



# OS X Mavericks

## PocketGuide

**Jeff Carlson**

*Ginormous knowledge, pocket-sized.*

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*For Kim Ricketts*

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## About Jeff Carlson

Jeff Carlson gave up an opportunity to intern at a design firm during college because they really just wanted someone tall to play on their volleyball team. In the intervening years, he's been a designer and writer, authoring best-selling books on the Macintosh, Web design, video editing, and photography. He's currently a columnist for the *Seattle Times* and a senior editor of the respected electronic newsletter *TidBITS* ([www.tidbits.com](http://www.tidbits.com)), and he consumes almost too much coffee. Almost.

Find more information about him at [jeffcarlson.com](http://jeffcarlson.com), and follow him on Twitter and App.net at @jeffcarlson.

# Contents

<b>Introduction</b> .....	<b>xv</b>
<b>How to Get Mavericks</b> .....	<b>xvi</b>
<b>How Big Is Your Pocket?</b> .....	<b>xvi</b>
<b>Conventions Used in This Book</b> .....	<b>xvii</b>
<b>Chapter 1: Meet Mavericks</b> .....	<b>1</b>
<b>The Pocket Guide Overview of OS X Mavericks</b> .....	<b>2</b>
I've just bought a Mac. What exactly is Mavericks? .....	2
Why is it called "Mavericks?" .....	2
What is a user account and why am I creating one? .....	2
I don't have Mavericks yet, and I've heard that I can't buy it on disc. How do I upgrade my current Mac? .....	3
Do I need a trackpad to use Mavericks? .....	3
Will I be able to run all my old software in Mavericks? .....	3
What is OS X Mavericks Server? .....	3
I'm new to the Mac, and the computer is on. Just what am I looking at? .....	4
<i>The menu bar</i> .....	4
<i>The Finder and the Desktop</i> .....	5
<i>Windows</i> .....	5
<i>The toolbar</i> .....	8
<i>Scroll bars</i> .....	8
<b>Be a Finder Neat Freak</b> .....	<b>9</b>
<i>The sidebar</i> .....	9
<b>Helpful Window Shortcuts</b> .....	<b>10</b>
<i>Get information about your system</i> .....	10
<b>Chapter 2: Set Up Mavericks</b> .....	<b>11</b>
<b>Before You Upgrade</b> .....	<b>12</b>
<b>Repairing the Startup Disk</b> .....	<b>13</b>
<b>Upgrade to Mavericks</b> .....	<b>14</b>
<b>Installing onto a Clean Slate</b> .....	<b>16</b>

<b>Migrate Your Information</b> .....	16
Migrate from another Mac or from a Windows PC .....	17
Migrate from a Time Machine backup or other disk .....	18
Perform the migration .....	18
<b>Manage User Accounts</b> .....	20
Set up the first user during installation .....	20
Manage user settings .....	21
<i>Password pane</i> .....	21
<i>Administrator and regular accounts</i> .....	23
Manage login items .....	23
Add a login item .....	24
Create a new user account .....	24
<b>Create a “Bare” Account for Testing</b> .....	26
Create a Guest User account .....	27
Set login options .....	28
Switch between multiple user accounts .....	29
<i>Log out of a user account</i> .....	29
<i>Fast user switching</i> .....	30
Delete an account .....	31
<b>Run Windows Using Boot Camp</b> .....	31
Switch between OS X and Windows .....	32
<b>Chapter 3: Apps, the Dock, and Mission Control</b> .....	33
<b>Launch Applications</b> .....	34
Use Launchpad .....	34
<i>Organize applications in Launchpad</i> .....	35
<i>Remove an application from Launchpad</i> .....	36
Use the Finder .....	37
Open files using a different application .....	37
<i>Change a file’s default application</i> .....	38
<b>Use the Dock</b> .....	39
Open applications from the Dock .....	39
Choose which applications appear in the Dock .....	39
Add an item .....	39
Remove an item .....	40

Access folder contents using Stacks .....	40
<i>Control how Stacks appears</i> .....	41
Customize the Dock .....	43
<b>Dock Shortcut Commands</b> .....	<b>44</b>
Minimize windows to the Dock .....	44
<i>Minimize into application icon</i> .....	44
<b>Switch Between Applications</b> .....	<b>45</b>
Show and hide applications .....	45
<b>Closing Documents vs. Quitting an Application</b> .....	<b>46</b>
<b>View Notifications</b> .....	<b>46</b>
Choose notification styles .....	48
Share social updates from the Notification Center .....	48
<b>Use Mission Control</b> .....	<b>49</b>
Activate Mission Control .....	49
Configure Mission Control keyboard and mouse shortcuts .....	50
<b>Expand Your Desktop with Spaces</b> .....	<b>51</b>
Switch between spaces .....	51
Run applications full screen .....	52
Create new desktops .....	53
<i>Delete a desktop</i> .....	53
Assign windows and applications to spaces .....	54
<i>Make an application appear in every space</i> .....	54
<i>Assign an application to a specific space</i> .....	55
<i>Place windows in a space</i> .....	55
Customize space behavior .....	56
<b>Mavericks Multiple Monitor Improvements</b> .....	<b>57</b>
View or hide applications using Exposé .....	57
<i>Application windows</i> .....	57
<i>Show Desktop</i> .....	58
<b>Install Applications</b> .....	<b>59</b>
Buy from the Mac App Store .....	59
Download from the Internet .....	60
Install from a disc .....	61
Installation methods .....	62



Automatically install on other Macs .....	62
After the installation .....	62
Stay Safe with Gatekeeper .....	63
Update Applications .....	64
Mac App Store .....	64
Updaters within applications .....	65
<b>Chapter 4: Master Your Files .....</b>	<b>67</b>
Your Home Folder .....	68
Move and Copy Files .....	69
Share Files .....	70
Delete Files .....	71
Recover trashed items .....	71
Empty the Trash .....	72
<i>Securely empty the Trash</i> .....	72
Finder Essentials .....	73
Finder tabs .....	73
Quick Look .....	74
Finder tags .....	76
<i>Add tags in the Finder</i> .....	76
<i>Add tags when saving files</i> .....	77
Spring-loaded folders .....	77
Create an archive .....	77
Find Files with Spotlight .....	78
Perform a Spotlight search .....	78
<i>Search from the Spotlight menu</i> .....	78
<i>Search within a Finder window</i> .....	79
Advanced Spotlight Searches .....	81
Hide data from Spotlight .....	81
Smart Folders .....	82
<b>Chapter 5: Manage Important Information .....</b>	<b>83</b>
Synchronize Important Data .....	84
Sync data using iCloud .....	84
Set up Internet accounts .....	86

Edit Internet accounts .....	87
<b>Contacts</b> .....	<b>88</b>
Create a new contact .....	88
<b>Import Contacts</b> .....	<b>90</b>
Edit a contact .....	90
<i>Add a new field</i> .....	90
<b>Data Detectors</b> .....	<b>91</b>
<i>Specify your card</i> .....	92
Organize contacts into groups .....	92
<i>Smart Groups</i> .....	93
Delete contacts .....	94
<b>Calendar</b> .....	<b>94</b>
Create a new calendar .....	94
Create a new event .....	95
Edit an event .....	96
Invite people to events .....	96
<i>Review an invitation</i> .....	97
Share calendars .....	98
<b>Notes</b> .....	<b>99</b>
<b>Reminders</b> .....	<b>100</b>
Create a reminder .....	100
Create a new reminders list .....	102
<b>Maps</b> .....	<b>102</b>
Find yourself .....	102
Map views .....	104
Find locations .....	105
Drop a pin .....	106
Get directions .....	107
Send a location to an iOS device .....	107
<b>Work with Text</b> .....	<b>108</b>
<b>Disable the Caps Lock Key</b> .....	<b>111</b>
<b>Print</b> .....	<b>111</b>
Add a printer .....	111
Print a document .....	113

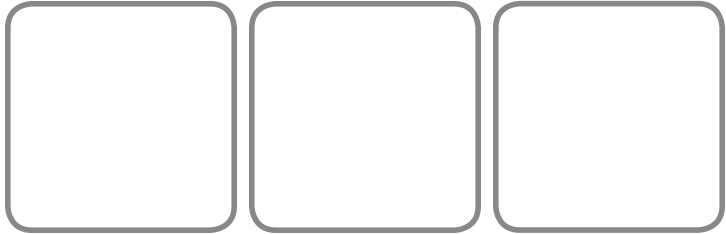
<i>Set print options</i> .....	113
<i>The Print Queue</i> .....	114
Print as a PDF .....	115
<b>Save Documents</b> .....	<b>116</b>
Duplicate a file .....	116
Documents in the Cloud .....	117
<i>Move a document to iCloud</i> .....	117
<i>Open a document stored in iCloud</i> .....	118
<b>Chapter 6: Stay in Touch</b> .....	<b>119</b>
<b>Connect to the Internet</b> .....	<b>120</b>
Join a wireless network .....	121
<b>Mail</b> .....	<b>122</b>
Create a new Mail account .....	123
Read messages .....	124
Compose and send a message .....	126
<i>Add an attachment</i> .....	126
Reply to a message .....	127
File messages in mailboxes .....	128
<i>Create a new mailbox</i> .....	128
<i>File a message</i> .....	128
<i>Smart Mailboxes</i> .....	129
VIPs .....	130
Deal with junk mail .....	130
<b>My Approach to Organizing Email</b> .....	<b>131</b>
<b>Browse the Web with Safari</b> .....	<b>132</b>
Access Web sites .....	132
<i>Tabs and windows</i> .....	133
<i>iCloud Tabs</i> .....	134
Bookmarks .....	134
<i>Shared Links</i> .....	135
<i>Read without distraction</i> .....	136
<b>OS X and Adobe Flash</b> .....	<b>136</b>

<i>Reading List</i> .....	137
<i>Download files</i> .....	138
<b>Messages</b> .....	<b>139</b>
Set up a Messages account .....	139
<i>Add buddies</i> .....	140
Chat via text message .....	140
<i>Change your status</i> .....	142
Audio and video chat .....	142
Control someone else's screen .....	143
<b>FaceTime</b> .....	<b>144</b>
Set up your FaceTime identity .....	144
Make a FaceTime call .....	145
<b>Twitter and Facebook</b> .....	<b>146</b>
<b>Chapter 7: Enjoy Media</b> .....	<b>147</b>
<b>Music</b> .....	<b>148</b>
Import into iTunes .....	148
Buy from the iTunes Store .....	149
Play music .....	149
Play iTunes Radio .....	150
Share iTunes libraries using Home Sharing .....	151
iTunes Match .....	152
<b>Choose a Different iTunes Library Location</b> .....	<b>153</b>
<b>Digital Photos</b> .....	<b>154</b>
Import into iPhoto .....	154
<b>Books</b> .....	<b>155</b>
Add books to your library .....	156
<b>Digital Video</b> .....	<b>158</b>
iMovie .....	158
QuickTime Player .....	159
<i>Trim videos</i> .....	161
<b>Extend Your Screen Using AirPlay</b> .....	<b>162</b>

<b>Chapter 8: Disks and Networking</b> .....	<b>163</b>
<b>Connect a Storage Device</b> .....	<b>164</b>
External disk drives .....	164
Memory drives .....	164
<b>USB Hubbub</b> .....	<b>165</b>
Connect a drive .....	165
Work with a mounted volume .....	166
Unmount a volume .....	166
<b>Connect to a Networked Computer</b> .....	<b>168</b>
Mount a networked volume .....	168
Unmount a network volume .....	170
<b>View and Control a Network Computer's Screen</b> .....	<b>170</b>
<b>Back to My Mac</b> .....	<b>171</b>
<b>Share Files from Your Mac</b> .....	<b>172</b>
Send files using AirDrop .....	172
Enable file sharing .....	173
Choose one or more file sharing methods .....	174
Specify what to share .....	174
Set who gets access .....	175
<b>Guest Access</b> .....	<b>176</b>
<i>Add users</i> .....	176
Choose what actions users and groups may perform .....	177
<b>Dropbox for File Synchronization</b> .....	<b>179</b>
<b>Burn a CD or DVD</b> .....	<b>180</b>
<b>Chapter 9: Back Up Your Data</b> .....	<b>181</b>
<b>The Pieces of a Good Backup System</b> .....	<b>182</b>
My backup system .....	183
<b>Time Machine</b> .....	<b>185</b>
Set up Time Machine .....	185
<b>How Much Storage for Time Machine?</b> .....	<b>186</b>
<i>Exclude items from the backup</i> .....	187
Perform a backup manually .....	188
<i>Pause a backup</i> .....	188

Restore files from a backup .....	188
Restore an entire drive .....	190
<b>Make a Duplicate .....</b>	<b>191</b>
Make a duplicate using SuperDuper .....	192
<b>The Amazing Hard Disk Toaster .....</b>	<b>193</b>
<b>Back Up Files Online .....</b>	<b>193</b>
Automated backups .....	194
Back up essential files .....	194
<b>Access Previous Versions of Files .....</b>	<b>195</b>
Restore a version .....	195
Lock a document .....	196
<b>Chapter 10: Keep Your Mac Secure .....</b>	<b>197</b>
<b>Passwords .....</b>	<b>198</b>
Choose a strong password .....	198
iCloud Keychain .....	198
Create a password using Password Assistant .....	200
<b>Store Secure Data in Your Keychain .....</b>	<b>201</b>
Save Web site passwords .....	201
Look up passwords in your keychain .....	203
Create secure notes .....	203
<b>Essential Mavericks Utility: 1Password .....</b>	<b>205</b>
<b>Encrypt Your Data with FileVault .....</b>	<b>206</b>
Enable FileVault .....	206
<b>General Security Precautions .....</b>	<b>208</b>
<b>Enable the Firewall .....</b>	<b>208</b>
Activate the firewall .....	209
Control access to applications .....	209
<b>Surf Safely .....</b>	<b>211</b>
Use a modern Web browser and keep it up to date .....	211
Don't install unfamiliar software .....	211
Don't install custom video-player software .....	212
Disable the "Open 'safe' files" option in Safari .....	212
Look for a green bar or highlighting for secure sites .....	212

<b>Network Safely with Wi-Fi</b> .....	<b>213</b>
Use a VPN at hot spots .....	214
Use Wi-Fi encryption .....	214
<b>Anti-Virus Software</b> .....	<b>215</b>
<b>Chapter 11: Troubleshooting</b> .....	<b>217</b>
<b>General Troubleshooting</b> .....	<b>218</b>
<b>Troubleshoot Disk-Related Issues</b> .....	<b>219</b>
Verify disk structure .....	219
Repair permissions .....	220
<b>If an Application Crashes</b> .....	<b>221</b>
Force quit .....	221
Delete preferences .....	222
<b>If You Can't Connect to the Internet</b> .....	<b>223</b>
<b>Troubleshoot at Startup</b> .....	<b>224</b>
Start up from the Recovery OS .....	224
Other startup modes .....	225
<b>Support Resources</b> .....	<b>226</b>
<b>Should You Purchase AppleCare?</b> .....	<b>227</b>



# Introduction

A lot has happened since Apple introduced OS X more than a decade ago (then called “Mac OS X”). What started as an incomplete replacement for an established operating system has become not only the backbone of today’s powerful Mac computers, but also the foundation for the iPhone, iPad, iPod touch, and Apple TV. At one point, that was just a novel bit of technology trivia, but OS X Mavericks continues the practice—started with OS X Mountain Lion—of bringing some of the capabilities found in those handheld devices to the desktop.

For example, the Maps and iBooks applications are now available on your Mac and link with their iOS counterparts. iCloud Keychain stores your Web passwords and credit card info to make it easy to access that secure information on any device you’re using. Apple also tweaked



some existing features, adding tabs to Finder windows (at last), keyword tags to files, and—my favorite new feature—the ability for multiple connected displays to act independently.

I'll admit, that doesn't sound like a lot, so here's the best part: Mavericks is akin to OS X Snow Leopard in that it incorporates new under-the-hood technologies that improve overall performance and battery life on portable Macs.

## How to Get Mavericks

If you've just purchased a new Mac, congratulations! Mavericks is already installed. If you're currently running Mac OS X 10.6 Snow Leopard or later, you can download Mavericks for free from the Mac App Store; Mavericks is not available on disc (see Chapter 2 for more details).

### note

**Snow Leopard users may get an uncomfortable surprise when upgrading to Mavericks. Applications that were originally written for PowerPC-based processors will not run at all. With OS X Lion, Apple removed Rosetta, a technology for translating instructions from PowerPC to Intel code. That means any older software you rely on may not make the leap to the new operating system and will require that you purchase new versions or find alternative programs.**

## How Big Is Your Pocket?

I don't cover absolutely every aspect of Mavericks in this book; there's just too much information for a Pocket Guide (and none of *my* pockets are large enough to carry a 500-page book). Therefore, I've focused on what I believe are the most important—or just plain cool—elements of Mavericks.



I'm also making some assumptions: You know how to turn on your computer, operate the mouse or trackpad, and take precautions such as not resting open beverages directly on the keyboard (I mean, balancing a martini on the top edge of your iMac is one thing, but keep it away from the keyboard for heaven's sake!).

As this isn't a basic-level guide, I'll also assume that you know some of the core actions of using a computer in the twenty-first century, such as starting up and shutting down your Mac, accessing menu items (single-click a menu name that appears at the top of the screen to reveal its list of options), and double-clicking an application to launch it.

**note** Actually, I often see people, even experienced users, confused about the difference between clicking and double-clicking items, so here's the deal: Click once to *select* something (such as a document file); double-click the item to *open* it.

## Conventions Used in This Book

- When I talk about accessing a command from the menus that appear in every program, I separate each component using an angle bracket (>) character. For example, “choose File > Open” means “Click the File menu item, then choose Open from the list that appears.” A succession of commands indicate submenus: “choose View > Arrange By > Name” translates to “click the View menu, then the Arrange By item, and then the Name item in the submenu that appears.”
- When I refer to a “preference pane,” I'm talking about the options found in System Preferences. Choose System Preferences from the Apple (🍏) menu, or click its icon in the Dock. To access the “Network preference pane,” for example, open System Preferences and click the Network icon.

- Keyboard shortcuts are expressed with the name of a modifier key and another key that must be pressed at the same time, such as, “Press Command-S to save the file.” However, the Command key has always been a source of confusion: the key often appears with a  or  symbol.
- When I refer to a “gesture,” I’m talking about using finger motions on a laptop trackpad or Apple’s Magic Trackpad. For example, the gesture to open the Mission Control interface is to swipe upward with three fingers.
- In a few places, I refer to more information found in the Mac Help files. Choose Mac Help from the Help menu.

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# Master Your Files

In my years of using and teaching about the Mac, I've run across people who are quite adept in some areas, like using a particular program, but lack some core knowledge about how the computer works. It's as if they missed the first day of a "How to Use Your Mac" class and never caught up with their homework. Ask them to build a spreadsheet in Excel and it's no problem; ask them to locate that Excel file and they're utterly lost.

It's not their fault. No one ever said, "Go learn how a hierarchical file-system works." Instead, they learned how to accomplish a specific task—build a spreadsheet, enhance a photo, read email. And in most cases, those tasks involve files. Files are the foundation of working within OS X, and you can make them work to your advantage.

## Your Home Folder


OS X is filled with files and folders, but you can ignore most of them. In fact, Apple recommends you not explore the System folder and other areas that contain crucial system files. Instead, OS X gives every user account a Home folder for storing personal files (**Figure 4.1**).

**Figure 4.1**  
*Your Home folder in the Finder*



Access the Home folder in the Finder by creating a new window (choose File > New Finder Window, or press Command-N) or by choosing Go > Home (Command-Shift-H). You can also click your account name in the sidebar of any Finder window.

**tip**

The Arrangement button () in the toolbar of every Finder window enables you to arrange the files by criteria such as date modified or size, or to group by application.

**tip**

Longtime OS X users may notice something missing in Figure 4.1: the Library folder. Apple chose to hide the Library folder, presumably to prevent people from accidentally editing or deleting important files used by the operating system. The folder isn't gone, though. To access it, hold Option and click the Go menu in the Finder—Library shows up in the list.

Aside from that exception, the Home folder is yours to use. Feel free to create new folders (choose File > New Folder, or press Command-Shift-N) or stash other files here; it all depends on your level of organizational tolerance. (I like to stick to the basics and avoid clutter—a huge surprise considering the disheveled state of the physical desk in my office.)

**tip** Don't rename or move the folders in your Home folder. Many applications (especially Apple's) store files there. For example, iTunes keeps your music library in a subfolder within the Music folder; if you move it, you could lose track of your songs and videos. (However, you *can* choose to relocate the iTunes library; see Chapter 7 for details.)

## Move and Copy Files

Although the Home folder offers locations for common file types, you can store files and folders nearly anywhere. Getting them there is easy.

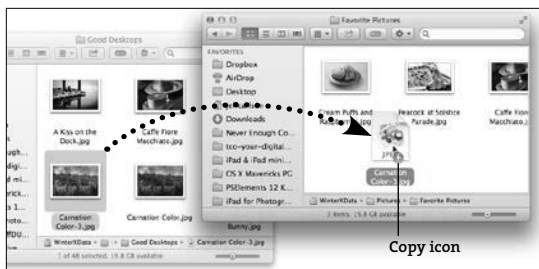
1. Open two new windows: one containing the item you want to move or copy, and one for the location where you want the file to end up.
2. To *move* a file, click and hold the mouse button, then drag the file to a new destination.

To *copy* a file to the destination, hold the Option key as you drag; a plus sign (+) icon appears on the cursor to indicate a copy is being made (**Figure 4.2**, on the next page).

3. Release the mouse button to complete the move.

**tip** If you drag a file between two volumes (such as between two hard disks, or to a hard disk from a networked computer), the file is automatically copied. You can move the file instead, deleting the original copy, by holding Command as you drag.

Figure 4.2

*Copying a file*

tip

Another way to copy a file is to select it and choose **Edit > Copy**. Switch to the destination and then choose **Edit > Paste Item**.

## Share Files

In Mavericks, the Share button in every Finder window gives you the opportunity to act on one or more files without leaving the window. With a file selected, click the Share button to reveal a menu of options (Figure 4.3).

Figure 4.3

*The Share menu*

The options change depending on the file; for example, the Twitter and Flickr options do not appear if you choose to share a spreadsheet.

tip

These options are also available from the contextual menu. Right-click or Control-click a file and select an action from the Share submenu.



## Delete Files

Discarded files go to the Trash, which, unlike other folders in the Finder, exists on the Dock. Here's how to delete something.

1. Select the offending item.
2. Drag it to the Trash icon in the Dock (**Figure 4.4**).

**tip**

That said, I almost never drag anything to the Trash. It's much easier to select an item and press **Command-Delete** to send it to the bin.

**Figure 4.4**  
*Dragging a file to the Trash*



### Recover trashed items

If you need to pull something out of the Trash, simply click the Trash icon to display its contents in a new window, and then move the file out. Or, you can select the item in the Trash window and choose **Put Back** from the File menu or the contextual menu.

## Empty the Trash

Although you may have thrown something in the Trash, the item still takes up space on your hard disk. If you're certain you don't need the bits in the bin, empty the Trash in one of the following ways.

- Choose Finder > Empty Trash. OS X will ask you to verify that you really want to do it; click the Empty Trash button.
- Open the Trash and click the Empty button in the upper-right corner of the window.
- Control-click or right-click the Trash icon and choose Empty Trash from the contextual menu that appears.
- Press Command-Shift-Delete in the Finder.

**tip**

If you're using Time Machine to back up your data, you can easily recover items you've accidentally deleted. See Chapter 9.

### *Securely empty the Trash*

Even after you've emptied the Trash, the files you deleted are still readable to file-recovery software. (On the disk, files are only marked as deleted, freeing up their space to be overwritten later.) To ensure that no one can recover the files, securely empty the Trash by choosing Finder > Secure Empty Trash. OS X replaces the files on disk by writing random data to their locations.

**tip**

To empty the Trash without being asked to confirm your action, hold Option when you choose Finder > Empty Trash, or press Command-Option-Shift-Delete.

## Finder Essentials

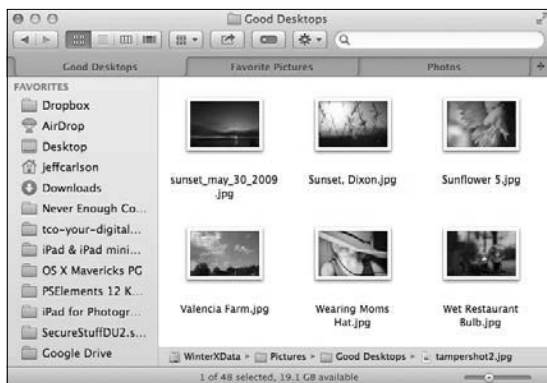
The following features have one thing in common: When they were first introduced, I thought they were just eye candy or of limited real use. Boy was I wrong—I now use them all the time.

### Finder tabs

Instead of switching between lots of overlapping windows, I now view most of my Finder windows the same way I view Web pages in Safari: in tabs (**Figure 4.5**). I typically open a window for each active project and create tabs in them for the folders I need to access. In addition to reducing clutter, Finder tabs let you sensibly run the Finder full-screen if you just don't want to see the Desktop. To create a new Finder tab, do any of the following:

- In a Finder window, press Command-T or choose File > New Tab.
- Hold Command and double-click a folder.
- With a folder selected, right-click or Control-click it and choose Open in New Tab from the contextual menu.

**Figure 4.5**  
*Finder tabs*



To close a tab, click the Close (x) button that appears when you move your pointer over the tab. You can also drag a tab out of the window to turn it into its own window.

Aside from their placement, Finder tabs act just like regular windows. One small difference is in moving or copying items between tabs: Drag the item to the tab's title.

**tip**

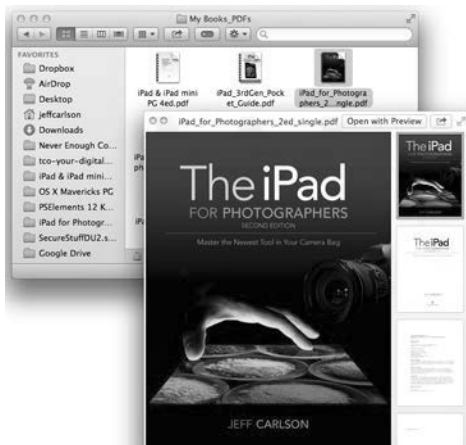
Switch between open Finder tabs using the keyboard by pressing **Control-Tab** (or **Shift-Control-Tab** to go to the previous tab).

## Quick Look

Select a file in the Finder and press the spacebar. A new window appears with a preview of the file's contents, so you don't need to open the file to tell what it is (**Figure 4.6**). You can view photos, video, audio clips, PDF files, Microsoft Word documents, Keynote presentations, and more. The Quick Look preview floats above your other windows—you can select other items to preview them without closing the Quick Look window.

**Figure 4.6**

*A Quick Look view of a PDF file*

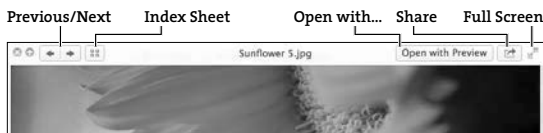


**tip**

Download Quick Look plug-ins that extend the feature to viewing the contents of folders, archives, and file formats not included in OS X at [www.quicklookplugins.com](http://www.quicklookplugins.com).

A Quick Look window also offers more options (**Figure 4.7**).

**Figure 4.7**  
Quick Look  
options



- When multiple files are selected, use the arrows (or arrow keys) to move between them.
- Click the Index Sheet button to view all the files in a grid.
- Click the “Open with” button to launch the suggested application. Or, right-click the button to view a list of other compatible programs; the list can also include actions, such as “Add to iPhoto” for images.
- Click the Share button to share the current image via email, Messages, AirDrop, or photo sites.
- Click the diagonal arrow icon to present the content full-screen.

In Full Screen mode, a few other options appear (**Figure 4.8**).

**Figure 4.8**  
Quick Look full-  
screen options



- When more than one item is selected for Quick Look, click the Play button to start playing a slideshow of the items.
- Click the Index Sheet button to view the items in a grid.

- If you're viewing an image, click the Add to iPhoto button to add the photo to your iPhoto library.
- Click the Exit Full Screen button or press the Esc key to go back to the Quick Look window.

**tip**

Note that the Quick Look full-screen mode doesn't put the content into its own space, as when you take an application full screen.

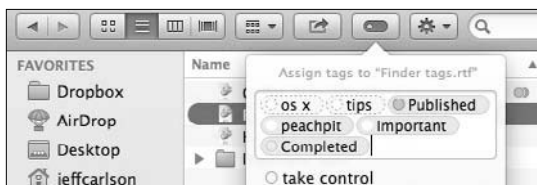
## Finder tags

Mavericks introduces Finder tags, a new way to organize and locate files. If you're accustomed to adding hashtags to Twitter posts or to blog posts, Finder tags will be instantly familiar. A tag is just a word or phrase describing something, in this case files and folders. Tags make it easier to find items in searches, and also co-opt the former Finder labels feature of older versions of OS X.

### *Add tags in the Finder*

Select one or more files or folders in the Finder, and click the Edit Tags button in the toolbar. In the popover that appears, type the tags you want to assign, or choose from the list that appears (**Figure 4.9**). Any terms you type that aren't already defined appear with dotted outlines and get added to the system after you assign them.

**Figure 4.9**  
*Add tags in the Finder.*



When you use a colored tag, it's indicated by a colored circle to the left of the filename in the Finder's icon view or to the right of the filename

in list view. You can apply colors to only seven terms (red, orange, yellow, green, blue, purple, and gray), which can be configured in the Finder's settings (choose Finder > Preferences).

### ***Add tags when saving files***

When you save a file in any application, Mavericks includes a Tags field. Type terms into the field, or choose from the list that appears, to assign them to the file.

### **Spring-loaded folders**

When you're copying or moving a file or folder, you must do a little bit of prep work by making sure the source and the target are both in visible windows or tabs. Spring-loaded folders enable you to grab an item and move it to a folder that may not be visible.

Drag the item onto the top of a folder (or the title of a Finder tab), wait a moment, and that folder opens automatically. You can keep exploring in this way until you find the intended destination folder. If you opened the wrong folder, move the item (all the while keeping the mouse button pressed) out of the window that sprang open.

A similar effect works with open windows, too. If just a corner of a window is peeking out among dozens of open windows on your screen, that's fine: Drag the file or folder to that window corner to bring the window forward, where you can drop the item to move it.

### **Create an archive**

When you need to send several files to someone over the Internet, it's best to wrap them up into a single package that gets transmitted. Select the files and choose File > Compress (*number of items*) (or right-click and choose the same item from a contextual menu). OS X makes copies and stores them in a .zip archive file.

## Find Files with Spotlight

Spotlight is wired deep into OS X and is used by applications such as Mail and the built-in Help system. Whenever you save a change to a document, Spotlight updates its index in the background.

You don't need to do anything to activate Spotlight; it's just there. Occasionally you may notice the Spotlight icon (in the right corner of the menu bar) displaying a pulsating dot, which indicates that Spotlight is indexing new material.

### Perform a Spotlight search

There are two entry points for Spotlight in the Finder: the Spotlight icon on the menu bar (which is available in all applications) and the Search field in a window's toolbar.

#### *Search from the Spotlight menu*

The idea behind Spotlight is that it's quick and unobtrusive. The Spotlight icon in the menu bar is my first stop for searching.

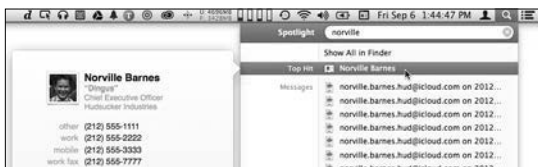
1. Click the Spotlight icon or press Command-spacebar.
2. Start typing what you're looking for. Spotlight begins to display results as you type.
3. If you see what you're looking for, click its name to open it (or use the arrow keys to select it and press Return). The Top Hit is always automatically selected, so you can often just start typing and press Return to jump to the item.

If you don't spot a match, click or select Show All in Finder to view the results in a Finder window (see the next section).



**tip** Hover the pointer over an item in the Spotlight results list to view a Quick Look preview of the item (Figure 4.10). You can even watch videos by clicking the Play button that appears in the middle of the preview.

**Figure 4.10**  
A Spotlight  
search from  
the menu bar



**tip** Need to make a quick calculation? Enter it in the Spotlight menu, using an asterisk (\*) to multiply and a forward-slash (/) for division. So typing “52\*45” reveals the answer (2340) within the search results—you don’t even need to launch the Calculator application.

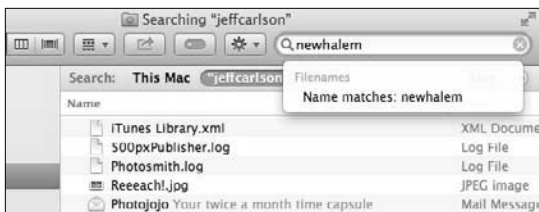
**tip** At the bottom of the Spotlight menu, you’ll find Search Web and Search Wikipedia items; select one to expand the search beyond your computer.

### Search within a Finder window

Performing a search within a Finder window gives you more options—and more results—than the menu bar.

1. In any Finder window, enter your search term in the Search field. Or, choose File > Find to activate the Search field in the active window (or to open a new window if one wasn’t already open). As with the menu bar, results begin to appear as soon as you start typing.
2. Narrow your search, if necessary, by specifying additional search criteria (Figure 4.11, on the next page. Click This Mac to search the entire computer; click “folder name” to limit the search to just the active folder; or click Shared to scan shared disks and connected network volumes.

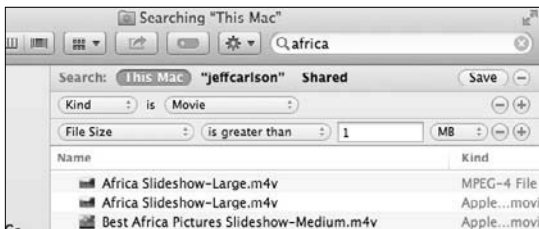
**Figure 4.11**  
A Spotlight search in a Finder window



Normally a search looks through the contents of all indexable files on your computer, but you can limit the query to just file and folder names by choosing the “Filename contains” item from the menu that appears as you type.

- To further narrow the search, click the plus sign (+) icon on the search bar to apply additional criteria (**Figure 4.12**).

**Figure 4.12**  
Use search criteria to narrow the list.



**tip**

The criteria pop-up menu includes a tantalizing **Other** item that’s worth exploring. Choosing it brings up a window with all sorts of criteria, such as fonts used in a document, specific camera settings for images, and much more. Enable the **In Menu** checkbox for any item you use frequently.

**tip**

If you find yourself frequently changing the search location, you can set a different default. Choose **Finder > Preferences** and click the **Advanced** button in the **Finder Preferences** window. Select an option from the pop-up menu labeled “When performing a search”: **Search This Mac**, **Search the Current Folder**, or **Use the Previous Search Scope**.

## Hide data from Spotlight

Spotlight builds its index from everything on your hard disk, but you may want to exclude data such as personal correspondence or financial documents from casual searches. Or, you may have a secondary hard disk being used as a scratch disk to shuttle temporary files for an application like Photoshop or Final Cut Pro.

1. Open the Spotlight preference pane in System Preferences.
2. Click the Privacy button.
3. Drag the folder or hard disk to the list area. Or, click the Add (+) button below the list and locate the item to exclude.

**tip** Too many results? In the Spotlight preference pane, click the Search Results button and deselect any categories you want to hide when you perform searches. For example, you may not want to include Fonts or Web pages.

### Advanced Spotlight Searches

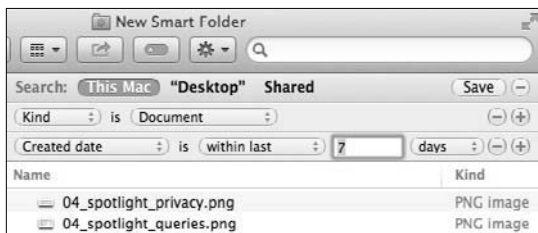
Spotlight is capable of performing advanced searches, if you know what to enter. Here's a taste of some possibilities; more information can be found in Apple's Mac Help on your computer.

- Include exact phrases in quotation marks ("jeff carlson").
- Use Boolean operators to combine search terms. Spotlight recognizes AND, OR, NOT, and a minus sign (-), which means AND NOT (Jeff NOT Geoff).
- Specify metadata (such as "kind:images"); Mac Help includes a list of valid keywords.

## Smart Folders

Here's where you can really get productive. Not only can you perform searches using multiple criteria, but that search can be saved as a Smart Folder whose contents are updated depending on the search. For example, here's how to set up a Smart Folder that displays documents created in the last week (**Figure 4.13**).

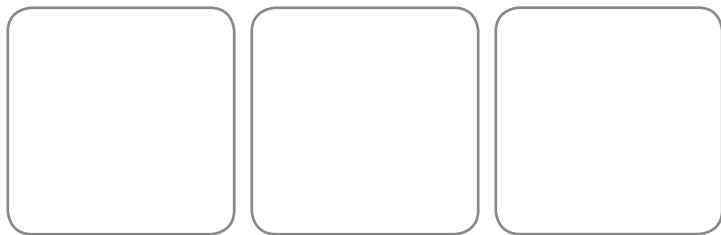
**Figure 4.13**  
*Creating a  
Smart Folder*



1. Choose File > New Smart Folder to open a new Finder window with the search criteria enabled.
2. Click the plus sign (+) to add a new attribute.
3. Set the Kind attribute to Document.
4. Click the plus sign (+) again.
5. Set that attribute's first pop-up menu to "Created date," and specify that it is within the last 7 days.
6. Click the Save button to save the Smart Folder. Give it a name (and, optionally, a location if you want it somewhere other than Mavericks' Saved Searches folder). Make sure the Add To Sidebar checkbox is selected if you want it to appear in the sidebar.

No documents are actually stored in a Smart Folder. Instead, it acts as a portal that filters just the files you want to see, updated live.

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# Index

1Password utility, features of, 205

## A

AAC (Advanced Audio Coding)  
format, 148

About This Mac option, choosing, 10

accounts. *See* administrator  
account; Guest User accounts;  
user accounts

administrator account, converting  
to user account, 26

Administrators option, choosing for  
sharing, 175

Adobe's Flash software, 136

AFP (Apple Filing Protocol) file  
sharing, 174

AirDrop, using to send files, 172–173

AirPlay

in iTunes, 162

mirroring enabled, 162

alerts, turning off, 48

anti-static protective cases,  
buying, 193

anti-virus software, using, 215

App Store

buying from, 59–60

updating applications, 64–65

upgrades, 14

Apple Consultants Network Web  
site, 226

Apple phone support Web site, 226

- Apple retail stores Web site, 226
- Apple Support Web sites, 226
- AppleCare, considering, 227
- application crashes, Force Quit
  - option, 221–222
- applications. *See also* files; Mission Control; programs
  - assigning to spaces, 54–55
  - buying from App Store, 59–60
  - changing defaults, 38
  - displaying in spaces, 54
  - downloading from
    - Internet, 60–61
  - finding, 37
  - hiding, 45–46
  - launching with Finder, 37
  - launching with Launchpad, 34–38
  - opening files from, 37–38
  - opening from Dock, 39
  - quitting, 46
  - running full screen, 52–53
  - showing, 45–46
- archives, creating, 77
- attachments, adding, 126–127
- audio chat, starting in
  - Messages, 142–143
- audio clips, viewing, 74–75
- authentication, using with
  - email, 123
- B**
- Back to My Mac, 171
- backing up
  - data prior to synchronizing, 84
  - Macs, 12
- backup systems. *See also* online backups; Time Machine backups
  - automatic backups, 182
  - bootable duplicate, 183–184
  - example, 183–184
  - offsite backup, 183
  - on-the-spot backups, 183
  - Time Machine, 182–183
  - versioned backups, 183
- bandwidth, checking prior to
  - upgrades, 13
- banners, turning off, 48
- BBEdit, using, 55–56
- books
  - adding to libraries, 156–157
  - reading, 155–157
- Boolean operators, using in
  - Spotlight, 81
- Boot Camp
  - Assistant software, 31–32
  - using to run Windows, 31–32
- browsers, keeping up to date, 211
- burning
  - CDs, 180
  - DVDs, 180
- C**
- calculation, making quickly, 79
- calendars
  - changing colors of, 95
  - creating, 94–95
  - events, 95–96
  - sharing, 98–99
  - view controls, 95
- Caps Lock key, disabling, 111
- Carbon Copy Cloner Web site, 191
- CDs
  - burning, 180
  - starting up from, 225

- chatting via text messages, 140–142
  - ClickToFlash Safari extension, 136
  - Cloak VPN connection, “renting,” 214
  - closing
    - documents, 46
    - Finder tabs, 74
  - Cloud, documents in, 117
  - Cobook, 94
  - Colors window, accessing, 108
  - Command key. *See* keyboard shortcuts
  - Compress option, accessing, 77
  - computer, restarting, 218
  - connecting
    - to networked computers, 168
    - storage devices, 164–167
  - contacts
    - adding fields, 90–91
    - applying changes, 89
    - changing field labels, 89
    - creating, 88–90
    - creating groups, 92–94
    - data detection, 91
    - deleting, 94
    - deleting fields, 89
    - editing, 90–92
    - entering phone numbers, 90
    - importing, 90
    - printing options, 91
    - selecting images, 89
    - Smart Groups, 93–94
    - specifying cards, 92
    - support for social networks, 91
    - “user name” field, 89
  - Control key. *See* keyboard shortcuts
  - copying files, 69–70
  - crashing applications, Force Quit option, 221–222
  - CrashPlan online backup service, 194
- ## D
- data
    - backing up prior to synchronizing, 84
    - encrypting with FileVault, 206–208
    - synchronizing, 84–87
  - deleting
    - applications from Launchpad, 36
    - contacts, 94
    - desktops, 53
    - files, 71–72
    - items from Dock, 40
    - preferences, 222–223
  - Desktop. *See also* spaces
    - described, 5
    - identifying, 4
  - desktops
    - creating, 53
    - deleting, 53
  - dictation, starting, 110
  - dictionary, using, 109
  - digital photos
    - importing into iPhoto, 154–155
    - viewing, 74–75
  - digital video
    - editing, 158–159
    - iMovie, 158–159
    - QuickTime Player, 159–161
    - viewing, 74–75
  - directory corruption issues, checking for, 12–13



- disk drives, external, 164. *See also*
    - hard disks
  - disk failures, occurrence of, 182
  - disk image, mounting, 61
  - disk structure, verifying, 219–220
  - Disk Utility
    - attempting ejection, 167
    - encrypted disk images, 208
    - repair process, 13
    - using with storage devices, 167
    - verifying disk structure, 219
  - disks, ejecting at startup, 225
  - division, performing in Spotlight, 79
  - .dmg file extension, 60
  - Dock
    - accessing items in, 40
    - adding items to, 39–40
    - choosing applications, 39–40
    - customizing, 43
    - described, 39
    - dragging folders to, 41
    - hiding option, 43
    - locating, 4, 39
    - magnification option, 43
    - minimizing windows, 44
    - moving project files to, 40
    - opening applications, 39
    - position options, 43
    - removing items, 40
    - resizing, 43
    - shortcut commands, 44
  - documents. *See also* files
    - closing, 46
    - in Cloud, 117
    - locking, 196
    - moving to iCloud, 117
    - opening stored in iCloud, 118
    - printing, 113–114
    - saving, 116–118
    - viewing, 49
  - DoorStop X Firewall Web site, 209
  - drives. *See also* hard drives
    - connecting, 164
    - restoring, 190–191
  - DriveSavers Web site, 182
  - Dropbox, using for file
    - synchronization, 179
  - duplication programs
    - Carbon Copy Cloner, 191–192
    - SuperDuper, 191–192
  - DVDs
    - burning, 180
    - starting up from, 225
- ## E
- ebooks, reading, 155–157
  - Eject option, accessing, 62
  - email. *See* Mail email application
  - email messages. *See* messages
  - encrypted disk image, creating, 208
  - encrypting data with
    - FileVault, 206–208
  - encryption, using with Wi-Fi, 214–215
  - Engst, Adam, 218
  - EV (Extended Validation)
    - certificates, looking for, 212–213
  - events
    - creating in calendars, 95–96
    - describing in calendars, 96
    - displaying details of, 96
    - editing, 96
    - inviting people to, 96–98
    - reviewing invitations, 97–98

- Everyone option, choosing for sharing, 175
- Exposé
  - application windows, 57–58
  - show desktop, 58
- extended warranties, considering, 227
- external disk drives
  - connecting, 164, 186
  - using with Time Machine, 186
- F
- Facebook, support for, 146
- FaceTime
  - controls, 145
  - identity setup, 144
  - making calls, 145
  - rotating window, 145
- fast user switching, 30
- file extensions
  - .dmg, 60
  - .hqx, 60
  - .zip, 60
- file sharing. *See also* sharing
  - AFP (Apple Filing Protocol), 174
  - enabling, 173–174
  - SMB (Samba), 174
- file synchronization, using
  - Dropbox for, 179
- files. *See also* applications;  
documents; project files
  - accessing versions of, 195–196
  - backing up online, 193–194
  - changing default applications, 38
  - deleting, 71–72
  - dragging between volumes, 69
  - duplicating, 116
  - finding with Spotlight, 78–82
  - moving, 69–70
  - opening, 38
  - opening from applications, 37–38
  - opening in iCloud, 118
  - organizing and locating, 76–77
  - sending using AirDrop, 172–173
  - sharing, 70
  - sharing from Macs, 172–178
- FileVault
  - administrator password, 207
  - enabling, 206–207
  - encrypting data with, 206–208
  - recovery key, 207
  - turning off, 12
- Finder, launching applications, 37.  
*See also* Spotlight
- Finder tabs
  - closing, 74
  - creating, 73–74
  - switching between, 74
- Finder tags, using, 76–77
- Finder window
  - Arrangement button, 68
  - features, 5
  - following folder structure, 7
  - locating, 4
  - Preferences options, 7
  - searching in, 79–80
- firewalls
  - activating, 209
  - allow signed option, 210
  - applications, 210
  - blocking incoming
    - connections, 210
  - controlling application access, 209

**firewalls, *continued***

- DoorStop X Firewall, 209

- explained, 208

- Little Snitch, 209

- service settings, 210

- stealth mode, 210

- Flash software, 136

- folder contents, accessing with

- Stacks, 40–43

- folder structure, following in

- Finder, 7

- folders. *See also* Home folder; Smart

- Folders

- creating, 69

- dragging to Dock, 41

- navigating hierarchies, 10

- opening, 10

- spring-loaded, 77

- Fonts window, accessing, 108

- Force Quit option, using with

- applications, 221–222

- forwarding messages, 128

- full-screen mode

- accessing, 52–53

- exiting, 52–53

**G**

- Gatekeeper sentry

- Anywhere option, 63

- features, 63

- Mac App Store options, 63

- gestures, support for, 3

- Gmail accounts, using Mail with, 124

- Google Chrome, using, 133, 136

- grammar, checking in

- documents, 109

- Guest option

- choosing for sharing, 176

- using with networked

- volumes, 169

- Guest User accounts

- creating, 27

- parental controls, 27

**H**

- hard disks. *See also* disk drives

- anti-static protective cases, 193

- making duplicates, 191

- “toasters,” 193

- verifying, 12–13

- wiping out, 16

- hard drives. *See also* drives

- connecting, 164

- mounting, 166

- hiding applications, 45–46

- Home folder. *See also* folders

- accessing, 68

- managing folders in, 69

- Home Sharing iTunes

- libraries, 151–152

- .hqx file extension, 60

**I**

- iBooks

- creating citations, 157

- customizing appearance, 156–157

- downloading books from, 156

- highlighting text, 157

- Show Notes button, 157

- iCloud

- moving documents to, 117

- opening documents stored in, 118

- Photo Stream, 155

- preference pane, 85
  - storage management, 85
  - synchronizing data, 84–85
  - iCloud Keychain, using with
    - passwords, 198–199
  - icon size slider, locating, 5
  - icons
    - aligning to grid, 9
    - positioning, 9
    - resizing, 7
  - Image Capture, importing photos
    - with, 155
  - IMAP (Internet Message Access Protocol), 123
  - iMessage service, 139–140
  - iMovie
    - editing video, 158–159
    - importing clips, 159
  - importing
    - contacts, 90
    - into iTunes, 148
    - photos into iPhoto, 154–155
    - photos with Image Capture, 155
  - installation, ejection after, 62
  - installation methods
    - drag and drop, 62
    - installer program, 62
  - installer
    - copying, 14–15
    - locating, 14
  - installing
    - applications, 59–62
    - from discs, 61–62
    - on Macs automatically, 62
  - Internet
    - connecting to, 120–122
    - location-based profiles, 121
    - Network preference pane, 120
    - viewing network
      - information, 122
      - wireless networks, 121–122
  - Internet accounts
    - editing, 87
    - setting up, 86–87
  - Internet connection,
    - troubleshooting, 223–224
  - invitations, reviewing, 97–98
  - iPhoto, importing photos into,
    - 154–155
  - ISPs (Internet Service Providers), 120
  - iTunes
    - importing into, 148
    - media library, 153
  - iTunes libraries
    - relocating, 153
    - sharing, 151–152
    - working with multiple, 153
  - iTunes Match service
    - cost, 152
    - improving music quality, 153
    - subscribing, 152
  - iTunes Radio, playing, 150–151
  - iTunes Store, buying music from, 149
- J**
- junk mail, dealing with, 130–131
- K**
- keyboard shortcuts
    - Add Bookmark Folder, 135
    - Attach Files, 126–127
    - Dock, 44
    - duplicating files, 116
    - Exposé windows, 57
    - filing messages, 129

keyboard shortcuts, *continued*

- Finder tabs, 74
- Forward message, 128
- Get Info in Calendar, 95
- Home folder, 68
- Mark as Junk Mail, 130
- networked volumes, 168
- New Event in Calendar, 95
- New Message, 126
- opening files in iCloud, 118
- Print Queue, 114
- Reply All button, 127
- Show All Tabs, 133
- show desktop in Exposé, 58
- tabs in Safari, 133
- window rotation in FaceTime, 145

## Keychain Access application

- launching, 200
- secure notes, 203–204
- using with passwords, 198–199

## keychains

- looking up passwords in, 203
- storing secure data in, 201–205

Kissell, Joe, 124, 184

Klieme, Stefan, 171

## L

## Launchpad

- creating folders, 35–36
- exiting, 35
- moving icons, 35
- organizing applications, 35–36
- removing applications, 36
- switching screens, 35
- using, 34
- Web site, 38

## Library folder

- accessing, 68
- hiding, 68

Little Snitch Web site, 209

locking documents, 196

logging out of user accounts, 29

## login items

- adding, 24
- disabling at startup, 226
- managing, 23–24
- removing, 24

## login options

- automatic, 28
- password hints, 29
- Restart button, 28
- setting, 28–29
- Shut Down button, 28
- Sleep button, 28

## login window

- displaying items in, 28
- input menu, 28
- installed languages, 28

## M

## Mac App Store

- buying from, 59–60
- updating applications, 64–65
- upgrades, 14

Macs, backing up, 12

## Mail email application

- creating accounts, 123–124
- IMAP (Internet Message Access Protocol), 123
- POP (Post Office Protocol), 123
- reading messages, 124–125
- Use Authentication option, 123
- using with Gmail accounts, 124

- mailboxes
  - creating, 128
  - filing messages in, 128–129
  - Smart Mailboxes, 129
- Maps application
  - 3D button, 104
  - Current Location button, 102
  - dropping pins, 106
  - finding locations, 105–106
  - Flyover mode, 104–105
  - getting directions, 107
  - locations to iOS devices, 107
  - navigating, 103
  - pins for search results, 105
  - repositioning, 103
  - rotating, 103
  - views, 104–105
  - zooming, 103
- math, performing in Spotlight, 79
- Mavericks. *See* OS X Mavericks
- Mavericks, online-only
  - distribution, 16
- media library, locating in iTunes, 153
- memory drives, connecting, 164
- menu bar
  - features, 4
  - locating, 4
- messages
  - adding attachments, 126–127
  - composing, 126–127
  - filing in mailboxes, 128–130
  - forwarding, 128
  - junk mail, 130–131
  - organizing, 131
  - prioritizing, 130
  - reading in Mail, 124–125
  - replying to, 127–128
  - sending, 124–125
  - VIPs (very important persons), 130
- Messages application
  - account setup, 139–140
  - adding buddies, 140
  - audio chat, 142–143
  - changing status, 142
  - chatting via text
    - messages, 140–142
    - controlling others’
      - screens, 143–144
    - using to text friends, 139
  - video chat, 142–143
- metadata, specifying in Spotlight, 81
- Microsoft Word documents,
  - viewing, 74–75
- migration
  - after completion of, 19
  - choosing data for, 19
  - performing, 18–19
- Migration Assistant
  - downloading for Windows, 17
  - features, 17
  - launching, 17
  - from Macs, 17–18
  - from Time Machine backup, 18
  - from Windows PCs, 17–18
- mirroring, 162
- Mission Control. *See also* applications
  - activating, 49–50
  - displaying spaces in, 52
  - exiting, 49
  - keyboard configuration, 50–51
  - mouse shortcuts, 50–51
  - Quick Look view, 49–50
- monitors, using multiple, 57

- mounted volumes, using, 166
  - mounting networked
    - volumes, 168–170
  - moving files, 69–70
  - multiplication, performing in
    - Spotlight, 79
  - music
    - AAC (Advanced Audio Coding)
      - format, 148
    - adding to Up Next, 150
    - buying from iTunes Store, 149
    - changing formats, 148
    - importing into iTunes, 148
    - playing, 149–150
  - music quality, improving, 153
- ## N
- network computer screens.
    - See also* screen
    - controlling, 170–171
    - viewing, 170–171
  - network information, viewing, 122
  - Network preference pane,
    - accessing, 120
  - network volumes
    - amount of storage, 186
    - using with Time Machine, 186
  - networked volumes
    - mounting, 168–170
    - unmounting, 170
  - networking terms
    - DHCP (Dynamic Host Configuration Protocol), 121
    - NAT (Network Address Translation), 121
  - NewerTech Voyager toaster, 193
  - No Access option, using for
    - sharing, 178
  - Notes application. *See also* secure notes
    - creating folders, 100
    - using, 99–100
  - Notification Center, sharing social updates from, 48
  - notifications, viewing, 46–48
- ## O
- online backups. *See also* backup systems; Time Machine backups
    - automated, 194
    - CrashPlan service, 194
    - essential files, 194
    - services, 194
  - opening
    - applications from Dock, 39
    - files, 38
    - files in iCloud, 118
  - Option key. *See* keyboard shortcuts
  - OS X interface
    - Desktop, 4
    - dock, 4
    - Finder window, 4
    - menu bar, 4
  - OS X Mavericks. *See also* upgrading to Mavericks
    - explained, 2
    - naming, 2
    - switching between Windows, 32
    - user account, 2–3
  - OS X Mavericks Server, 3

**P**

- Parallels Desktop Web site, 32
- parental controls, applying to Guest
  - User account, 27
- Password Assistant, using, 200–201
- password hints, showing at login, 29
- Password pane
  - Change Password button, 21
  - changing name, 22
  - changing pictures, 22
  - entering Apple ID, 22
  - picture field, 22
- password requirements
  - after screen saver begins, 208
  - after sleep, 208
- passwords
  - 1Password utility, 205
  - changing, 201
  - choosing strong, 198
  - iCloud Keychain, 198–199
  - looking up, 199
  - looking up in keychains, 203
  - saving for Web sites, 202
- path bar, displaying, 7
- PDF files
  - printing as, 115
  - viewing, 74–75
- permissions, repairing, 220
- Photo Stream, features of, 155
- photos
  - importing into iPhoto, 154–155
  - viewing, 74–75
- phrases, searching in Spotlight, 81
- pins
  - removing, 106
  - using with maps, 106

- POP (Post Office Protocol), 123
  - preferences, deleting, 222–223
  - print options
    - Layout, 114
    - Paper Feed, 114
    - setting, 113–114
  - Print Queue
    - adding print jobs to, 114
    - showing completed jobs, 114
  - printer
    - adding, 111–112
    - connecting via SMB/CIFS, 112
    - driver software, 112
    - IP button, 112
  - printing
    - documents, 113–114
    - as PDFs, 115
  - programs, accessing quickly, 40.
    - See also* applications
  - project files, moving to Dock, 40.
    - See also* files
- 
- Q**
  - Quick Look view
    - downloading plug-ins, 75
    - Index Sheet button, 75
    - options, 75
    - using, 74–76
  - QuickTime Player
    - adding silent portions, 161
    - extended capability, 161
    - playback controls, 160–161
    - playing video files, 160
    - trimming videos, 161
  - quitting applications, 46



## R

Read & Write option, using for sharing, 178

Read Only option, using for sharing, 178

Reading List feature, using in Safari, 137–138

Recovery OS, starting up from, 224–225

reminders

creating, 100–101

editing details, 101

natural language input, 101

reminders list, creating, 102

removing

applications from Launchpad, 36

contacts, 94

desktops, 53

files, 71–72

items from Dock, 40

preferences, 222–223

resizing Dock, 43

Restart button, showing at login, 28

restarting computer, 218

restoring

drives, 190–191

files from backups, 188–190

versions of files, 195–196

## S

Safari. *See also* Web sites

Back/Next button, 132

bookmarks, 134–135

Bookmarks bar, 132

ClickToFlash extension, 136

disabling “Open ‘safe’ files,” 212

downloading files, 138

extending functionality, 138

Google search, 132

iCloud Keychain, 198–199

iCloud tabs, 134

looking up passwords, 199

Merge All Windows option, 133

navigating, 132–133

pages in tabs, 132

Reader button, 136

Reading List feature, 137–138

Reload Page button, 132

reopening windows, 134

Share button, 132

Shared Links feature, 135

Show All Tabs option, 133

Smart Search, 132

tabs, 133–134

Top Sites page, 133

windows, 133–134

“safe downloads list,” consulting, 212

Save Password option, using, 202

saving documents, 116–118

screen. *See also* network computer screens

extending using AirPlay, 162

sharing, 171

ScreenSharingMenulet, 171

scroll bars, displaying, 8–9

scroll direction, changing, 8

searching

in Finder window, 79–80

from Spotlight menu, 78–79

secure data, storing in

keychains, 201–205

secure notes. *See also* Notes

application

creating, 203–204

- retrieving contents of, 204
- secure sites
  - EV (Extended Validation)
    - certificates, 212–213
  - identifying, 212–213
- security
  - anti-virus software, 215
  - disabling “Open ‘safe’ files,” 212
  - FileVault data
    - encryption, 206–207
  - firewall, 208–210
  - networking with Wi-Fi, 213–215
  - passwords, 198–201
  - “safe downloads list,” 212
  - software installation, 211–212
  - Web surfing, 211–213
- security updates, applying, 208
- sharing. *See also* file sharing
  - access permissions, 177–178
  - adding users, 176–177
  - Administrators option, 175
  - calendars, 98–99
  - Everyone option, 175
  - files, 70
  - files from Macs, 172–178
  - Guest option, 176
  - iTunes libraries, 151–152
  - No Access, 178
  - Read & Write option, 178
  - Read Only option, 178
  - screens, 171
  - setting access, 175–176
  - specifying items for, 174–175
  - Wake for network access, 178
  - Write Only option (Drop Box), 178
- Sharing preference pane,
  - opening, 173–174
- shortcut keys
  - Add Bookmark Folder, 135
  - Attach Files, 126–127
  - Dock, 44
  - duplicating files, 116
  - Exposé windows, 57
  - filing messages, 129
  - Finder tabs, 74
  - Forward message, 128
  - Get Info in Calendar, 95
  - Home folder, 68
  - Mark as Junk Mail, 130
  - networked volumes, 168
  - New Event in Calendar, 95
  - New Message, 126
  - opening files in iCloud, 118
  - Print Queue, 114
  - Reply All button, 127
  - Show All Tabs, 133
  - show desktop in Exposé, 58
  - tabs in Safari, 133
  - window rotation in FaceTime, 145
- Shut Down button, showing at
  - login, 28
- sidebar
  - adding items to, 9
  - locating, 5
  - removing items from, 9
  - shortcuts in, 9
- single-user mode, starting up in, 226
- Sleep button, showing at login, 28
- Smart Folders, creating, 82. *See also* folders
- Smart Mailboxes
  - creating, 129
  - referencing, 129
  - using, 131

- Smart Mailboxes, *continued*
  - for VIPs (very important persons), 130
- SMB (Samba) file sharing, 174
- software, running in Mavericks, 3
- software installation, security concerns, 211–212
- Software Update feature
  - controlling, 65
  - using, 12
- spaces. *See also* Desktop
  - assigning applications to, 54–55
  - assigning windows to, 54–55
  - creating desktops, 53
  - displaying applications in, 54
  - displaying in Mission Control, 52
  - grouping windows, 56
  - rearranging, 56
  - separating displays, 56
  - switching between, 51–52
- SpamSieve utility, downloading, 131
- spell-checking documents, 109
- Spotlight. *See also* Finder
  - advanced searches, 81
  - Boolean operators, 81
  - exact phrases, 81
  - finding files with, 78–82
  - hiding data from, 81
  - Search Results button, 81
  - Smart Folders, 82
  - specifying metadata, 81
- Spotlight menu
  - making calculations in, 79
  - searching from, 78–79
- Stacks
  - automatic view, 42
  - controlling appearance of, 41–42
  - fan view, 41
  - grid view, 42
  - list view, 42
  - opening folders, 43
- startup disk
  - choosing, 225
  - choosing for upgrade, 15
  - repairing, 13
- Startup Disk preference pane,
  - using, 32
- startup modes, 225–226
- storage devices
  - connecting, 164–167
  - Disk Utility, 167
  - external disk drives, 164
  - memory drives, 164
  - mounted volumes, 166
  - unmounting volumes, 166
  - USB hubs, 165
- strong passwords, choosing, 198–199, 201
- SuperDuper
  - making duplicates, 192
  - Web site, 191
- support resources, 226
- switching between applications, 45–46
- synchronizing data
  - setting up
    - Internet accounts, 86–87
    - using iCloud, 84–85
- synchronizing file, using Dropbox for, 179
- system information, getting, 10

## T

## tags

- adding in Finder, 76–77
- adding when saving files, 77

## Target Disk mode, starting up in, 225

## TextEdit word processor

- automatic correction, 108–109
- Colors window, 108
- Fonts window, 108
- spell-checking documents, 109

## text-editing tools, dictionary, 109

## texting to friends, 139–141

Time Machine backups. *See also*

- backup systems; online backups
  - alternatives, 182–183
  - excluding items, 187
  - external drives, 186
  - length of time, 186
  - locating deleted files, 190
  - migrating from, 18
  - network volumes, 186
  - pausing backups, 188
  - restoring drives, 190–191
  - restoring files, 188–190
  - setting up, 185
  - specifying disk for, 185
  - triggering backups manually, 188

## TimeMachineScheduler, features of, 188

## “toasters,” using with hard disks, 193

## toolbar

- buttons, 8
- locating, 5

## Trash

- dragging files to, 71
- emptying, 72

## trashed items, recovering, 71

## troubleshooting

- accessing Recovery OS, 224–225
- application crashes, 221–222
- checking cables, 218
- checking connections, 218
- deleting preferences, 222–223
- disk-related issues, 219–220
- Internet connection, 223–224
- logging in as different user, 218
- repairing permissions, 220
- restarting computer, 218
- support forums, 218
- support resources, 226

## Twitter, support for, 146

## U

## updaters, using in applications, 65

## updating applications

- controlling Software Update, 65
- Mac App Store, 64–65

## upgrade preparation

- backing up Mac, 12
- bandwidth, 13
- directory corruption issues, 12–13
- Disk Utility, 12
- software updates, 12
- turning off FileVault, 12
- verifying hard disk, 12–13

## upgrading Macs, 3

upgrading to Mavericks. *See also*

- OS X Mavericks
  - choosing startup disk, 15
  - entering Apple ID, 14

## USB hard drives, connecting, 164

## USB hub, buying, 165

## user accounts

- “bare” account for testing, 26
- converting to administrator, 26
- Create User button, 25
- creating, 24–25
- deleting, 31
- explained, 2–3
- fast user switching, 30
- guest type, 27
- logging in to, 30
- logging out of, 29–30
- naming, 25
- passwords, 25
- security, 26
- setup during installation, 20–21
- standard type, 26
- switching between, 29–30

## user settings

- administrator accounts, 23
- managing, 21–23
- Password pane, 21–22
- regular accounts, 23

## users, adding to file sharing, 176–177

Users & Groups preference pane,  
accessing, 21

## V

## versioned backups, explained, 183

## versions of files

- accessing, 195–196
- comparing, 196
- locking documents, 196
- restoring, 195–196

## video

- editing, 158–159
- iMovie, 158–159
- QuickTime Player, 159–161

## viewing, 74–75

## video chat, starting in

- Messages, 142–143

## video-player software, warning

- about, 212

## View Options window, features of, 9

## views

- Column, 6–7
- Cover Flow, 6–7
- Icon, 6–7
- List, 6–7

## VIPs (very important persons),

- prioritizing in email, 130

## VMware Fusion Web site, 32

## volumes

- mounted, 166
- unmounting, 166–167

## VPNs (virtual private networks),

- using at hot spots, 214

## W

## “Wake for network access” option,

- using, 178

## warranties, considering, 227

## Web browsers, keeping up to

- date, 211

## Web pages, improving

- readability, 133

## Web site passwords, saving, 201–202

Web sites. *See also* Safari

- accessing, 132–133
- anti-static protective cases, 193
- Apple Support, 226
- calendars, 99
- ClickToFlash Safari extension, 136
- Cloak VPN connection, 214

- CrashPlan online backup
    - service, 194
  - DriveSavers, 182
  - Flash, 136
  - Gmail and Mail, 124
  - Google Chrome, 133
  - LaunchBar, 38
  - NewerTech Voyager, 193
  - Parallels Desktop, 32
  - ScreenSharingMenulet, 171
  - SpamSieve utility, 131
  - support resources, 226
  - TimeMachineScheduler, 188
  - VMware Fusion, 32
  - WiTopia VPN for Wi-Fi, 214
- Wi-Fi networking
- Cloak VPN connection, 214
  - precautions, 213–214
  - using encryption, 214–215
  - VPNs at hot spots, 214
- window features
- Column view, 6
  - Cover Flow view, 6
  - icon size slider, 5
  - Icon view, 7
  - List view, 6
  - sidebar, 5
  - toolbar, 5, 8
  - viewing options, 6
- window shortcuts, 10
- windows
- assigning to spaces, 54–55
  - configuring appearance, 7
  - resizing, 7
- Windows operating system
- running using Boot Camp, 31–32
  - switching between OS X and, 32
- wireless networks, joining, 121–122
- WiTopia VPN for Wi-Fi, 214
- word definitions, viewing, 109
- Word documents, viewing, 74–75
- Write Only option, using for sharing, 178

## Z

### .zip

- archive file, 77
- file extension, 60