ten Ways to Speed Up Your Mac Experience

his chapter is for speed demons only. At some time in their Mac lives, most users have wished that their machines would work faster — even if their Macs have multiple cores or processors. I can't help you make your processors any faster, but here's where I cover some ways to make your Mac at least *seem* faster. Better still, at least some of these tips won't cost you one red cent.

Because this is the infamous Part of Tens, the powers that be require the word *ten* in the chapter title. But try as I might, I couldn't come up with ten ways to speed up your Mac. The nine tips that follow were the best I could do. So if you think of another great way (or two) to speed up your Mac, please send it to me at Mavericks4Dummies@boblevitus.com. If your suggestion is really good, I'll include it in the next edition and give you full credit for thinking of it!

Use Those Keyboard Shortcuts

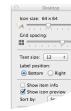
Keyboard shortcuts (see Table 21-1 for a nice little list of the most useful ones) can make navigating your Mac a much faster experience compared with constantly using the mouse, offering these benefits:

- ✓ If you use keyboard shortcuts, your hands stay focused on the keyboard, reducing the amount of time that you remove your hand from the keyboard to fiddle with the mouse or trackpad.
- If you memorize keyboard shortcuts with your head, your fingers will memorize them, too.
- ✓ The more keyboard shortcuts you use, the faster you can do what you're doing.

Trust me when I say that using the keyboard shortcuts for commands you use often can save you a ton of effort and hours upon hours of time.









Make a list of keyboard shortcuts you want to memorize, and tape it to your monitor or where you'll see it all the time when using your Mac. (Heck, make a photocopy of Table 21-1!)

Table 21-1	Great Keyboard Shortcuts	
Keyboard Shortcut	What It's Called	What It Does
 #+0	Open	Opens the selected item.
光+. (period)	Cancel	Cancels the current operation in many programs, including the Finder. The Esc key often does the same thing as Cancel.
∺+P	Print	Brings up a dialog that enables you to print the active window's contents. (See Chapter 15 for info on printing.)
₩+X	Cut	Cuts whatever you select and places it on the Clipboard. (I cover the Clipboard in Chapter 6.)
ૠ+C	Сору	Copies whatever you select and places it on the Clipboard.
光+V	Paste	Pastes the contents of the Clipboard at the spot where your cursor is.
ૠ+F	Find	Brings up a Find window in the Finder; brings up a Find dialog in most programs.
∺+A	Select All	Selects the entire contents of the active window in many programs, including the Finder.
無+Z	Undo	Undoes the last thing you did in many programs, including the Finder.
∺+Shift+?	Help	Brings up the Mac Help window in the Finder; usually the shortcut to summon Help in other programs.
無+0	Quit	Perhaps the most useful keyboard short- cut of all — quits the current application (but not the Finder because the Finder is always running).
∺+Shift+Q	Log Out	Logs out the current user. The login window appears onscreen until a user logs in.
∺+Delete	Move to Trash	Moves the selected item to the Trash.
∺+Shift+Delete	Empty Trash	Empties the Trash.

Improve Your Typing Skills

One way to make your Mac seem faster is to make your fingers move faster. The quicker you finish a task, the quicker you're on to something else. Keyboard shortcuts are nifty tools, and improving your typing speed and accuracy *will* save you time, plus you'll get stuff done faster if you're not always looking down at the keys when you type.

As your typing skills improve, you also spend less time correcting errors or editing your work.



The speed and accuracy that you gain have an added bonus: When you're a decent touch typist, your fingers fly even faster when you use those nifty keyboard shortcuts. (I list a gaggle of these in the preceding section, in Table 21-1.)

An easy way to improve your keyboarding skills is by using a typing tutor program such as Ten Thumbs Typing Tutor (\$25.95 at www.tenthumbs typingtutor.com) or any of the myriad of typing-instruction apps you'll find in the Mac App Store (search for *typing*.)

Resolution: It's Not Just for New Year's Anymore

A setting that you can change to potentially improve your Mac's performance is the resolution of your monitor. Most modern monitors and video cards (or onboard video circuitry, depending on which Mac model you use) can display multiple degrees of screen resolution. You change your monitor's display resolution in the Displays System Preference pane. First, click the Display tab and then click the Scaled button, which makes a list of resolutions appear, as shown in Figure 21-1. Select the resolution you want to try from the list below the Scaled button.

You see much more at native resolution, but everything is much bigger at lower resolutions, as shown in Figure 21-2.

Here's the deal on display resolution: The first number is the number of pixels (color dots) that run horizontally, and the second number is the number of lines running vertically. It used to be that fewer pixels refreshed faster. But with LCD and LED (flat-panel) monitors and notebooks, this usually isn't true, or if it's true, it's almost unnoticeable. Furthermore, because you can see more onscreen at higher resolutions, a higher resolution reduces the amount of scrolling that you have to do and lets you have more open windows on the screen. Finally, the highest resolution is almost always the "native" resolution of that display, which means it will usually look the sharpest. So you could just as easily say that higher resolutions can speed up your Mac experience as well.

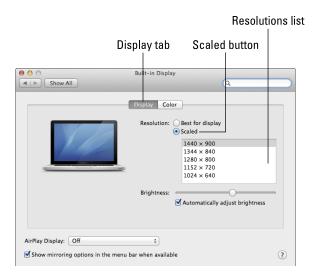


Figure 21-1: The lower the resolution numbers, the bigger things appear on screen.

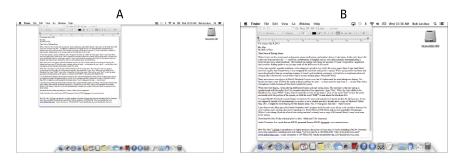


Figure 21-2: A screen shot of my MacBook Pro at its native resolution of 1440×900 (left) and at 640×480 (right).

On the other hand, if you can't discern icons in toolbars and other program components, a lower resolution may actually speed your work.



Choose a resolution based on what looks best and works best for you. That said, if your Mac seems slow at its current resolution, try a lower resolution, and see whether it feels faster.



Although you can use OS X at resolutions of less than 1024×768 , Apple has designed the OS X windows and dialogs on the assumption that your resolution will be *at least* 1280×800 . So, if you choose a resolution lower than that, some interface elements in some windows or programs may be drawn partially (or completely) off-screen. Just keep that in mind if you choose a resolution below 1280×800 .

A Mac with a View — and Preferences, Too

The type of icon display and the Desktop background that you choose affect how quickly your screen updates in the Finder. You can set and change these choices in the View Options window. From the Finder, choose View⇒Show View Options (or use the keyboard shortcut ૠ+J).

The View Options window, like your old friend the contextual menu, is . . . well, contextual: Depending on what's active when you choose it from the View menu, you see one of five similar versions (shown in Figure 21-3). From left to right, the figure shows the options for folders in Icon view, folders in List view, folders in Column view, folders in Cover Flow view, and the Desktop.

A handful of settings can affect the speed of your Mac or your ability to see what you want quickly:

- ✓ **Icon Size:** The smaller the icon, the faster the screen updates, especially if the folder has many graphic files with *thumbnails* (those little icon pictures that represent the big picture the file contains).
 - In the Icon view of the View Options window, moving the Icon Size slider to the left makes icons smaller and faster; moving it to the right makes them bigger and slower. In List view, select one of the two Icon Size radio buttons to choose smaller (faster) or larger (slower) icons. The difference is greater if you have a slower Mac.
- ✓ Calculate All Sizes: If windows in List view take a little while to populate after you open them, try deselecting the Calculate All Sizes check box in the View Options window for List view. If you activate this option, the Finder calculates the size of every folder of every open window in List view and displays that number in the Size column. At least to me, the screen feels as though it redraws faster with this feature turned off.



If you want to know how big a folder is, you can always just click it and choose Filet Get Info (or use the keyboard shortcut, 第+I).

✓ Show Columns: When it comes to speed, don't worry about the Show Columns check boxes in the View Options window for List view — Date Modified, Date Created, Size, Kind, Version, and Comments. The effect of these items on screen updating is pretty small these days, so your choice should probably be made according to the specific information you want to see in Finder windows, not on whether choosing them slows down your Mac.



Figure 21-3: Your choices in the View Options windows for Icon view, List view, Column view, Cover Flow view, and the Desktop.



The Use as Defaults buttons at the bottom of the Icon, List, and Cover Flow View Options windows set the default appearance for *all* Finder windows of that type. If you don't click the Use as Defaults button, any changes you make apply only to the active window (bobl in Figure 21-3). Note that Column view windows and the Desktop don't have a Use as Defaults button; in both cases, any changes you make automatically become the defaults.

Get a New, Faster Model

Apple keeps putting out faster and faster Macs at lower and lower prices, and all Macs now ship with at least 4GB of RAM. Yes, it's officially enough RAM to run Mavericks, but if you like to keep a few apps running all the time, it's still not enough to run it at its best.

Check out the latest iMacs and Mac minis — they're excellent values. Or if you crave portability, MacBook Airs and MacBook Pros are rocking good computers and have never been less expensive. You might even consider a used Mac that's faster than yours. eBay (www.ebay.com) has hundreds of used Macs up for auction at any given time. Shopping on eBay might just get you a better Mac at an outstanding price. Or try Craigslist (www.craigs list.org) if you prefer to see and touch the Mac before you commit. Give it a try!

Another excellent option is to visit the Apple website and search for refurbished equipment. You can frequently save hundreds of dollars by purchasing a slightly used Mac that has been refurbished to factory specifications by Apple. Another advantage to refurbs is that they come with an Apple warranty. If you're on a tight budget, definitely check it out.

You Can Never Have Too Much RAM!

You get a lot of bang for your buck when you upgrade your Mac's RAM. Get an additional 2GB or 4GB; you can never have too much. Your Mac will run better with at least 4GB of RAM, which will cost you under \$100 in most cases and can be installed by anyone. Yes, anyone — the instructions are right there in your User Guide booklet, or you can find them at the Apple Technical Support pages (www.apple.com/support; search for *RAM upgrade* and your Mac model).



Unless, that is, you own a MacBook Air or certain late-model iMacs. These models are exceedingly difficult to open, and Apple frowns upon users opening their MacBook Airs. You might want to opt for the services of an authorized, certified Mac cracker-opener to perform your MacBook Air or iMac RAM upgrade. Or not.

Get an Accelerated Graphics Card

An accelerated graphics card is designed to speed up one thing: the screen-update rate. They're extremely popular with graphic-arts professionals and with gamers. Accelerated graphics cards blast pixels onto your screen at amazing speeds. And because the OS X Quartz Extreme imaging architecture hands off part of its load to the processor on an accelerated graphics card, it might even make your Mac's other tasks faster because it does some of the work that your Mac's main processor (CPU) used to do. That's the good news.



The bad news is that you can use a graphics accelerator only if your Mac has an *accelerated PCI slot* for it, which is where you install these suckers. Currently, only the Mac Pro models are capable of graphics-card upgrades. And while the next generation Mac Pro, expected in late 2013, will include a pair of powerful GPUs (Graphics Processing Units) which aren't upgradable, and has no internal PCI slots, you'll still be able to add an accelerated graphics or other PCI card via external devices connected via Thunderbolt.

Again, visit www.macworld.com for information on the various graphics cards available and how they compare with one another. Cards start at around \$100 and go up from there. And remember, the older your Mac, the greater the performance boost you'll see.



Consider ordering your next Mac with an upgraded video subsystem. Most Macs today are available with at least two video subsystems; consider ordering the higher-performance model. Let's put it this way — if you are thinking about upgrading the video in your current Mac, you'll probably be happier if your next one has the fastest video you can afford.

Get a New Hard Drive

Depending on how old your Mac is, a faster hard drive could provide a substantial speedup. Because you have a Mac with an Intel processor ('cause Macs with older PowerPC processors can't run Mavericks), the internal hard drive that came with your Mac is probably pretty fast already. Unless you also need more storage space, a new hard drive is probably not the best way to spend your bucks.

On the other hand, if you have an older model, a faster (and larger) hard drive — whether FireWire, USB, or Thunderbolt — could be just the ticket. USB 3 and Thunderbolt are the fastest *busses* (data pathways) you can use for external devices on most Macs.

FireWire, considered (until quite recently) the state of the art in connecting devices that need fast transfer speeds, is used to connect devices that require high-speed communication with your Mac — hard drives, CD burners, scanners, camcorders, and such. It's also the fastest bus that many Macs support natively.



Note that the most recent Mac models that had FireWire used the type called FireWire 800, which has a different type of connector than does FireWire 400, which was available on older Macs. If you get a device that has only FireWire 400, and your Mac has only FireWire 800 (or vice versa), everything will work as long as you get a FireWire 400–to–FireWire 800 adapter cable, available at the Apple Store and many other places.

Thunderbolt, which is available only on the Mac models introduced since 2012, is the fastest bus around by far. That said, there are still relatively few Thunderbolt peripherals at this writing, and I've yet to see a single device with Thunderbolt cross my desk for testing. Furthermore, the devices that are already out there are significantly more expensive than their FireWire or USB counterparts. So while Thunderbolt shows tons of promise for the future, I can't tell you much more about it at this juncture.

Finally, just to confuse things, all new Macs use USB 3 (Universal Serial Bus 3), which is many times faster than the previous generations and FireWire. If you're buying an external USB drive, make sure you get one with USB 3 if your Mac supports it. In other words, USB 1 and 2 drives run slower than USB 3 drives on Macs that support USB 3.

The good news is that whatever you choose, you can usually just plug it in and start using it. Ninety-nine percent of the time, there's nothing more to it!

Get a Solid State Drive (SSD)

The latest and greatest storage device is called a Solid State Drive or SSD. It uses flash memory in place of a mechanical hard drive's spinning platters, which means, among other things, that there are no moving parts.

Another benefit is that they perform most operations at up to twice the speed of mechanical drives.

The bad news is that they're expensive — five or more times more than a mechanical hard drive with the same capacity. That said, many users report it's the best money they've ever spent on an upgrade. I'm definitely getting one in my next Mac.







Ten (Or So) Great Websites for Mac Freaks

s much as I would love to think that this book tells you everything you need to know about using your Mac, I know better. You have a lot more to discover about using your Mac, and new tools and products come out every single day.

The best way to gather more information than you could ever possibly soak up about all things Macintosh is to hop onto the web. There, you can find news, freeware and shareware (try-before-you-buy software) to download, troubleshooting sites, tons of news and information about your new favorite OS, and lots of places to shop.

The sites in this chapter are the best, most chock-full-o'-stuff places on the web for Mac users. By the time you finish checking out these websites, you'll know so much about your Mac and OS X Mavericks that you'll feel like your brain is in danger of exploding. On the other hand, you might just feel a whole lot smarter. Happy surfing!

MacFixIt

www.macfixit.com

Long ago, on an Internet you'd hardly recognize today, troubleshooting guru Ted Landau created an excellent troubleshooting site to help Mac users solve common problems and keep current on compatibility issues with new system software and third-party products.

It's now part of web behemoth CNET's gargantuan Reviews section. Now curated by Topher Kessler, another superb troubleshooting guru, it's still a terrific resource when you have a problem with your Mac. When you do, chances are good you'll find a solution here. And, in the event you don't find what you need, there's a handy Ask a Question/Submit a Fix box on every page. By the way, though he's no longer affiliated with MacFixIt, Ted Landau still writes regularly for *Macworld* and *The Mac Observer*, two more illustrious members of my Top Ten list. Read on.

Macworld

www.macworld.com

This site describes itself thusly: "Your best source for all things Apple."

And it's true. Macworld is perhaps the best and most comprehensive source of product information for most Apple products. It's especially strong for comparative reviews of Mac and iPhone/iPad products. For example, when you want to know which inkjet printer or digital camera is the best in its price class, Macworld.com can almost certainly offer guidance. And you won't merely find product information here — you'll find it accompanied by expert opinions and professional fact-checking.

Put another way, I trust the writers and editors at Macworld more than I trust the writers and editors of any other Mac-oriented website. Any other Mac-oriented site, that is, except for . . .

The Mac Observer

www.macobserver.com

The Mac Observer gives you Mac news, views, reviews, and much more.

Disclosure: I write a column — "Dr. Mac's Rants & Raves" — whenever the mood strikes me (which has not been for over a year due to back-to-back-to-back book deadlines). I'm also a reviews editor and contribute the occasional review (again, not in many months). But I loved *The Mac Observer* long before I wrote a word for it. And I hope to write for it again as soon as I finish this book.

What I love most about *The Mac Observer* is that it offers thoughtful opinion pieces in addition to the usual news and product reviews. The quality of the writing by most of *The Mac Observer* staff is better than almost anything you'll find at most other sites.

Download.com (Formerly VersionTracker)

www.versiontracker.com or http://download.cnet.com/mac

For free software or shareware, check out the CNET Download site's Mac Downloads section. It's one of the best sites in the world for software to use with Mavericks (or any version of OS X, for that matter). It's also terrific for getting the latest version of any kind of software: commercial, shareware, and/or freeware. VersionTracker is a virtual treasure trove of software and updates, and it's worth visiting even when you aren't looking for anything in particular.



I love this site and try to visit it several times a week. (I know — I should get a life.)

MacInTouch

www.macintouch.com

For the latest in Mac news, updated every single day, check out MacInTouch. Authored by longtime *MacWeek* columnist Ric Ford and his staff of newshounds, along with a legion of knowledgeable readers, this site keeps you on the bleeding edge of Mac news — including software updates, virus alerts, and Apple happenings. It also offers extensive and unbiased reviews of most Apple hardware and software soon after their release.

I consider MacInTouch essential for keeping up with what's new and cool for your Mac and have since its inception in 1994.

Alltop

http://mac.alltop.com

Alltop aggregates news from a variety of websites and serves them up in an appealing format that allows you to scan a large number of headlines and summaries from a wide variety of sources in a very short time. This is a case where a picture is worth 1,000 words, so check out Figure 22-1.

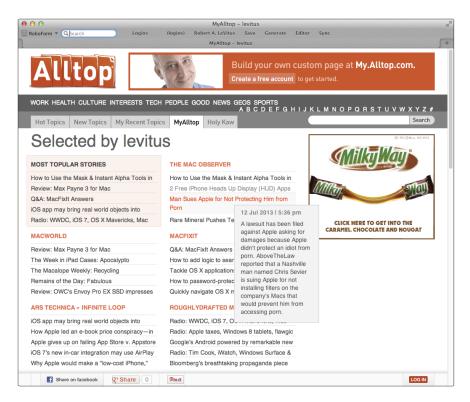


Figure 22-1: Hover the cursor over any headline, and Alltop provides a concise summary of the story.

Figure 22-1 shows the custom Alltop page I created at http://my.alltop.com/levitus so I could scan the headlines of my favorite websites quickly and easily. My cursor is hovering over a story ("Man Sues Apple for Not Protecting Him from Porn") by $\it The Mac Observer$.

Notice the little summary, which appears only when I hover my cursor over that story, which is in the little box with "12 July 2013 \mid 5:36 pm" as its headline in Figure 22-1. That's Alltop's killer feature, at least in my humble opinion.



You can build your own customized Alltop page at http://my.alltop.com.

Alltop isn't just for Mac news. There are Alltop pages for a plethora of subjects, including

Marketing: http://marketing.alltop.com

Science: http://science.alltop.com

Gadgets: http://gadgets.alltop.com

Filmmaking: http://filmmaking.alltop.com

... and literally hundreds more. Alltop has become one of my favorite places to get the information I need quickly and easily.

Apple Support

www.apple.com/support

Do you have a technical question about any version of Mac OS or any Apple product — including OS X Mavericks? March your question right over to the Apple Support page, where you can find searchable archives of tech notes, software update information, and documentation. The Support pages are especially useful if you need info about your old Mac; Apple archives all its info here. Choose among a preset list of topics or products, and type a keyword to research. You're rewarded with a list of helpful documents. Clicking any one of these entries (they're all links) takes you right to the info you seek. The site even has tools that can help narrow your search.

The site also offers a section with user discussions of Apple-related topics. Although not "officially" sanctioned or monitored by Apple, it's often the best place to gain insights, especially on slightly esoteric or obscure issues not covered in other sections of the site.

Other World Computing

www.macsales.com

Other World Computing has become the "go to" place for Mac peripherals. Whether you need RAM, hard drives, optical drives, video cards, processor upgrades, cables, discs, or anything else you can think of, Other World Computing probably has it at a reasonable price. And, if it's memory or internal storage, it probably comes with a pretty good illustrated installation manual.

Because of its inexpensive and reliable delivery and a solid guarantee of every item, you can't go wrong buying from OWC.

EveryMac.com

www.everymac.com

The author of this site claims that it's "the complete guide to every Mac, iPod, iPhone, iPad, and Mac clone in the world, with technical, configuration, and pricing info."

You can't argue with that (unless you've done a staggering amount of research). Check out the Forum and Q&A sections (recently updated for Mavericks) for answers to Mac-related questions.

dealmac

www.dealmac.com

Shopping for Mac stuff? Go to dealmac first to find out about sale prices, rebates, and other bargain opportunities on upgrades, software, peripherals, and more.

"How to go broke saving money," this site boasts, and if you're a bargain hunter, it's not far from the truth. Check out the deal in Figure 22-2 and tell me you wouldn't consider a 500GB external hard disk for \$25 (after rebate) with free shipping?



Figure 22-2: If I hadn't just sprung for a pair of 4TB drives, I'd be all over this deal like white on rice.

Dr. Mac Consulting

www.boblevitus.com

Dr. Mac Consulting is (in all due modesty) my troubleshooting, training, and technical-support site. Our only goal is to help you with whatever is ailing your Mac (or iPhone or iPad or other Apple device). With expert technicians on staff, Dr. Mac Consulting provides jargon-free expert technical help at a fair price, regardless of your physical location — and usually on the same day. Let one of my experts (or even me) provide high-quality Macintosh troubleshooting, technical support, software or system training, prepurchase advice, and more! We do our thing via phone, e-mail, iChat/Messages, and/ or our unique web-enabled, remote-control software (or Mavericks Screen Sharing), which lets us fix many common Mac ailments in less than an hour, controlling your mouse and keyboard remotely as we explain to you on the phone everything we're doing. Best of all, if we don't fix it, you don't pay!

The next time you need help, and none of the aforementioned sites does the trick, why not let Dr. Mac Consulting make the mouse call? (So to squeak.)

Note: This crass commercial message is one of two places in the whole book where I blather on about my day job. So if there's something you want to know about your Mac or something you would like examined or fixed, we can probably help you in less than an hour. I hope you'll give it a try.

And now, back to your regularly scheduled programming.

Index

• Numerics

3D maps, 261

• A •

About Finder command, Finder menu, 112 accelerated graphics card, 436 Accessibility System Preference pane Hearing section, 381 Interacting section, 381–382 Seeing section, 380-381 Action menu. 26, 27 actions, Automator app, 375 active windows, 31-32 Activity Monitor, 406-408 Advanced pane, Finder application, 122 - 123AFP (Apple File Protocol), 337 AirDrop feature, 334 AirDrop option Finder Go menu, 117 Quick Look Share menu, 174 AirPlay Mirroring feature, 385–386 AirPort Extreme Base Station device, 333, 335 Time Capsule device, 335 AirPort Utility, 408 alerts, Calendar events, 207-208 aliases creating, 103–105 deleting, 105 icons for, 101-102 disks and, 197 overview, 102-103 parent file, 105 All My Files command, Finder Go menu, 116 All My Files item, Sidebar, 129-130 Alltop website, 441–443

Always Open With command, 154 App Store app, 379–380 App Store option, Apple menu, 43 Appearance pop-up menu, 58 Apple File Protocol (AFP), 337 Apple Magic Mouse, 19 Apple menu About This Mac option, 42 App Store option, 43 Dock option, 43 Force Quit option, 43-44 Recent Items option, 43 Shut Down options, 44 Software Update option, 43 System Preferences option, 43 Apple Support website, 443 Apple TV, 386 AppleScript, 367, 375-377 Application Support folder, 139 Application Windows screen, Mission Control, 184 applications assigning file type to specific application, 153 assigning to specific Mission Control space, 190 Applications command, Finder Go menu, 117 Applications folder, 133, 200 Apps tab, Parental Controls System Preferences pane, 345 Are You Sure You Want to Shut Down Your Computer Now? dialog, 16 Arrange By command, Finder View menu, 109 Arrange menu, 26, 27 arrow keys, 30 Ask to Keep Changes when Closing Documents check box, 60 assigning file type to application, 153

At a Location option, Reminder app, 210–211
Attach button, Mail app, 244
Auto Save feature, 141, 142
autologin, 384
automatic visual help cues, 22
automation
AppleScript, 375–377
Automator app, 377–379



Back/Forward button Finder Go menu, 116 Finder window, 26, 28 Safari, 222 backing up data with commercial backup software, 394-395 importance of, 18 manually, 393-394 with Time Machine, 390-393 Balance slider, Sound System Preference pane, 72 basic Print sheet, 323 basic Save, 141-146 Bing, 229 black screen of death, 13 blocking access, 400-401 Blow sound, Mail app, 250 blue screen of death, 13 Bluetooth customizing, 68-69 overview, 383 sharing, 364 bookmarking, 224-226 Bookmarks tool, Maps app, 263-264 Boot Camp utility, 198, 384-385 booting from Recovery HD partition, 419-425 in Safe Mode, 422-423 startup disk, 417–419 Border Layout option, expanded Print sheet, 326 Bove, Tony, 11

Bring All to Front command, 37–38 bundled apps, 199, 200 Burn Settings dialog, iTunes, 284 busses, 436 buttons, customizing, 58–60



Calculate All Sizes setting, View Options window, 433 Calculator app, 405–406 Calendar app Contacts app and, 234 creating calendars, 202–203 creating events, 205-206 deleting calendars or groups, 204-205 grouping calendars, 203-204 inviting others to subscribe to calendar, 204 managing events, 206-208 navigating views, 200-202 overview, 200 Calendar icon, Dock, 75 CD sharing, 364 Chambers, Mark L., 2, 11 chatting, Message app, 257-258 check boxes, dialogs, 33 checking mail, Mail app, 247-248 Choose Application option, for opening files and folders, 151-152 CIE system, DigitalColor Meter program, 409 Classic layout, Mail app, 242-243 Clean Up By command, Finder View menu, 109 Clean Up command, Finder View menu, 108 cleaning methods, 18 clicking control-click, 19 double-click, 19 dragging and, 19 single click, 18-19 Clipboard overview, 163-164 pasting from, 165–166 Close button, 26–28

Close Windows when Quitting an Customize Toolbar sheet, Safari, 223 Application check box, 60 customizing closing widgets, 54 adding picture to Desktop, 50-51 closing windows, 34 Bluetooth, 68-69 color, calendars, 203 buttons, 58-60 Color Matching option, expanded Print Dashboard widgets, 53-58 sheet, 326 Dock, 82-92 ColorSync Utility, 408-409 Finder windows, 118-123 Column view, Finder application, 106–107 keyboard, 61-67 Command key, 44 Launchpad, 192–193 commercial backup software, 394–395 Mail app preferences, 249 composing message, Mail app, 243–245 menus, 58-60 compressing files, 169 mouse, 67-68 Computer command, Finder Go menu, 117 screen saver, 52–53 Computer folder, 132–133 sound, 71-72 conditionals, AppleScript, 377 System Preferences, 47–50 Connect to Server command, Finder Go trackpad, 69-71 menu, 117 windows, 58-60 contacts adding to Contacts app, 234–236 importing into Contacts app, 236 Maps app and, 262 Dashboard organizing into groups, 236–237 customizing widgets, 53-58 Contacts app keyboard shortcuts, 182-183 adding contacts, 234-236 data, backing up iCloud for Contacts, 239-240 with commercial backup software, importing contacts, 236 394-395 organizing into groups, 236-237 importance of, 18 overview, 233-234 manually, 393-394 sending e-mail, 240-241 with Time Machine, 390-393 Smart Groups, 237–238 dealmac website, 444 views, 238-239 default icons, Dock Contacts icon, Dock, 75 Calendar, 75 Contacts list, Maps app, 264 Contacts, 75 contextual menus, 19, 39-40 Divider, 76 control-click, 19 Downloads folder, 76 Copies text field, expanded Print sheet, 325 FaceTime, 76 copying Finder, 75 files and folders, 164–165 iTunes, 76 files between disks, 197 Launchpad, 75 Cover Flow view, Finder application, Mac App Store, 76 111-112 Mail, 75 Cover Page option, expanded Print Maps, 76 sheet, 326 Messages, 76 CrashPlan, 394–395 Mission Control, 75 current location, Maps app, 258–259 Notes, 76

default icons, Dock (continued)	disks
overview, 74–75	copying files between, 197
Photo Booth, 76	versus discs, 196
Reminders, 76	formatting, 196–197
Safari, 75	moving files between, 197
System Preferences, 76	overview, 195–196
Trash, 76	using PC disks on Mac, 198
Delete button, Mail app toolbar, 245	Display As option, Dock Options menu, 90
deleting	Divider icon, Dock, 76
aliases, 105	Dock
calendars, 204–205	adding icons, 83–84
icons from Dock, 84	customizing folder or disk options, 90–92
link from Reading List, 226	default icons, 74–77
Mail app mailboxes, 253	defined, 25
Mission Control spaces, 190	Global Dock preferences, 88–90
site from Top Sites page, 228	icon body language, 81
Desktop	opening application menus in, 79–81
adding picture to, 50–51	opening files from, 82
defined, 24–25	overview, 73, 82
overview, 94–96	personalizing, 87–88
Desktop command, Finder Go menu, 116	removing icons, 84–86
Desktop subfolder, Home folder, 137	resizing, 86–87
DHCP (Dynamic Host Configuration	stacks, 73
Protocol), 362	Trash, 77–78
dialogs	Dock option, Apple menu, 43
check boxes, 33	Dock Preference pane
pop-up menus, 33	Animate Opening Applications check
radio buttons, 32–33	box, 90
tabs, 33	Automatically Hide and Show the Dock
text-entry fields, 33	check box, 90
Dictation feature, 366–367	Double-Click a Window's Title Bar to
Digital Subscriber Line (DSL), 218, 362	Minimize option, 89
DigitalColor Meter program, 409	Magnification slider, 89
directions, Maps app, 264–266	Minimize Windows into Application Icon
disabled options, menus, 40–41	option, 89
disclosure triangles, 109	Minimize Windows Using menu, 89
discs	Position on Screen buttons, 89
versus disks, 196	Show Indicator Lights for Open
read-only, 197	Applications option, 90
disk icons, 101	Size slider, 89
disk options, Dock, 90–92	document icons, 100
Disk Utility	documents. See also files
Erase tab, 410	adding graphics to, 308–309
First Aid option, 421–422	creating and composing, 304, 306
First Aid tab, 409–410	printing, 322–323
Partition tab, 410–411	Documents command, Finder Go menu, 116
RAID tab, 411	Documents subfolder, Home folder, 137
Restore tab, 411–412	double-click, 19

Download.com, 441 Fan menus, Dock, 91 Downloads button, Safari, 223 **Favorites Bar** Downloads command, Finder Go menu, 116 returning to bookmarked page, 224-225 Downloads folder icon, Dock, 76 Safari, 224 Downloads subfolder, Home folder, 138 Favorites Bar overflow menu, Safari Help Dr. Mac Consulting website, 445 Center, 231 drag-and-drop method file sharing moving bookmarks, 226 building networks, 335-336 folders, 347-352 moving files and folders, 166–167 groups, 339 opening files and folders, 150 drivers, printer, 320 guests, 339 DriveSavers Data Recovery Service, 389 home-office networking, 333, 335 driving directions, Maps app, 264–266 overview, 332-333 Dropbox, 394-395 passwords, 359-361 DSL (Digital Subscriber Line), 218, 362 permissions, 352-354 Duplicate option, saving documents, 147 remote access, 355-359 DV video, downloading from camcorder, 301 setting up, 336-338 DVD sharing, 364 unsharing folders, 354 **Dynamic Host Configuration Protocol** users, 338-346 (DHCP), 362 File Size search attribute, Spotlight, 179–181 FileMaker's Bento app, 234 • F • files Clipboard, 163–164 compressing, 169 e-mail, 240–241. See also Mail app copying, 164-165 Empty Trash command, Trash, 78, 170 defined, 155-156 Enclosing Folder command, Finder Go moving, 166-167 menu. 116 opening, 149-155 Energy Saver System Preferences pane, overview, 129-130 382-383 pasting from Clipboard, 165–166 equalizer, iTunes, 271, 272 removing icons, 169–170 Erase tab, Disk Utility, 410 renaming icons, 168-169 Ethernet, 332, 336 saving, 140-148 Ethernet ports, 332 selecting multiple icons, 167-168 events, calendar FileVault, 401 creating, 205-206 Finder application. See also windows inviting other to event, 206-207 aliases, 102-105 setting alerts, 207–208 current folder pop-up menu, 115-116 EveryMac.com, 444 customizing windows, 118-123 .exe files, 198 Desktop, 24-25, 94-96 expanded Print sheet, 324-325 Dock, 25 expanded Save sheet, 143-144 Finder menu, 112–115 Go menu, 116-118 • F • icons, 25, 99-102 Info window, icon, 123-126 Facebook option, Quick Look Share menus, 25, 38-46 menu, 174 overview, 93 FaceTime, 231-232, 233 toolbar, 96-99 FaceTime icon, Dock, 76

views, 105-112

Finder icon, Dock, 75 Finder menu About Finder command, 112 Hide Finder command, 113 Hide Others command, 113 managing Trash, 169–170 Preferences menu, 113 Services menu, 113, 114 Show All command, 113 firewalls, 398-399 FireWire, 437 First Aid tab, Disk Utility, 409-410, 421-422 First name text field, Contacts window, 234-235 Flag/Unflag button, Mail app toolbar, 245 Flickr option, Quick Look Share menu, 174 Flight Tracker widget, 57-58 folder icons, 101 folder options, Dock, 90-92 folders adding to Sidebar, 118 Applications folder, 133 Clipboard, 163–164 Computer folder, 132–133 copying, 164-165 creating new, 159 defined, 156 file sharing, 347–352 Fonts folder, 134 Home folder, 136-138 Library subfolder, 138-140 moving, 166-167 nested, 131-132 opening, 149–155 overview, 129-131 pasting from Clipboard, 165–166 public Library folder, 133-135 removing icons, 169-170 renaming icons, 168-169 selecting multiple icons, 167–168 settings for permissions, 352-354 shared by default, 347 Shared folder, 130, 136 sharing by setting permissions, 348–352 Smart Folders, 160–163 spring-loaded, 159-160

subfolders, 156-159 System folder, 135-136 unsharing, 354 Users folder, 136 Font Book app, 311–312 fonts Font Book app, 311–312 installing manually, 312 OpenType, 311 TrueType, 310 Type 1, 310-311 Fonts folder, 134, 139-140 Force Quit option, Apple menu, 43–44 Format button, Mail app, 244 Format For option, Page Setup sheet, 321 formatting text, 307–308 Forward button. See Back/Forward button Forward button, Mail app, 245 Full screen button, 26, 27 full-screen mode, Quick Look feature, 174–175, 255 Fusion utility, 198



General pane, Finder application, 120 General pane, Systems Preferences Appearance pop-up menu, 58 Ask to Keep Changes when Closing Documents check box, 60 Close Windows when Quitting an Application check box, 60 Highlight Color pop-up menu, 59 setting behavior of scroll bars and title bars, 59–60 Sidebar Icon Size pop-up menu, 59 Use LCD Font Smoothing when Available check box, 60 General tab, Security & Privacy System Preferences pane, 401–403 Genius playlists, iTunes, 284–286 gestures three-fingered swipe, 56, 191 two-fingered swipe, 30 using with Mission Control, 187-188 Global Dock preferences, 88-90

Go menu, Finder application AirDrop command, 117 All My Files command, 116 Applications command, 117 Back command, 116 Computer command, 117 Connect to Server command, 117 Desktop command, 116 Documents command, 116 Downloads command, 116 Enclosing Folder command, 116 Forward command, 116 Go to Folder command, 117 Home command, 116 Network command, 117 Recent Folders command, 117 Utilities command, 117 Go to Folder command, Finder Go menu, 117 Google, 228-230 Grab Utility, 412 Grapher Utility, 413 graphics, adding to documents, 308-309 grey screen of death, 13 Grid menus, Dock, 91 grouping calendars, 203-204 groups Calendar app, 204–205 Contacts app, 236-238 file sharing, 339 guests, file sharing with, 339 gumdrop buttons, 28 H •

hard drive, 436–437
hardware zoom, 381
Hearing section, Accessibility System
Preference pane, 381
Help Center, Safari, 230–231
Help feature
automatic visual help cues, 22
keyboard shortcuts, 21
overview, 20
Hide Finder command, Finder menu, 113
Hide Others command, Finder menu, 113
Highlight Color pop-up menu, 59

Home command, Finder Go menu, 116
Home folder
Desktop subfolder, 137
Documents subfolder, 137
Downloads subfolder, 138
keyboard shortcuts, 136
Library subfolder, 137
Movies subfolder, 138
Music subfolder, 138
Pictures subfolder, 138
Public subfolder, 137
home-office networking, 333, 335
Hot Corners button, Mission Control, 184
HTML (Hypertext Markup Language), 362



I-beam cursor, 168 iBooks app buying iBooks, 290-292 ePub format, 292-293 overview, 289-290 reading iBooks, 293 iCloud button, Safari, 222 iCloud for Contacts, 239-240 iCloud syncing, 414 Icon Size setting, View Options window, 433 Icon view, Finder application, 107–109 icons. See also default icons, Dock defined, 25 Dock, 81, 83-86 Finder application, 99–102 Info window, 123-126 removing, 169-170 iLife applications, 298, 301 iLife For Dummies (Bove and Rhodes), 11 Image Capture app, 299–300 images adding to Desktop, 50-51 attaching to contact, 257 viewing and converting in Preview app, 297-298 iMessages, 256 iMovie app, 301–302 importing contacts into Contacts app, 236 media, 298-302

index sheet, Quick Look feature, 173 Info screen, Maps app, 267 Info window, icons, 123-126 Ink feature, 383-384 installing OS X overview, 448-449 Setup Assistant, 449-451 Interacting section, Accessibility System Preference pane, 381–382 Internet. See also Safari built-in connectivity, 217–218 FaceTime, 231-232 Internet service providers, 219 setting up modem, 218-219 setting up network connection, 219-221 sharing connection, 363 streaming audio over, 277–281 ISPs (Internet service providers), 219, 362 iTunes adding movies and videos, 274-275 adding podcasts, 275–277 adding songs, 273-274 overview, 269-272 playlists, 281-286 streaming audio over Internet, 277-281 iTunes icon, Dock, 76 iTunes radio, 278-281 iTunes U, 277



Jabber, 217 Jobs, Steve, 160 Junk button, Mail app toolbar, 245 Junk Mail filter, Mail app, 248–249



kernel panic, 14 keyboard, customizing, 61–67 keyboard shortcuts Applications folder, 133 checking mail in Mail app, 247 Computer folder, 133 copying, 164 creating new folders, 159

creating new notes, 213 Dashboard, 182-183 Go menu, Finder application, 116–117 Help feature, 21 Home folder, 136 menus, 44-46 minimizing windows, 36 Mission Control, 182-183 moving between Launchpad apps, 190 New Folder option, 145 opening and closing windows, 34 overview, 3, 429-430 pasting, 164 Save option, 141 selecting multiple icons, 167 shuffling windows, 36 Sound System Preference pane, 71 Spotlight search, 177, 178 Undo command, Trash, 170 VoiceOver technology, 373 zooming, 36 Keyboard System Preference pane Input Sources tab, 66-67 Keyboard tab, 61-64 Shortcuts tab, 65-66 Text tab, 64-65 Keychain Access app, 413-414



Last name text field, Contacts window, 234-235 Launchpad customizing, 192-193 Other folder, 193 overview, 191-192 Launchpad icon, Dock, 75 Layout options, expanded Print sheet, 326 Library folder Fonts folder and, 312 Home folder, 137, 138–140 lightning, using Mac near, 17 List menus, Dock, 91 List view, Finder application, 109-111 listening methods, Speech Recognition feature, 368

Lists, Reminder app real time traffic info, 266-267 displaying in separate window, 209 Recents list, 264 overview, 208-209 rotating maps, 262 renaming, 209 route maps, 264-266 local devices, networks, 332 scrolling maps, 262 Log Out option, Apple menu, 44 views, 261 login screen, 13 walking directions, 266 zooming maps, 261 Maps icon, Dock, 76 media, importing, 298-302 menu bars, 38-39 Mac App Store icon, Dock, 76 Menu Extras, 46 The Mac Observer, 440 menus. See also names of specific menus MacFixIt website, 439–440 Apple menu, 42–44 Macintosh System 7.5 For Dummies, 1 customizing, 58-60 MacInTouch website, 441 defined, 25 macro viruses, 397 disabled options, 40-41 Macworld website, 440 keyboard shortcuts, 44-46 magnetic media, 196 menu bars, 38-39 Magnifier tool, Previewer app, 329 shortcut, 39-40 Mail app submenus, 41-42 checking mail, 247–248 Merge All Windows command, 37 composing message, 243-245 Message app customizing preferences, 249 chatting, 257–258 mailboxes, 251–253 iMessage, 256 overview, 241 Message option, Quick Look Share menu, 173 Quick Look feature, 255-256 message viewer window, Mail app, 242 rules, 249-251 Messages app, 258 setting up, 241–243 Messages icon, Dock, 76 signatures, 254-255 Microsoft Windows, 11, 198 spam, 248-249 Microsoft Word, 305 stationery, 246–247 Migration Assistant, 415 toolbar, 245-246 Minimize button, 26, 27, 28-29 Mail icon, Dock, 75 Mission Control mailboxes, Mail app Application Windows screen, 184 plain, 251–253 Hot Corners button, 184 smart, 253 keyboard shortcuts, 182-183 malware, 396-398 overview, 181 managing calendar events, 205-208 spaces, 185-191 Maps app Mission Control icon, Dock, 75 Bookmarks tool, 263-264 misuse of Mac contacts and, 262 cleaning methods, 18 Contacts list, 264 not backing up data, 18 driving directions, 264-266 shaking/bumping, 17-18 finding current location, 258-259 unplugging when turned on, 17 finding person, place, or thing, 259–261 using near lightning, 17 Info screen, 267 modems, 218-219

mouse Apple Magic Mouse, 19 choosing menu item, 19-20 control-click, 19 customizing, 67-68 double-click, 19 dragging, 19 point, 18 single click, 18-19 Mouse System Preference pane, 67-68 Move Tab to New Window command, 37 Movie Inspector window, QuickTime Player, 288 movies, adding to iTunes, 274–275 Movies subfolder, Home folder, 138 moving files and folders, 166-167 files between disks, 197 windows, 35 multimedia iBooks app, 289–294 Image Capture app, 299–300 iMovie app, 301–302 Photo Booth app, 295–296 Preview app, 297–298 QuickTime Player, 287-289 Music subfolder, Home folder, 138



nested folders, 131-132 Network command, Finder Go menu, 117 Network System Preferences pane, 219–221 networks defined, 332 Ethernet, 332 Ethernet ports, 332 home-office, 333, 335 local devices, 332 protocols, 332-333 remote devices, 332 setting up connection, 219-221 New in Mavericks icon, 4 New Message button, Mail app toolbar, 245 News drop-down menu, Safari, 224 Non-Volatile RAM (NVRAM), zapping, 423 Notes app. 212–214

Notes icon, Dock, 76 Notification Center, 211–212 NVRAM (Non-Volatile RAM), zapping, 423



OmniCleanz display cleaning solution, 18 Open dialog, 149-150 Open With command, 154–155 opening application menus in Dock, 79-81 files and folders, 149-155 files from Dock, 82 windows, 34 OpenType font, 311 operating systems determining which version running on Mac, 14-15 overview, 10-11 Unix, 11 optical media, 196 Options menu, Dock Display As option, 90 Fan menus, 91 Grid menus, 91 List menus, 91 Remove from Dock option, 91 Show in Finder option, 91 Sort By option, 90 View Contents As option, 90 Orientation option expanded Print sheet, 325 Page Setup sheet, 322 OS X Mavericks All-in-One For Dummies (Chambers), 2, 11 Other folder, Launchpad, 193 Other tab, Parental Controls System Preferences pane, 346 Other World Computing website, 443



packages, OS X, 156 Page Setup sheet Format For option, 321 Orientation option, 322 overview, 320–321

Paper Size option, 322 Scale option, 322 Settings option, 321 Page Up and Page Down keys, 30 Pages per Sheet Layout option, expanded Print sheet, 326 Pages text field, expanded Print sheet, 325 Paper Handling option, expanded Print sheet, 326 Paper Size option, Page Setup sheet, 322 Paper Size pop-up menu, expanded Print sheet, 325 Parallels Desktop utility, 198 parameter RAM (PRAM), zapping, 423 parent file, aliases, 105 Parental Controls, 345-346 Partition tab, Disk Utility, 410-411 passwords, 359-361 path bar, Finder window, 96 PDF files, previewing, 297–298 People tab, Parental Controls System Preferences pane, 345 permissions, file sharing, 348-354 Photo Booth app, 295–296 Photo Booth icon, Dock, 76 Photo Browser, Mail app, 244 photos, downloading from camera, 299-300 pictures. See images Pictures subfolder, Home folder, 138 pinning site to Top Sites page, 228 plain mailboxes, Mail app, 251-253 Play Feedback when Volume Is Changed check box, Sound System Preference pane, 71 Play User Interface Sound Effects check box, Sound System Preference pane, 71 playlists, iTunes burning to CD, 284 Genius, 284-286 regular, 281-282 smart, 282-283 plugins, Spotlight, 177 podcasts, adding to iTunes, 275–277 point and click, 18 Point-to-Point Protocol over Ethernet (PPPoE), 220 Point-to-Point Protocol (PPP), 220 Popular drop-down menu, Safari, 224

pop-up menus, dialogs, 33 PostScript Type 1 fonts (Type 1 font), 310-311 power buttons, 12 PPP (Point-to-Point Protocol), 220 PPPoE (Point-to-Point Protocol over Ethernet), 220 PRAM (parameter RAM), zapping, 423 Preferences folder, 139-140 Preferences menu, Finder menu, 113 Preview app, 87, 297–298 Print Settings option, expanded Print sheet, 326 printer font, Type 1 font, 311 printing choosing printer, 323-324 connecting printer, 316-317 custom settings, 324-327 documents, 322-323 Page Setup sheet, 320–322 Preview app, 327–329 setting up printer, 317-320 sharing printer, 320, 364 wireless, 317 Privacy tab, Security & Privacy System Preferences pane, 403 prohibitory sign, 13-14, 418-419 project folder, adding to Dock, 87 protocols AFP, 337 DHCP, 362 network, 332-333 PPP, 220 PPPoE, 220 proxy servers, 220 public Library folder, 133-135 Public subfolder, Home folder, 137 pull-down menus, 38. See also menus



Quick Look command, opening files and folders with, 150–151 Quick Look feature general discussion, 171–173 Mail app, 255–256 Share menu, 173–174 Slideshow mode, 174–175 QuickTime Player, 287–289



RadTech OmniCleanz display cleaning solution, 18 RAID tab, Disk Utility, 411 RAM, 435 Rant and Rave icon, 4 Reader button, Safari, 223 Reading List, Safari, 226-227 real time traffic info, Maps app, 266-267 Recent Folders command, Finder Go menu, 117 Recent Items option, Apple menu, 43 Recents list, Maps app, 264 Recovery HD partition, 419–425 regular playlists, iTunes, 281-282 reinstalling OS X. See installing OS X Remember icon, 4 Reminders app Notification Center, 211-212 overview, 208-209 setting reminders, 210-211 Reminders icon, Dock, 76 remote access, 355–359 remote devices, 332 Remove from Dock option, Dock Options menu, 91 removing icons, 169–170 renaming icons, 168-169 Reply All button, Mail app toolbar, 245 Reply button, Mail app toolbar, 245 resizing Dock, 86-87 windows, 34–35 resolution, monitor, 431–433 Restart option, Apple menu, 44 Restore tab, Disk Utility, 411-412 Resume feature, 140 RGB system, DigitalColor Meter program, 409 Rhodes, Cheryl, 11 rotating maps, Maps app, 262 route maps, Maps app, 264–266 rules, Mail app, 249–251



Safari bookmarking, 224–226 Google and, 228–230 Help Center, 230–231 overview, 221–222 Reading List, 226–227

toolbar buttons, 222–224 Top Sites page, 227–228

Safari icon, Dock, 75

Safe Mode, booting in, 422–423

Save As option, 146–148

saving files

basic Save, 141–146 Duplicate option, 147 overview, 140–141 Save As option, 146–148

Scale option, Page Setup sheet, 322

scanners, 364

Screen Flash feature, Photo Booth app, 296

screen of death, 13 screen saver, 52–53 Screen Sharing, 361–362 Scroll bars, 26, 27, 29–30

scrolling maps, Maps app, 262

searching

Finder window Search field, 26, 27

with Maps app, 259–261 Spotlight Search box, 175–178

Secure Empty Trash command, Trash, 170

security

backing up, 390–396 blocking access, 400–401 FileVault, 401 firewalls, 398–399 malware, 396–398 overview, 389–390

software updates, 399-400

viruses, 396-398

Security & Privacy System Preferences pane

General tab, 401–403 Privacy tab, 403

Seeing section, Accessibility System Preference pane, 380–381	Sleep option, Apple menu, 44 Slideshow mode, Quick Look feature,
selecting	174–175, 255
multiple icons, 167–168	Slow Keys app, 382
text, 306–307	small Ethernet, 336
Send button, Mail app, 244	Smart Folders, 160–163
Server Message Block (SMB), 337	Smart Groups, contacts, 237–238
Services menu, Finder menu, 113, 114	smart mailboxes, Mail app, 253
Settings option, Page Setup sheet, 321	smart playlists, iTunes, 282–283
Setup Assistant feature, 219, 221, 449–451	SMB (Server Message Block), 337
shaking/bumping Mac, 17–18	Software Update option, Apple menu, 43
Share button, Safari, 222	software updates, 399–400
Share menu	Solid State Drive (SSD), 437
Finder window, 26, 27	songs, adding to iTunes, 273–274
Quick Look feature, 173–174	Sort By option, Dock Options menu, 90
QuickTime Player, 288	sound
Shared folder, 130, 136	changing sound effects, 71
shortcut menus, 19, 39–40	output and input options, 72
shortcuts. See aliases	Sound System Preference pane, 71
Show All command, Finder menu, 113	spaces, Mission Control
Show Columns setting, View Options	adding, 187
window, 434	assigning application to, 190
Show in Finder option, Dock Options	deleting, 190
menu, 91	drag-and-drop method for, 188
Show Next Tab command, 37	full-screen mode and, 188
Show Previous Tab command, 36	navigating, 189
Show Recents feature, 79–80	overview, 185–186
Show Stationery option, Mail app, 244	spam, 248–249
Show/Hide Groups toggle, Contacts	spammers, 248
app, 238	special effects, Photo Booth app,
Show/Hide Last Import toggle, Contacts	295–296
app, 238	Speech Recognition feature
shuffling, 36–38	overview, 367
Shut Down options, Apple menu, 44	setting up, 368–369
shutting down, 16–17	using, 369–372
Sidebar	speeding up Mac. See also keyboard
adding folders to, 118	shortcuts
All My Files item, 129–130	accelerated graphics card, 436
defined, 27	busses, 436
Finder application, 122	with faster hard drive, 436–437
Sidebar Icon Size pop-up menu, 59	improving typing skills, 431
signatures, Mail app, 254–255	monitor resolution, 431–433
single click, 18–19	RAM, 435
sleep mode, advantages of using, 16	with View Options window, 433–434

Spotlight	text
finding files by other attributes,	formatting, 307–308
179–181	selecting, 306–307
menu and window, 178–179	Text to Speech feature, 374–375
overview, 130, 175	TextEdit app
Search box, 175–178	adding graphics to documents, 308–309
spring-loaded folders, 159–160	creating and composing documents,
SSD (Solid State Drive), 437	304, 306
stacks, 73	formatting text, 307–308
startup	overview, 303–304
Desktop, 13	selecting text, 306–307
determining which OS version running	TextEdit options, expanded Print
on Mac, 14–15	sheet, 326
kernel panic, 14	text-entry fields, dialogs, 33
login screen, 13	third-party plugins, Spotlight, 177
overview, 12	three-fingered swipe, 56, 191
prohibitory sign, 13–14	Thunderbolt, 437
screen of death, 13	Time Limits tab, Parental Controls System
startup crashes, 425	Preferences pane, 345
startup disk, 417–419	Time Machine, 390–393
stationery, Mail app, 246–247	Tip icon, 4
status bar, Finder window, 96	toolbar, Finder window
Sticky Keys app, 382	Action menu, 98
streaming audio over Internet, 277–281	Arrange menu, 97–98
subfolders	Back button, 97
defined, 156	Forward button, 97
determining when to use, 158	overview, 27, 96
organizing with, 156–157	Search box, 99
submailboxes, 251–252	Share menu, 98
submenus, 41–42	Tags menu, 99
suitcase file, Type 1 font, 311	View menu, 97
SuperDuper!, 394–395	toolbar, Mail app
System folder, 135–136	Delete button, 245
System Information app, 415	Flag/Unflag button, 245
System Preferences, 47–50	Forward button, 245
System Preferences icon, Dock, 76	Get Mail button, 245
System Preferences option, Apple	Junk button, 245
menu, 43	New Message button, 245
	Reply All button, 245
• 7 •	Reply button, 245
	toolbar, Safari
Tags menu, 26, 27	Back/Forward button, 222
Tags pane, Finder application, 121–122	Customize Toolbar sheet, 223
TCP/IP, 220	Downloads button, 223
Technical Stuff icon, 4	Favorites Bar, 224
Terminal program, 415–416	iCloud button, 222
-	News drop-down menu, 224

Popular drop-down menu, 224 USB 3 (Universal Serial Bus 3), 437 Reader button, 223 users Share button, 222 administrative, 338-339 toolbar overflow menu, Safari Help changing, 343-344 defined, 338-339 Center, 231 Top Sites page, Safari, 227–228 general discussion, 339–343 Tracking Speed slider, 71 limiting capabilities, 345 trackpad removing, 344 customizing, 69-71 User Account, 340 three-fingered swipe, 56, 191 Users & Groups System Preferences Trackpad System Preference pane, 69–71 pane, 384 Users folder, 136 Translation widget, 56–57 Trash utilities emptying, 78 Activity Monitor, 406–408 AirPort Utility, 408 managing, 169-170 putting items in, 77 Calculator app, 405–406 retrieving items from, 77–78 ColorSync, 408-409 Trash icon, Dock, 76 DigitalColor Meter program, 409 Trim control, QuickTime Player, 288 Disk Utility, 409–412 tri-state check boxes, 33 Grab, 412 Grapher, 413 troubleshooting booting, 417-419 Keychain Access, 413-414 prohibitory sign, 418-419 Migration Assistant, 415 Recovery HD, 419–425 System Information app, 415 startup crashes, 425 Terminal, 415-416 TrueType font, 310 Utilities command, Finder Go menu, 117 turning on Mac, 12 Twitter option, Quick Look Share menu, 174 two-finger swipe, 30 Two-Sided Layout option, expanded Print vCard (virtual business card), 241 sheet, 326 Versions feature, 142, 147 Type 1 font (PostScript Type 1 fonts), videos, adding to iTunes, 274-275 310 - 311View buttons, 26, 27 typeface, 310. See also fonts View Contents As option, Dock Options typing skills, improving, 431 menu, 90 View menu, Calendar, 201–202 View Options window, 433–434 viewer window, Mail app, 242 Undo command, Trash, 77, 170, 205 views Uniform Resource Locators (URLs), Calendar app, 200–202 Column view, 106-107 84, 87, 222 Universal Serial Bus 3 (USB 3), 437 Contacts app, 238-239 Unix, 11, 415-416 Cover Flow view, 111–112 unplugging Mac when turned on, 17 Icon view, 107-109 unsharing folders, 354 List view, 109-111

Maps app, 261

overview, 105

URLs (Uniform Resource Locators),

84, 87, 222

virtual business card (vCard), 241 virtual messages, smart mailbox, 253 VirtualBox utility, 198 viruses, 396–398 Visualizer, iTunes, 271–272 VMware Fusion utility, 198 VoiceOver technology, 373 VoiceOver Utility, 294, 373–374



walking directions, Maps app, 266 Warning icon, 4 Web Sharing, 362 Web tab, Parental Controls System Preferences pane, 345 What's New in Mail page, Mail app, 241 Widget Selection Screen, 55–56 widgets, customizing Flight Tracker widget, 57–58 general discussion, 53-56 Translation widget, 56-57 Window Resizer, 26, 28 Window title, 26, 27 windows Action menu, 26, 27 active, 31–32 Arrange menu, 26, 27 arrow keys, 30 Back button, 26, 28 Close button, 26, 27, 28 closing, 34 customizing, 58-60 defined, 25 dialogs, 32–33

Forward button, 26, 28

Full screen button, 26, 27 Minimize button, 26, 27, 28-29 moving, 35 opening, 34 overview, 26 Page Up and Page Down keys, 30 resizing, 34-35 Scroll bars, 26, 27, 29-30 Search field, 26, 27 Share menu, 26, 27 shuffling, 36-38 Sidebar, 26, 27 Tags menu, 26, 27 Toolbar, 26, 27 two-finger swipe, 30 View buttons, 26, 27 Window Resizer, 26, 28 Window title, 26, 27 Zoom button, 26, 27, 29 wireless printing, 317 workflow, Automator app, 377



Yahoo!, 229



zapping NVRAM, 423–424 PRAM, 423–424 .zip file, 169 zooming hardware zoom, 381 maps, 261 Zoom button, 26, 27, 29

About the Author

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Bob has penned the popular Dr. Mac column for the *Houston Chronicle* since 1996 and has been published in dozens of computer magazines over the past 25 years. His achievements have been documented in major media around the world. (Yes, that was him juggling a keyboard in *USA Today* a few years back!)

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Prior to giving his life over to computers, LeVitus was an ad man at Kresser/Craig/D.I.K. (a Los Angeles advertising agency and marketing consultancy) and its subsidiary, L & J Research. He holds a B.S. in marketing from California State University.

Dedication

For the sixty-seventh or sixty-eighth time (I've lost count), this book is dedicated to the love of my life, my wife and best friend, Lisa, who taught me almost everything I know about almost everything I know except computers.

And, again for the sixty-seventh or sixty-eighth time, this book is also dedicated to my kids-who-aren't-really-kids-anymore, Allison and Jacob, who love their Apple gadgets almost as much as I love them (Allison and Jacob, of course, not the gadgets).

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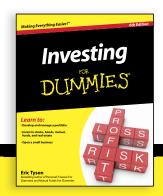
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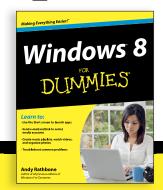
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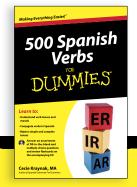
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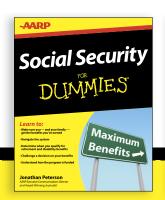
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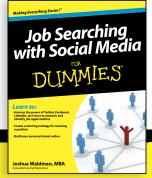
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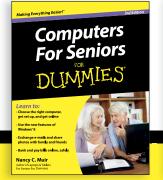
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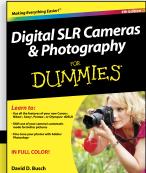
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