

# easy

## Mac<sup>®</sup> Computer Basics

See it done. Do it yourself.

Leopard  
Edition

que

Lisa Lee

## EASY MAC® COMPUTER BASICS

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## INTRODUCTION

It's hard to believe the first Macintosh was introduced in 1984. Today, they're as popular as ever. The iMac, MacBook, Mac Pro, MacBook Air, and Mac mini all run Mac OS X Leopard. You can also run a Microsoft Windows operating system on any Mac with an Intel processor. Wait, there's more! Sync an iPod, iPhone, or digital camera to your Mac to organize and share music, movies, and photos.

*Easy Mac Computer Basics* shows you how to set up an iMac and a MacBook, connect them to an iPod and iPhone, and work with a wide range of Apple software. Learn to do things such as synchronize your calendar (iCal) and Address Book with iTunes, play music or movies, organize photos, surf with Safari, and get a handle on text with Pages. Using Macs with iPods and iPhones with OS X Leopard and OS X applications is the focus of this book. Although nearly all the iPod and iPhone tasks in this book show Mac OS X, doing the same task with iTunes on Windows is similar. This book also covers Boot Camp and various Windows computer tasks.

This book is divided into three parts: connecting and customizing Macs, working with applications, and maintaining Macs. The first part shows some elementary but necessary tasks. Part 1 shows you how to set up your Mac and connect it to an iPod or iPhone. Parts 2 and 3 focus on Mac OS X basics such as customizing Mac OS X and selecting, moving, and finding files and folders. Part 4 covers some common tasks with TextEdit, copy/paste, and creating PDFs with your text documents.

The second part of the book covers connecting to the Internet, setting up a wireless home network, and some popular Apple applications: iTunes, iPhoto, Pages, iChat, iCal (calendar), Address Book, and Photo Booth. Learn how to set up a wireless back up with Time Machine and Time Capsule, surf with Safari, organize your music, movies and photos; set up and sync calendar and contact information from your Mac to your iPod or iPhone; and chat with your buddies or create a great-looking document with Pages!

Parts 14, 15, 16, and 17 focus more on your Mac hardware. Part 15 walks you through setting up Boot Camp, running Boot Camp and configuring your Mac to install Windows Vista. Parts 14, 16, and 17 show you how to connect and remove devices, add security to your Mac, and maintain it.

You can read this book from beginning to end, starting gradually and learning as you complete each chapter. If that doesn't float your boat, you can pick any task and dig in to *Easy Mac Computer Basics* and use this book as a reference. Either way, *Easy Mac Computer Basics* lets you see it done, and then do it yourself.

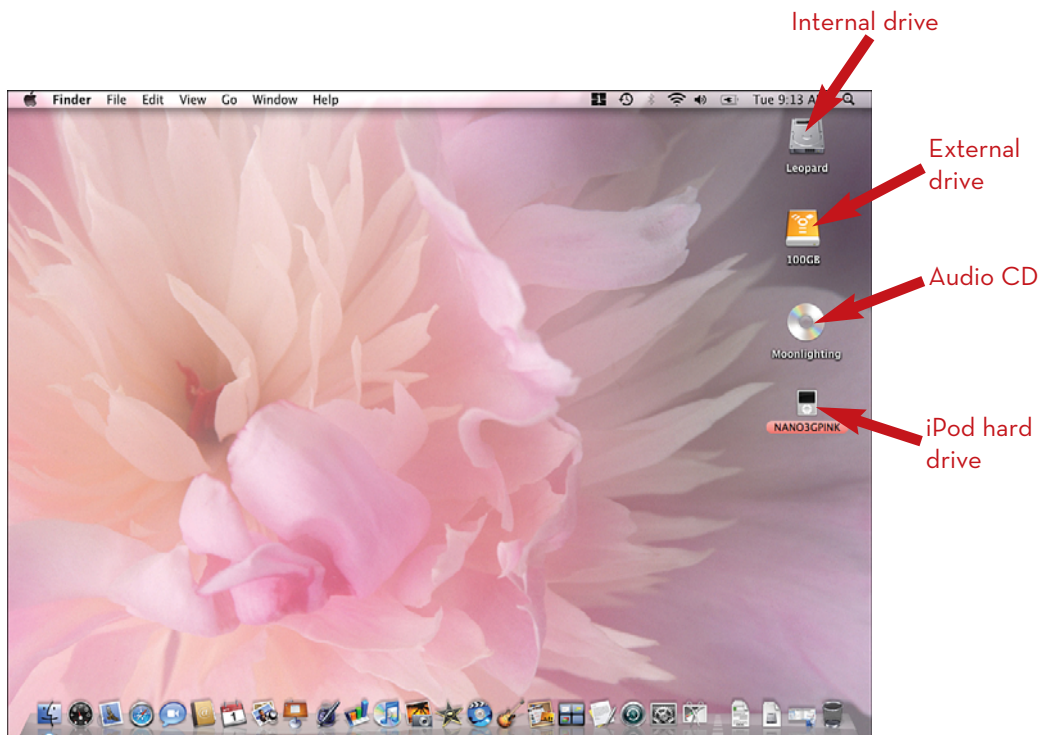
## ADDING NEW DEVICES

Macs are hubs for digital devices. iPods, iPhones, and mobile phones connect to the Mac's USB port to sync and share files. You can also connect speakers, wireless keyboards, mice, and other Bluetooth, USB, or FireWire devices to your Mac. External hard drives, including iPods that are configured as hard drives, enable you to copy files to an external device, or make your files more mobile by syncing them to an iPod or iPhone.

The tasks in this chapter show you how to connect and remove hard drives, add a printer, and connect to another Mac. Learn how to set up an Apple TV connection, FTP connection, and use an iPod as a hard drive. Finally, extend your Mac by connecting it to an external TV, wireless keyboard or mouse, mobile phone, or Time Capsule drive.



# A DISK DRIVE OVERVIEW



## CONNECTING A HARD DRIVE

You can connect several kinds of hard drives to your Mac: FireWire, USB, or over a network. You can also use an iPod as an external drive. This task shows you how to connect an external drive to a MacBook running Mac OS X Leopard.



- 1** Connect the hard drive to your Mac.
- 2** Wait for the drive to appear on the desktop. Double-click the hard drive icon to open it. Navigate its files and folders in a Finder window.

*End*



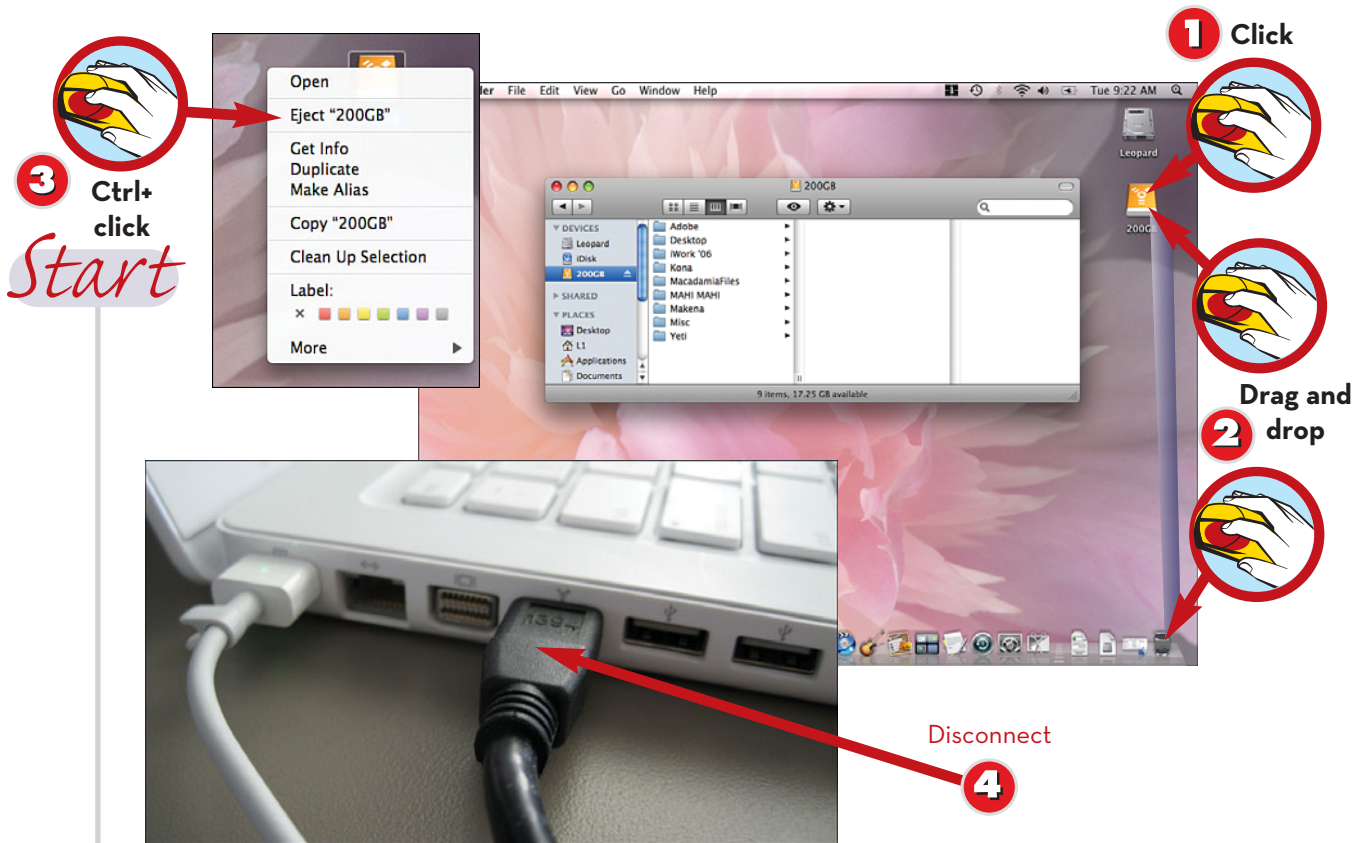
### NOTE

#### Partitioning Drives

Your Mac ships with a hard drive with one partition. You can divide it into two or more partitions, but this requires reformatting the drive and deleting all current data on the drive. After formatting the drive with partitions, each one appears as a separate volume on your desktop. To find out more about how to partition a drive, go to “Formatting a Hard Drive,” in Part 17.

## REMOVING A HARD DRIVE

When you've finished copying files or using files on the external hard drive, you can disconnect it from your Mac. Before you pull the plug, first eject the drive from Mac OS X. This task shows you how to properly eject a drive.



- 1** Click to select the hard drive on your desktop.
- 2** Drag the hard drive icon to the Eject icon on the Dock. The Trash icon changes to the Eject icon while you are dragging the hard drive.
- 3** Alternatively, **Ctrl-click** the drive and select Eject to remove the drive from your desktop. Wait for the icon to be removed from the desktop.
- 4** Disconnect the drive from your Mac.

*End*



### TIP

#### Eject Shortcut

**Control-click** the drive on your desktop and choose **Eject** from the shortcut menu to remove the drive in one step.



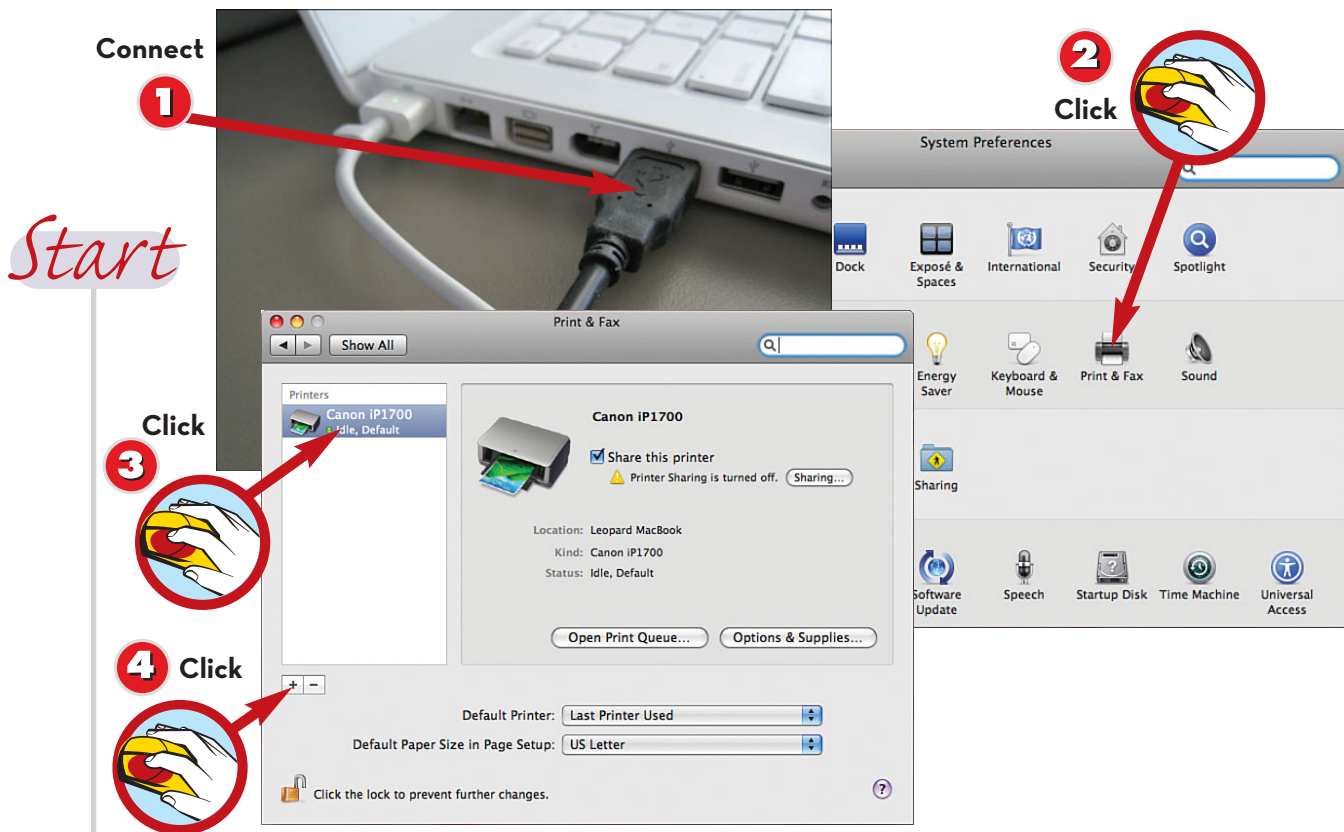
### NOTE

#### Disconnecting a Cable

If you accidentally disconnect the USB or FireWire cable from the Mac while a drive is connected, Mac OS X shows an alert indicating the drive was disconnected improperly and the data may have been lost.

## ADDING A PRINTER

With all those files on your Mac, sure you can share files electronically. Printing comes in handy when you need to share with folks who don't have computers. This task shows you how to connect and print to a USB printer whose driver is included with Mac OS X Leopard.



- 1** After installing the printer driver software for your printer on Mac OS X Leopard, connect one end of the USB cable to the printer and the other end to the Mac.
- 2** In System Preferences, click the **Print & Fax** button.
- 3** The printer appears in the window list. If you only have one printer set up with the Mac, it is the default printer. If you have more than one printer, you can select one from the list.
- 4** Click the **+** (plus) button to add a printer. A window opens with Default selected. A list of networked printers or any printers connected to your Mac's USB or FireWire ports appears in this window list.

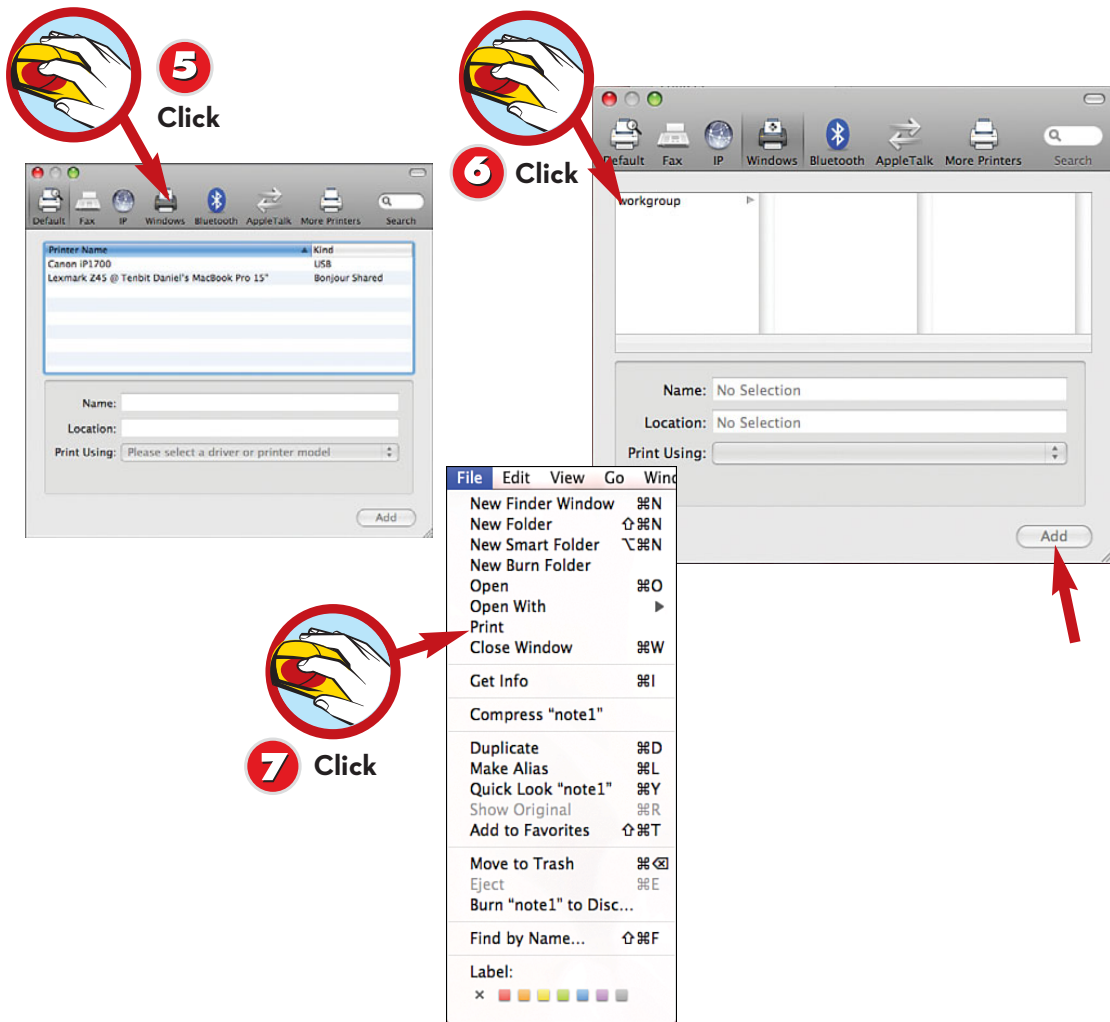
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### TIP

#### Printer Drivers and Mac OS X Leopard

Mac OS X Leopard includes drivers for many HP, Brother, Canon, and other popular printer brands. If you're not sure if your printer is supported by Leopard. Connect it to your Mac and see whether it appears in the Printer Name list in step 5. If it does not, visit the Printer manufacturer's website to download a Mac OS X Leopard-compatible drive.



5 Select a printer from the **Default** list and click the **Add** button to add it to the Printers list in the Print & Fax window. The buttons at the top of the window enable you to view or select Fax, IP, Bluetooth, AppleTalk, or other types of printers. If your Mac is connected to a network with Windows printers, choose the **Windows** button.

6 Select the Windows workgroup name ( in this example the default name, workgroup is shown). Choose a printer from the list and click the **Add** button. In this example, there aren't any Windows printers available on the network.

7 Open a **Finder** window, and select a document to print. Choose **File > Print**. The document prints to the default printer.

*End*



#### TIP

#### Selecting a Printer in an Application

The list of printers that appear in the Printers list in the **System Preferences > Print & Fax** screen also appear when you print a document from an application, such as Text Edit. Open a document and choose **File > Print**. Click the Printers drop-down menu to view and choose a printer. Click the **Print** button to send the document to the selected printer.

## CONNECTING TO ANOTHER MAC

Macs can connect to other Macs or Windows machines that have File Sharing on. This task shows you how to connect to another Mac that has File Sharing activated in the System Preferences > Sharing window.

*Start*

- 1** Click
- 2** Type
- 3** Type
- 4** Click

*End*

**1** Choose **Go** > **Connect to Server**.

**2** Type the IP address of the other Mac and press **Return**. (The IP address can be located by going to **System Preferences** and choosing the **Network** panel in the **TCP/IP** tab).

**3** Type a username and password to log in to the Mac.

**4** Click the **Connect** button.



### TIP

#### Connect to a Windows Machine

To find out how to connect to a Windows Vista machine, go to Part 7, "Setting Up a Wireless Home Network."



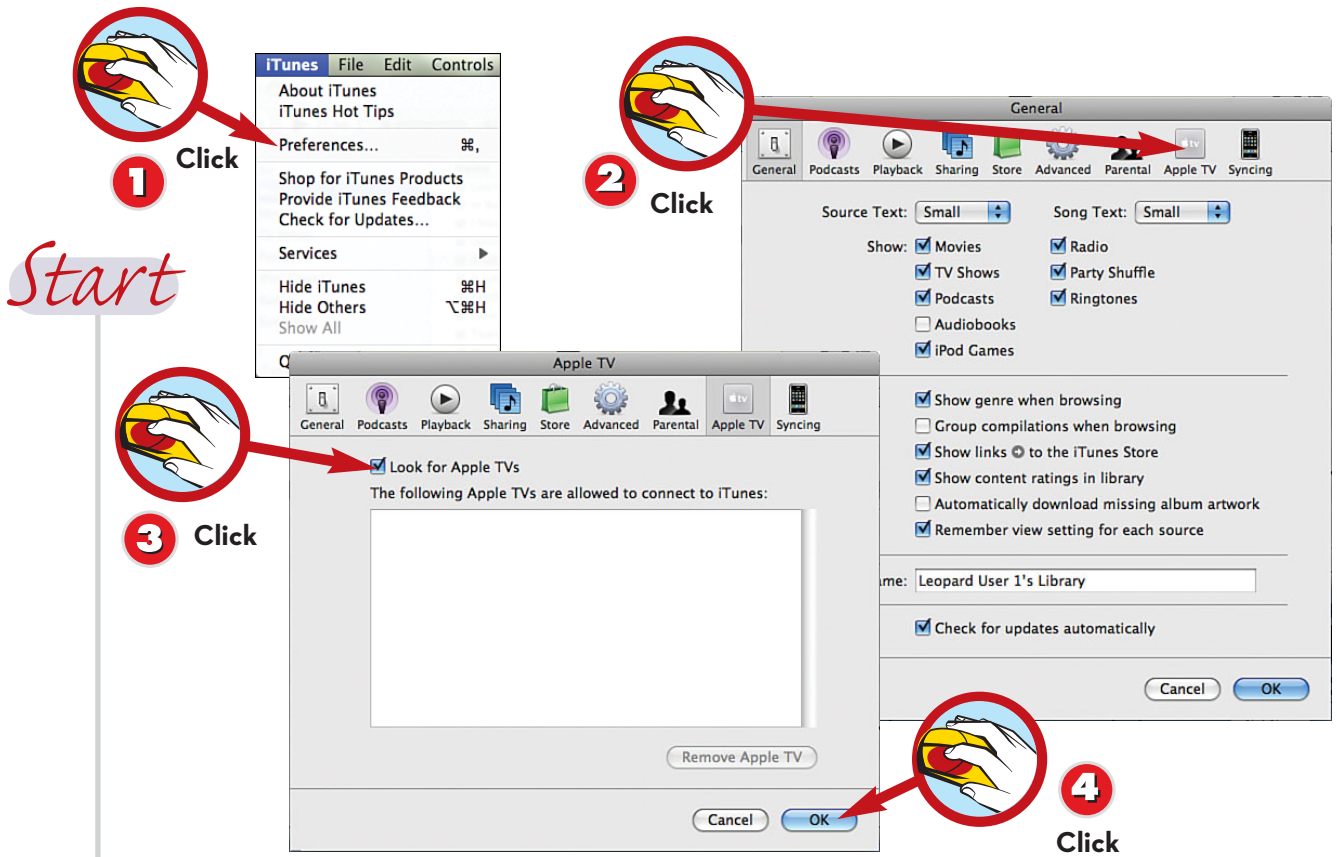
### NOTE

#### Disconnecting from a Mac

When you connect to another Mac, the computer will appear under the Shared list of a Finder window sidebar. To remove the Mac from your desktop, click the **Eject** button next to the computer's name in the sidebar.

## CONNECTING TO AN APPLE TV

Apple TV enables you to view and purchase movies and music from the iTunes Store through your TV rather than your Mac. This task shows you how to access shared music and movies on your Mac via an Apple TV.



- 1** In iTunes, select **iTunes** > **Preferences**.
- 2** Click the **Apple TV** button in the Preferences window.
- 3** Check the **Look for Apple TVs** check box. Wait for your Apple TV to appear in the window.
- 4** Click the **OK** button.

*End*



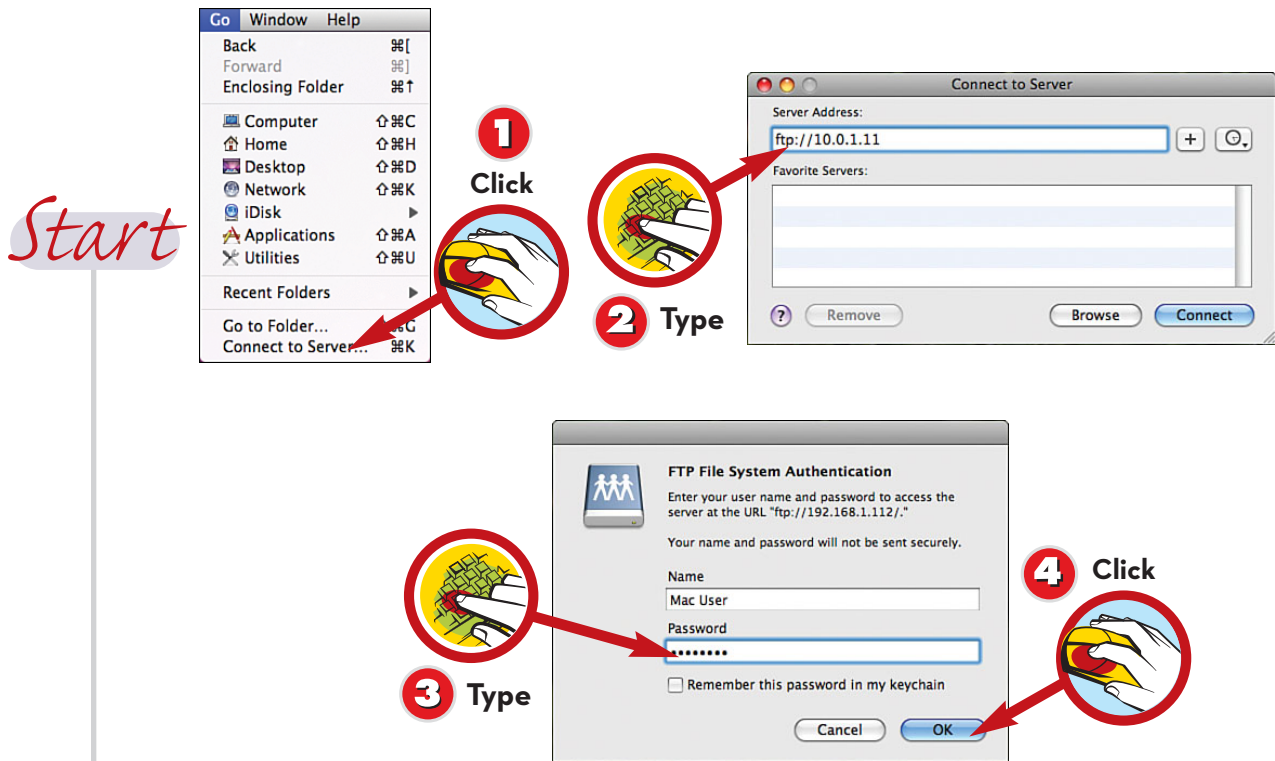
### TIP

#### Apple TV and iPods

If you want to watch a movie or view your photos on a big TV screen occasionally, you can connect an iPod or iPhone to the video input jack on a TV. If you want a more permanent setup, you can connect an Apple TV to the television and upload movies, photos, and music to it.

## CONNECTING TO A COMPUTER VIA FTP

FTP (File Transfer Protocol) is one of the file-sharing options in the System Preferences > Sharing window. It enables you to share files with other users on the Internet. This task shows you how to connect to another computer that has file sharing and FTP turned on.



- 1** Choose **Go > Connect to Server**.
- 2** Type the IP address or URL for the computer to which you want to connect and press **Return**.
- 3** Type the username and password.
- 4** Click the **OK** button.

*End*



### TIP

#### Keyboard Shortcut

Press **⌘-K** to open the Connect to Server window.

## USING AN IPOD AS A HARD DRIVE

When an iPod is connected to a Mac, you can configure the iPod to work as a hard drive with iTunes. In the Summary page, check the **Enable disk use** check box to enable this setting. The next time you connect your iPod to a Mac, the iPod appears on your desktop. Now you can store files on it, too! This task shows you how to connect and access the iPod as a hard drive.



- 1** Connect the iPod dock to the Mac and place the iPod in the dock.
- 2** Double-click the iPod's icon on the desktop to see its contents in a Finder window.
- 3** Copy files to or from your computer.
- 4** **Control-click** the iPod and select **Eject** from the menu to remove the iPod from the desktop.

*End*



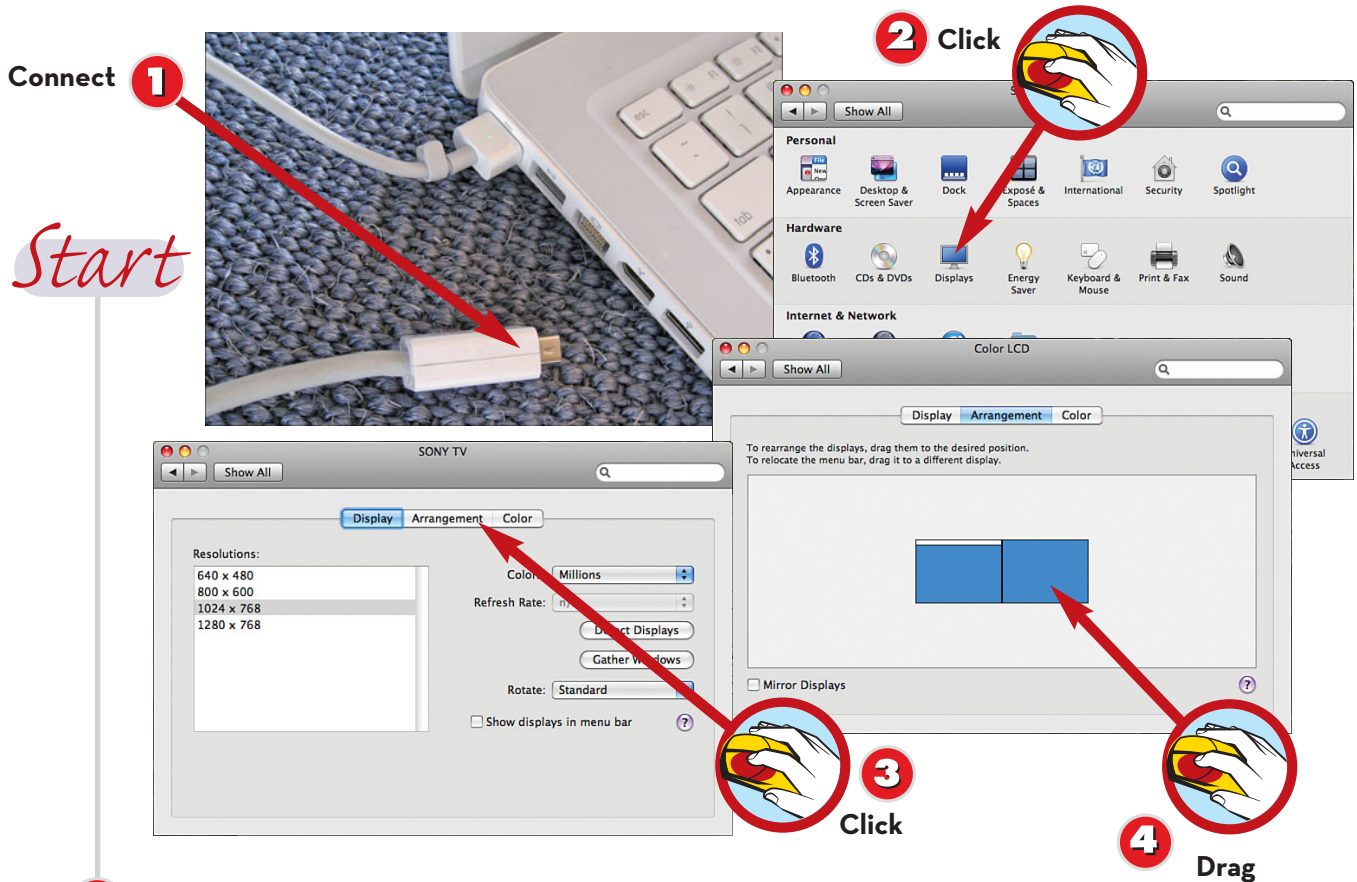
### TIP

#### iPod Drive Format

If you want to use your iPod as a hard drive on a Mac and PC, format it on a Windows machine. The DOS file format enables the iPod to store files on a Mac and Windows machine, and also sync and play any files on either machine.

## CONNECTING A TV AS A SECOND MONITOR

Every Mac has an external monitor port that enables you to connect it to an external monitor or television. The second display can mirror your desktop or become a second desktop. This task shows you how to connect a MacBook to a TV.



- 1** Connect the TV monitor cable to the Mac.
- 2** Open **System Preferences** from the Dock and click the **Displays** button.
- 3** Click the **Arrangement** button.
- 4** Drag each screen to create your monitor configuration. Drag the menu bar to the monitor you want the main application windows to open into.

*End*



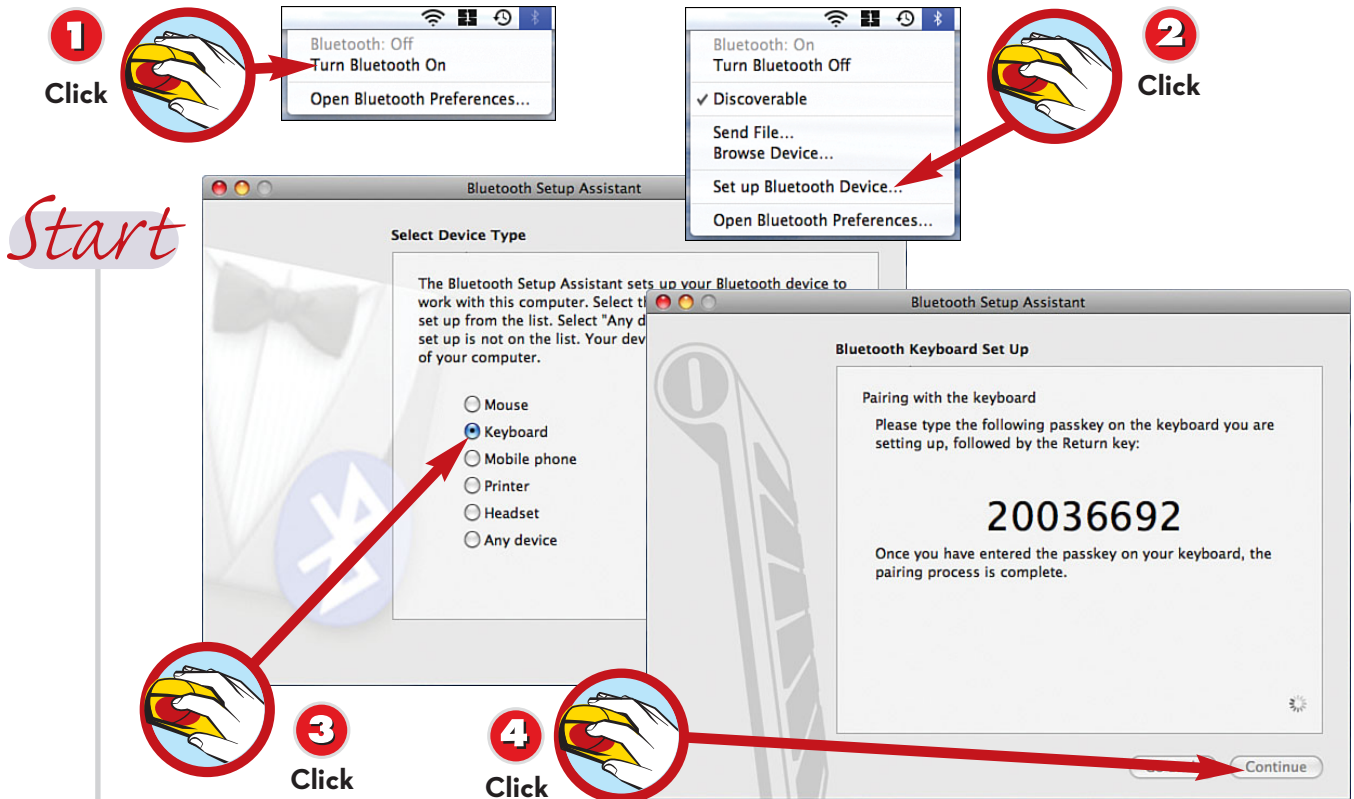
### TIP

#### Monitors and Remotes

Use the Mac's remote when it's connected to a TV to navigate the media files on your computer. To find out more about how to use Apple Remote, go to the "Using Front Row to Surf Your Music, Movies and Photos" task in Part 4, "Installing and Using Applications."

## CONNECTING A WIRELESS KEYBOARD

Apple's wireless keyboard enables you to connect a keyboard to a desktop or MacBook over a Bluetooth connection. It is similar to the MacBook keyboard. But it lacks a number pad, and there are only 12 function keys. This task shows you how to connect a wireless keyboard to your Mac.



- 1** In the Bluetooth menu, choose **Turn Bluetooth On**.
- 2** Choose **Bluetooth > Set up Bluetooth Device**.
- 3** Choose **Keyboard**. Hold the keyboard within 5 inches of the Mac screen and click **Continue**.
- 4** Type the number to pair the keyboard with your Mac. Click the **Continue** button to return to the desktop.

*End*



### TIP

#### Wireless Keyboard Benefits

One of the benefits of using a wireless keyboard is that you can place it at a different level than your laptop. This is great if you're working on your computer for long periods of time and want to optimize screen viewing and posture while working on your laptop.

## CONNECTING A WIRELESS MOUSE

If you have a wireless keyboard, you may have a wireless mouse. A wireless mouse enables you to move your mouse freely without having to connect a cable to your Mac. This task shows you how to connect a wireless Bluetooth mouse to your Mac.

**1** Click

**2** Click

**3** Click

**4** Click

*Start*

*End*

- 1 Open **System Preferences** from the Dock and click the **Bluetooth** button. Turn Bluetooth **On**.
- 2 Click the **Set Up a New Device** button.
- 3 Power on the mouse and hold it a few inches from your Mac. Click **Mouse**, and then click **Continue**.
- 4 When your mouse appears in the list, click **Continue** to finish the pairing process.



### TIP

#### Preserve Battery Life

The wireless keyboard and mouse can put itself to sleep when not in use. You can also power them off to prolong battery life. On the mouse, slide the white plastic lid until it covers the red IR light; press the power button on the keyboard. To turn it back on, slide the lid down, and then click the mouse button.

## SELECTING A TIME CAPSULE DRIVE

Time Capsule is a hybrid product. It combines an Apple Extreme Base Station, for wireless networking, with a built-in hard drive. You can use Time Capsule to back up files on your Macs running Leopard, and then restore files with Time Machine. This task shows you how to configure Time Machine with the Time Capsule's hard drive.

*Start*

**1** Click

**2** Click

**3** Click

**4** Press Return

*End*

- 1** Open **Time Machine** from the Dock. If this is the first time it is opening, click the **Set Up Time Machine** button. The Time Machine system preferences window opens.
- 2** Click the **Choose Backup Disk** button in the Time Machine window. A list of available drives appears.
- 3** Select the Time Capsule device. Click the **Use for Backup** button.
- 4** Type the password and press **Return** to add the Time Capsule drive to Time Machine.



### TIP

#### Restoring Files with Time Machine

To find out how to restore a file or folder with Time Machine, go to “Restoring Files with Time Machine” in Part 17, “Taking Care of Your Mac.”



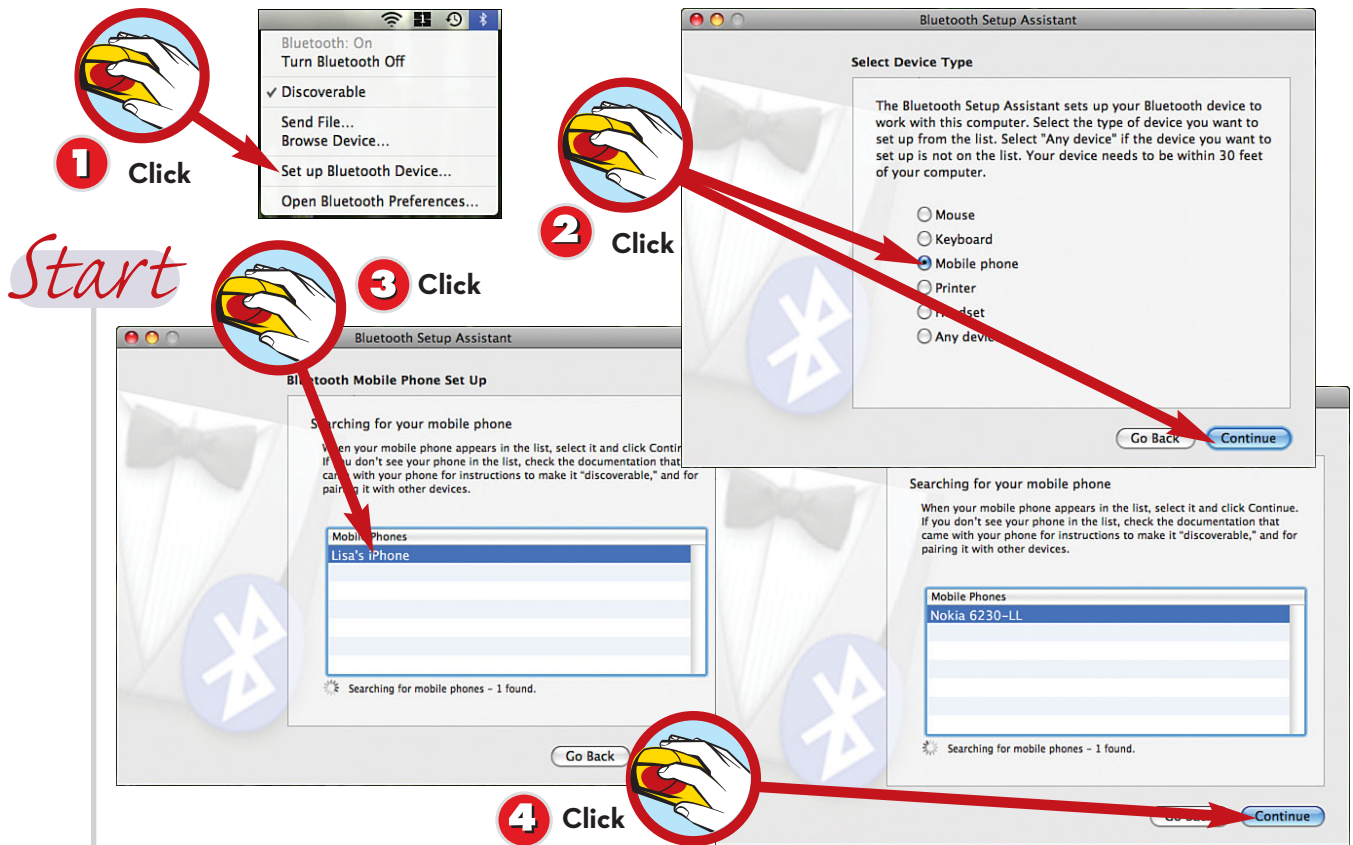
### TIP

#### Find Out More About Time Capsule

To find out more about how to set up Time Capsule, go to “Configuring Time Capsule” in Part 7, “Setting Up a Wireless Home Network.”

## CONNECTING TO A MOBILE PHONE

Bluetooth file sharing enables you to access photos and movies stored on a cell phone that supports Bluetooth. This task shows you how to connect your Mac to a cell phone.



- 1** Choose **Bluetooth > Set Up Bluetooth Device**. (To show the Bluetooth menu in the menu bar, check the Show Bluetooth status in the menu bar check box in the System Preferences > Bluetooth window.)
- 2** Click the **Mobile Phone** radio button and click **Continue**.
- 3** Select your mobile phone from the list. Read the onscreen instructions.
- 4** Click the **Continue** button. The Bluetooth Mobile Phone Set Up window appears.

*Continued*



### TIP

#### Active Bluetooth Devices

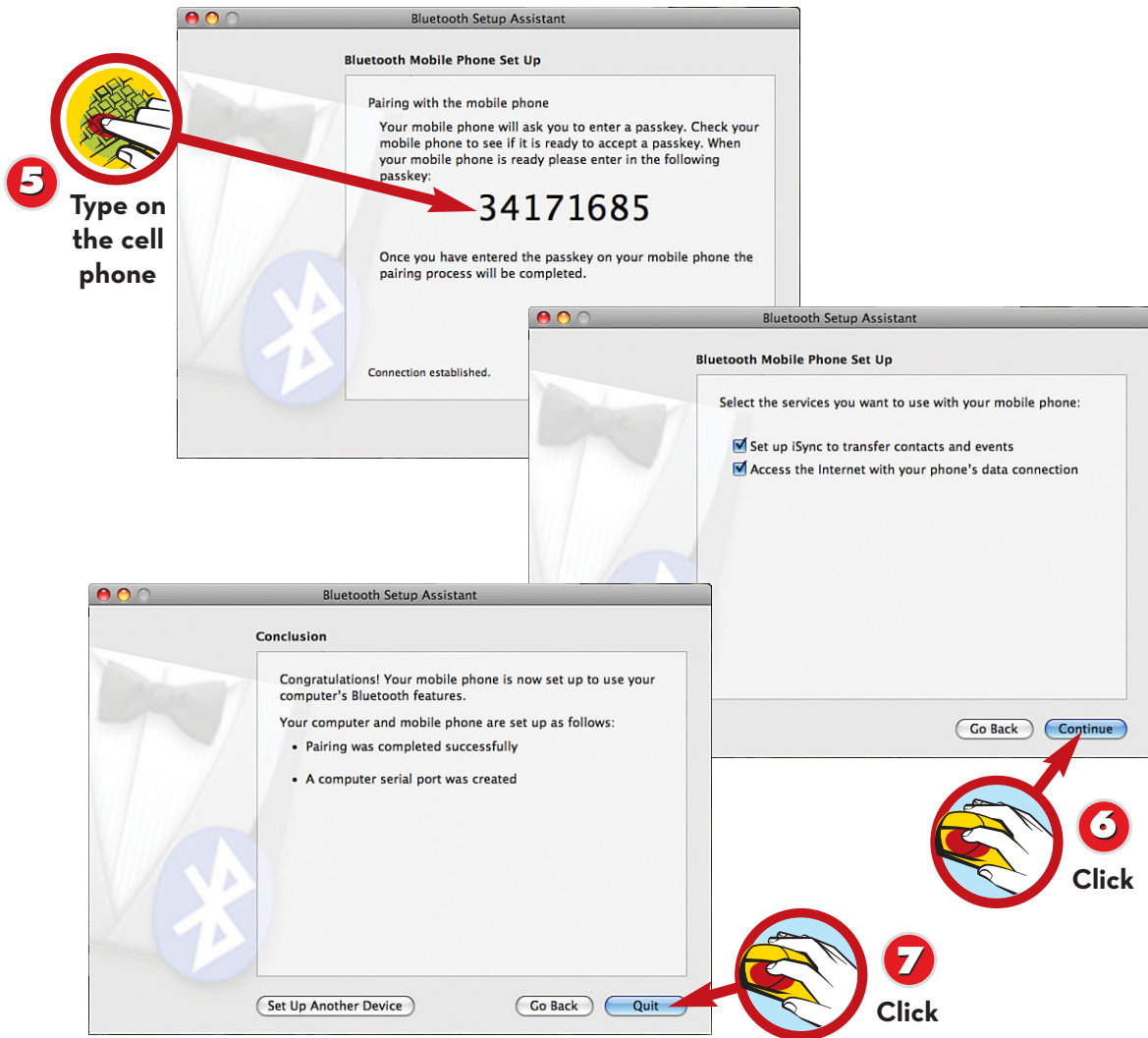
Select the **Bluetooth** menu from the menu bar to view a list of devices paired with your Mac. Devices that are boldface are actively connected to your Mac.



### NOTE

#### Disconnecting the Bluetooth Device

To turn off the Bluetooth connection, select **Open Bluetooth Preferences** from the Bluetooth menu. Select a device from the list on the left. Select the **Action** menu and choose **Disconnect**. The two devices disconnect from each other.



- 5** Type the number into your cell phone and click **Continue** on the Mac to pair the phone with the Mac.
- 6** Review the settings. Make any changes you desire. Click the **Continue** button.
- 7** Click the **Quit** button to complete setup.

*End*



#### TIP

#### Browse Mobile Phones

To view detailed information about any Bluetooth enabled mobile phones, select **Browse Device** from the Bluetooth menu. Select the mobile phone and navigate files on the phone.

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