# My MacBook®

MOUNTAIN LION EDITION

COVERS

2010 and later MacBook/Air/Pro models

John Ray

que®

# My MacBook®

## MOUNTAIN LION EDITION

John Ray

que®
800 East 96th Street,
Indianapolis, Indiana 46240 USA

# My MacBook® (Mountain Lion Edition)


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# About the Author

**John Ray** is a life-long fan of Apple products; he has been an avid Mac user since its inception in 1984. He relies on Mac OS X both at work and at home because it is a robust, flexible platform for programming, networking, and design. Over the past 14 years, John has written books on OS X, iOS and OS X development, Linux, web development, networking, and computer security. He currently manages the application development team in the Office of Sponsored Programs at The Ohio State University. He lives with his long-time girlfriend, their dogs, a collection of vintage arcade games, and an assortment of tech toys.

# Dedication

*This book is dedicated to every single thing that ever was, or ever will be. My family? Yep. Your family? Absolutely. A bag of pretzels? Of course. A lava lamp sitting in the first inhabited human outpost on Mars? You know it.*

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# Prologue

This book explains how to use and configure your MacBook and the latest edition of the OS X operating system, Mountain Lion, to create your ideal working environment. If you've never worked with a Mac before, OS X is the name applied to Apple's desktop operating system—like "Windows" on a PC. iPhones and iPads run iOS, and MacBooks, iMacs, and the like run OS X. Apple has a long tradition of naming the releases of OS X after large cats, and Mountain Lion is no exception. It certainly sounds more impressive than 10.8, don't you think?

Even though you're working with the most intuitive hardware and software platform available, there are still tips and tricks to discover. With that face in mind, let's take a few minutes to review the hardware capabilities of your system and the pre-requisites necessary to use this book.

## Getting to Know the MacBook Hardware

Currently, three different models of the MacBook are available: the "traditional" MacBook Pro, a new MacBook Pro that drops optical drive and Ethernet support, and the MacBook Air. Each model includes a wide array of ports and plugs for connecting to other computers, handheld devices, and peripherals such as printers and external displays. I refer to these hardware options by name throughout the book, so it's a good idea to familiarize yourself with them now.

- **Ethernet**—Ethernet provides high-speed wired network connections with greater speeds and reliability than wireless service. Your MacBook supports a very fast version of Ethernet, Gigabit Ethernet, that makes it a first-class citizen on any home or corporate network.
- **FireWire 800**—FireWire 800 is a fast peripheral connection standard that is frequently used to connect external storage and video devices.
- **Mini DisplayPort**—The DisplayPort enables you to connect external monitors to your MacBook. Although few monitors support the DisplayPort standard, you can get adapters from Apple for connecting to both VGA and DVI interface standards.
- **Thunderbolt**—The highest-speed interconnect available on a personal computer, Thunderbolt allows monitors, storage units, and other devices to be daisy-chained together. This means that each device connects to the next device, rather than all having to plug into a separate port on your MacBook.
- **USB 2.0/3.0**—Universal Serial Bus is a popular peripheral connection standard for everything from mice, to scanners, to hard drives. MacBook models released after mid-2012 support USB 3.0, the next, much faster, evolution of USB.
- **SD Card Slot**—SD (Secure Digital) RAM cards are a popular Flash RAM format used in many digital cameras. Using the built-in SD RAM slot, you can create a bootable system "disk" that you can use to start your computer in an emergency.
- **Audio In**—A connection for an external microphone.
- **Audio Out**—An output for headphones, speakers, or a home theater/amplifier system.
- **802.11n**—The fastest standard currently available for consumer wireless network connections. Your MacBook's wireless hardware can connect to any standards-based wireless access point for fast, long-range Internet access.
- **Bluetooth**—Bluetooth connects peripheral devices wirelessly to your Mac. Unlike 802.11n, Bluetooth has a more limited range (about 30 feet, in most cases) but it is easier to configure and doesn't require a specialized base station.
- **SuperDrive**—An optical drive that can be used to write CDs and DVDs.

- **Express Card**—An expansion card for portable computers, 17" MacBook Pros can take advantage of this flexible standard.
- **Retina Displays**—The retina display is an extremely high-resolution display on Apple's new (2012+) MacBook Pro line. The display offers near-laser printer quality resolution at the expense of larger application sizes.

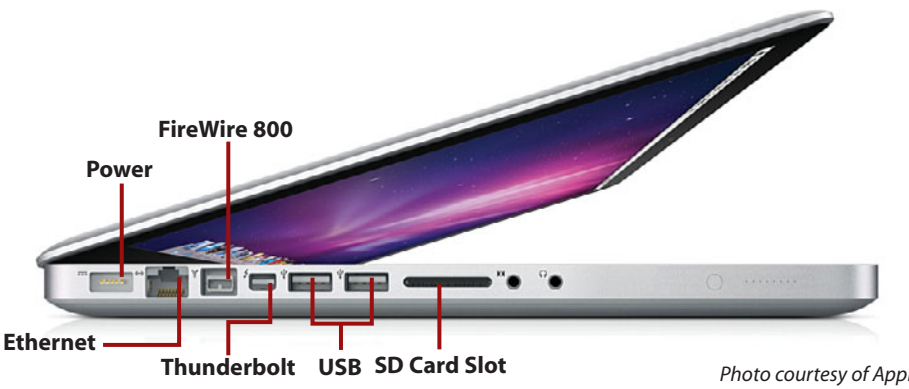



*Photo courtesy of Apple.*

So what does your computer have? Apple's MacBook lineup changes throughout the year, so your features depend on the model and the date it was made. Be sure to consult your owner's manual for a definitive description of what is included in your system.

## The Built-In Battery

Looking for a way to remove your battery? Apple eliminated user-serviceable batteries from the MacBook line. This means that you now get a higher-capacity battery with a longer runtime, but in the event of a failure, you can't replace it yourself.

To replace the battery, you need to visit your local Apple store or registered service center. The battery can be replaced in the store, while you wait, for approximately $130.

## Special Keyboard Keys

Take a look across the top of your keyboard. Notice that even though there are "F" (function) designations on the keys, there are also little icons. The keys

marked with icons provide system-wide control over important Mountain Lion features.

- **F1, F2**—Dim and brighten the display, respectively
- **F3**—Start Mission Control and display all application windows
- **F4**—Open the Launchpad
- **F5, F6**—Dim and brighten the backlit keyboard, if available
- **F7, F8, F9**—Act as Rewind, Play, and Fast Forward controls during media playback
- **F10, F11, F12**—Mute, decrease, and increase volume

The Eject key is located in the farthest-right corner of the keyboard and is used to eject any media in your MacBook's SuperDrive.

### Accessing the Function Keys

If you are using an application that requires you to press a function key, hold down the Fn button in the lower-left corner of the keyboard and then push the required function key.

## What You Need to Know

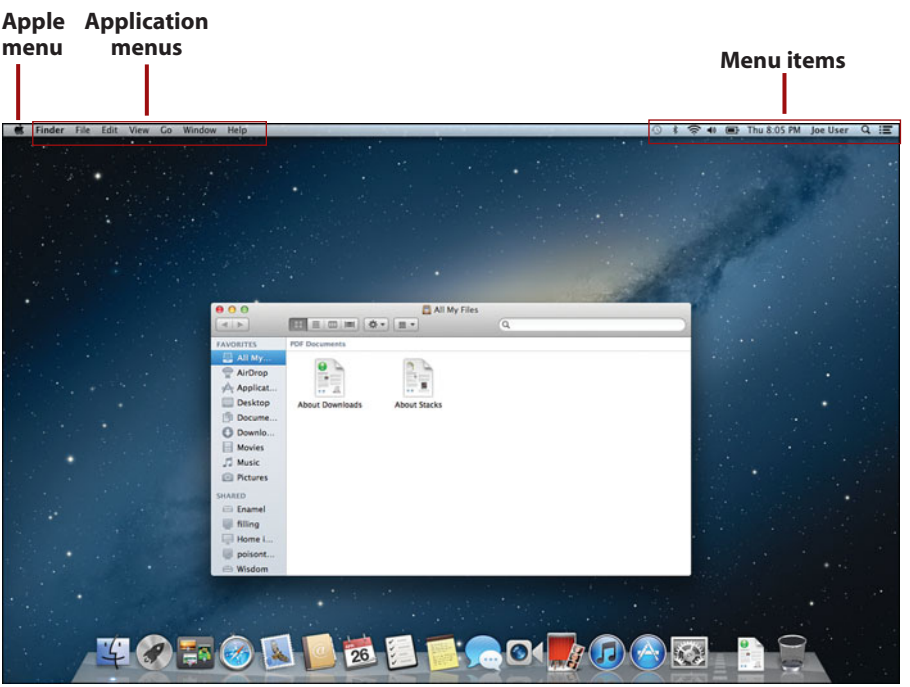
If you're holding this book in your hand, you can see that it contains a few hundred pages packed with information about using your MacBook with Mountain Lion. You might also notice books dedicated to the same topic and sitting on the same shelf at the bookstore that include a thousand pages or more! So what's the difference?

My MacBook doesn't cover the basics of using a computer; you already know how to drag windows around the screen and move files by dragging them from folder to folder. Instead, this book focuses on using and configuring the core features of OS X—file sharing, Internet access, social networking, calendaring, and entertainment.

If you're switching from Windows, you might encounter a few unique features of OS X. Review these features in the next few sections.

## The Menu Bar

The menu bar is universally accessible across all running applications and contains a combination of the Apple menu, which is used to access common system functions; the active application's menus; and menu items, which are global utilities for controlling and monitoring system functions.

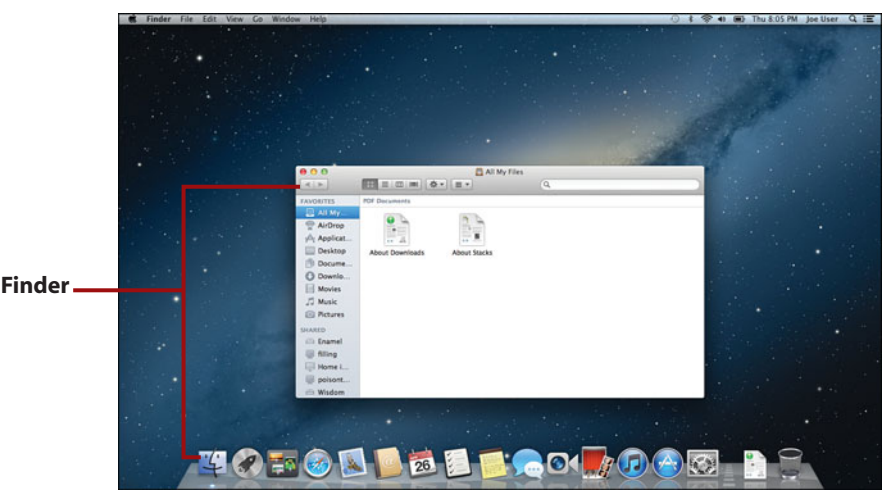



## The Dock

The Mountain Lion Dock is the starting point for many of your actions when using the MacBook. Part application launcher, part file manager, and part window manager, the Dock gives you quick access to your most frequently used applications and documents without requiring that you navigate the Finder to find things on your hard drive.

## The Finder

In Windows, Explorer provides many of your file management needs. In OS X, you work with files within an ever-present application called Finder. The Finder starts as soon as you log into your computer and continues to run until you log out.




To switch to the Finder at any time, click the blue smiling icon at the left end of the Dock.

## The Launchpad

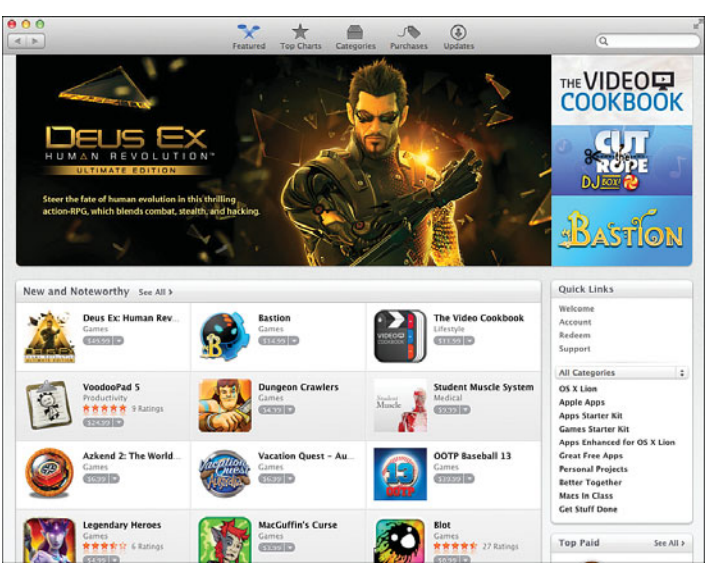
Applications are installed in folders, nested in folders, or even just lumped together with no organization at all. For simple setups, this is fine; after you've accumulated a few years of downloads, however, finding what you're looking for becomes difficult. The Launchpad offers a consolidated view of all your applications and even lets you group them logically, without having to worry about what folders they're in.

## Mission Control

Mission Control is a power-user feature that is easy for anyone to use. With Mission Control, you can manage all your running applications and their windows in a single consolidated display. You can even create new workspaces to hold specific apps or navigate between existing workspaces.

## The App Store (and Security)

If you've used a modern smartphone or tablet, you've almost certainly used an "app store" of some sort. Mountain Lion's App Store is fully integrated with the operating system and provides fast access to screened and safe applications that are installed, updated, and even removed through a simple point-and-click process. Mountain Lion is the first release of OS X that implements security controls to prevent undesirable software installation.



## The Notification Center

Does Mountain Lion need to tell you something? If so, it lets you know in the Notification Center. The Notification Center, activated by clicking the far right side of the menu bar, shows alerts from your applications that help you stay on top of important events. New mail, software updates, meeting invitations, and more are consolidated in this area and presented in a unified fashion.

**Notification Center**

## System Preferences

Many configuration options for features in this book require you to access the Mountain Lion System Preferences. The System Preferences application (accessible from the Dock or the Apple menu) is the central hub for system configuration. You can do everything from setting your password to choosing a screen saver in the System Preferences application.

## Window Controls

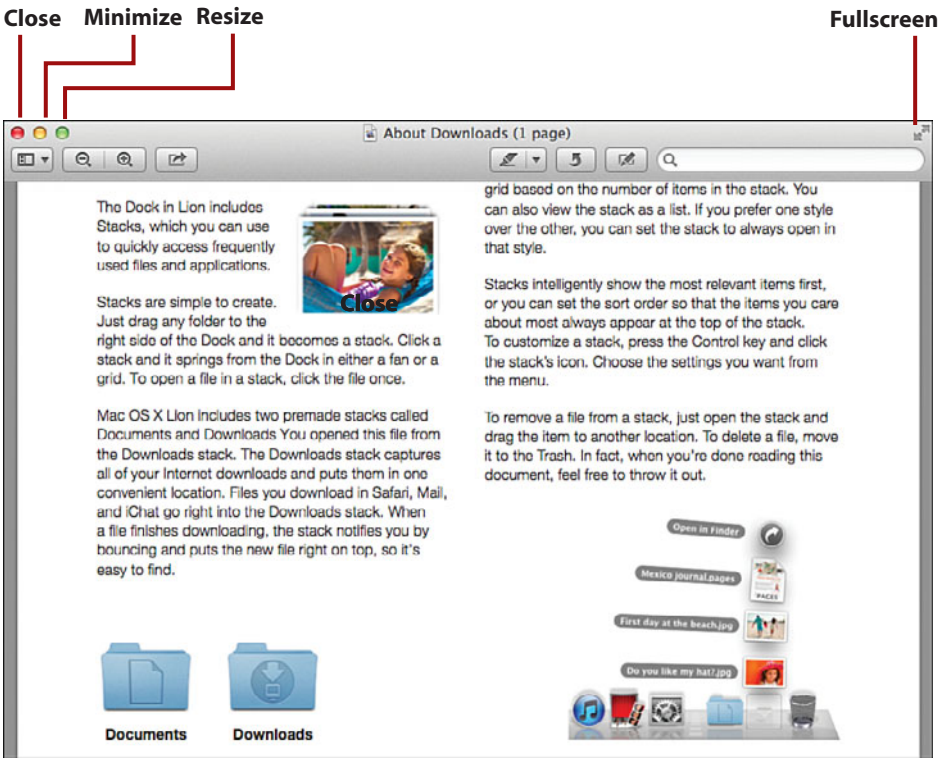
Mountain Lion provides up to four controls at the top of each window. On the left are the Close, Minimize, and Resize controls. The Close control shuts the window; Minimize slides the window off the screen and into the Dock; and Resize changes the size of the window to best fit the content being displayed.

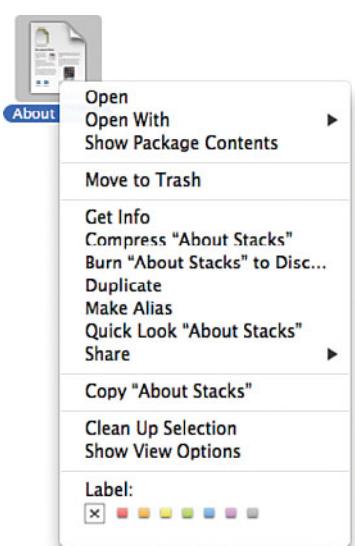
On the right side of the window is the Fullscreen control. Clicking the Fullscreen control switches an app to full screen, if available. You might not expect it, but full-screen applications can take on a completely different appearance from their windowed selves.

## Contextual Menus

If you're new to OS X, you might find it hard to believe that the Mac has a "right-click" (also known as the "secondary click") menu in its operating system—and it's been there for a long time! You can invoke contextual menus by right-clicking using a mouse, Ctrl-clicking with your trackpad, or clicking with two fingers simultaneously.

Contextual menus are rarely required in any application, but they can give you quick access to features that might otherwise take more clicks.


Close
Minimize
Resize
Fullscreen
About Downloads (1 page)
The Dock in Lion includes Stacks, which you can use to quickly access frequently used files and applications.
Stacks are simple to create. Just drag any folder to the right side of the Dock and it becomes a stack. Click a stack and it springs from the Dock in either a fan or a grid. To open a file in a stack, click the file once.
Mac OS X Lion includes two premade stacks called Documents and Downloads. You opened this file from the Downloads stack. The Downloads stack captures all of your Internet downloads and puts them in one convenient location. Files you download in Safari, Mail, and iChat go right into the Downloads stack. When a file finishes downloading, the stack notifies you by bouncing and puts the new file right on top, so it's easy to find.
Close
grid based on the number of items in the stack. You can also view the stack as a list. If you prefer one style over the other, you can set the stack to always open in that style.
Stacks intelligently show the most relevant items first, or you can set the sort order so that the items you care about most always appear at the top of the stack. To customize a stack, press the Control key and click the stack's icon. Choose the settings you want from the menu.
To remove a file from a stack, just open the stack and drag the item to another location. To delete a file, move it to the Trash. In fact, when you're done reading this document, feel free to throw it out.
Open in Finder
Mexico journal.pages
First day at the beach.jpg
Do you like my hat?.jpg
Documents
Downloads


About
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Show Package Contents
Move to Trash
Get Info
Compress "About Stacks"
Burn "About Stacks" to Disc...
Duplicate
Make Alias
Quick Look "About Stacks"
Share
Copy "About Stacks"
Clean Up Selection
Show View Options
Label:

### Gestures

Gestures are motions that you can make on your trackpad to control your computer. In Mountain Lion, gestures are used heavily to navigate between applications and access special features. Gestures can help you navigate web pages, resize images, and do much more with just your fingertips. In fact, without gestures, you'll likely miss out on all Mountain Lion has to offer.

>>> Go Further

#### DON'T LIKE A GESTURE? CHANGE IT!

If you don't like a touch, a click, or a swipe that you find in Mountain Lion (including how contextual menus are activated), it's likely that there is an alternative. The Trackpad System Preferences panel provides complete control over your "touching" OS X experience—something you'll learn about in Chapter 10's "Changing Trackpad Options" section.

### Dictation

Don't like typing? With Mountain Lion, you don't have to. Mountain Lion supports dictation into any application where you would normally type. The only catch is that the voice recognition is performed "in the cloud," so you need an active Internet connection to use this feature. You learn more about activating dictation in Chapter 10, "Making the Most of Your MacBook Hardware."

## Understanding iCloud and Apple ID

Apple's iCloud and its corresponding Apple ID deserve special attention during your foray into Mountain Lion. iCloud provides services such as calendars, notes, and reminders that you can use to synchronize information across multiple Macs and multiple iOS devices. It also offers free email, a means of locating your Mac (if you lose it), and a tool for controlling your system from remote locations. You don't need to use iCloud, but you'll see references to it, like the one shown here, as you navigate the operating system.

To use iCloud, you must establish an Apple ID to authenticate with the service. If you've installed Mountain Lion, chances are you've created an Apple ID in the process and already have everything you need to start using iCloud. If you aren't sure whether you have an Apple ID or you want to generate a new one, I recommend visiting https://appleid.apple.com/ and using the web tools to verify, or start, your setup.

You learn more about configuring iCloud in Chapter 4, "Accessing iCloud, Email, and the Web."

### iCloud Everywhere

Because iCloud makes many of your Mountain Lion features more useful, it is referenced throughout this book. The information doesn't fit into a single category, so I discuss it in the places where I hope you'll find it most useful.

## Windows Compatibility

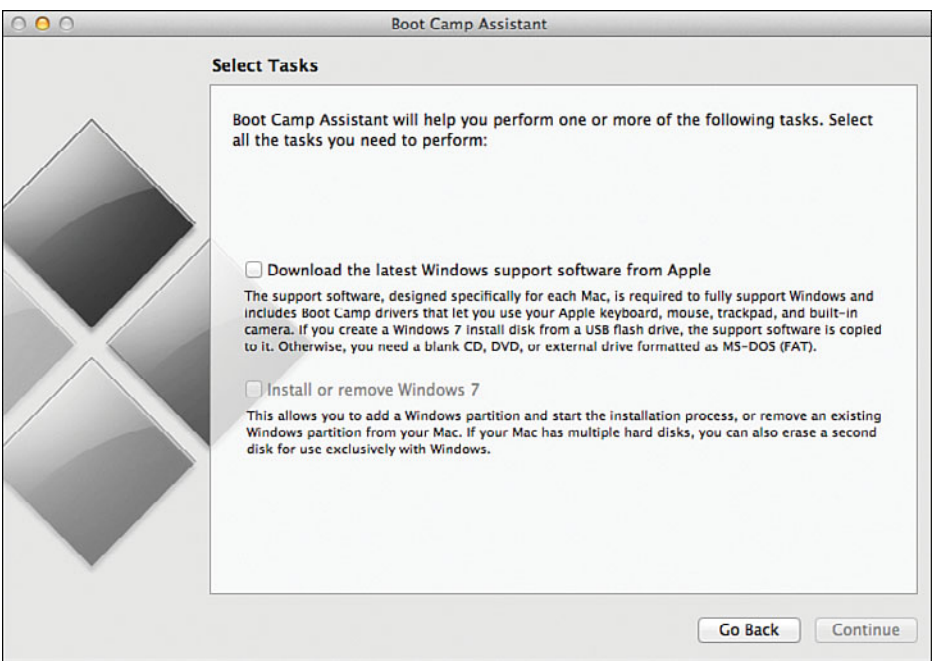
If you have a MacBook, you have a powerful Intel-based computer in your hands—a computer that is capable of natively running the Windows operating system. The goal of this book is to make you comfortable using your

MacBook with Mountain Lion, but I'd be remiss in my authoring duties if I didn't mention the options available for running Windows on your hardware.

## Boot Camp

Boot Camp is included with Mountain Lion and gives you the capability to install and boot Windows directly on your MacBook. Put simply, when you do this, your Mac becomes a Windows computer. Switching between Mountain Lion and Windows requires a reboot, so this option is best if you need to work in Windows for extended periods of time.

Apple's Boot Camp Assistant (found in the Utilities folder within the Applications folder) guides you through the process of partitioning your MacBook for Windows and burning a CD of drivers for windows, and configuring your system to boot into Windows or OS X.




You can install Boot Camp at any time, as long as you have enough room (about 5GB) for a Windows installation.

## Virtualization

Another solution to the Windows compatibility conundrum is the use of virtualization software. Through virtualization, you can run Windows at near-native speeds at the same time you run Mountain Lion. Some virtualization solutions even go so far as to mix Mac and Windows applications on the same screen, blurring the lines between the operating systems.

Unlike Boot Camp, virtualization runs operating systems simultaneously. Virtualization requires more resources and has lower performance than a Boot Camp solution, but it is more convenient for running an occasional application or game.

Consider three options for virtualizing Windows on your MacBook:

1. **VMWare Fusion (www.vmware.com)**—A stable solution from a leader in virtualization software. VMWare Fusion is rock solid and fully compatible with a wide range of virtual "appliances" available for VMWare on Windows.
2. **Parallels Desktop (www.parallels.com)**—The widest range of features available of any virtualization solution for OS X, including near-seamless integration with Mac applications.

3. **VirtualBox (www.virtualbox.org)**—Free virtualization software that offers many of the same features of VMWare and Parallels. VirtualBox is not as polished as the commercial solutions, but it's well supported and has excellent performance.

## Other Operating Systems

Virtualization isn't limited to running Windows. You can also run other operating systems, such as Linux, Chrome, and Solaris, using any of these solutions. In fact, if you have enough memory, you can run two, three, or more operating systems simultaneously.

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Read your email in the Mail application.

Access a variety of network services in iCloud.

Browse the web and keep track of your favorite articles in Safari.

In this chapter, you learn how to use your MacBook to access Online Services, including:

- Connecting to email servers
- Using VIP and Smart Mailboxes
- Browsing the Web using Safari 5.x
- Creating web clippings
- Using Safari Extensions

4

# Accessing iCloud, Email, and the Web

The Internet has de-shackled us from our desks. We can communicate instantly with family, friends, and colleagues no matter where we are in the world as long we can access an Internet connection. Your MacBook comes with everything you need to keep in touch when you're on the road or kicked back on your couch.

In this chapter, you learn how to use some of the unique features of the Mountain Lion's Mail and web applications as well as how to establish and configure iCloud accounts. Even if you're working in a Microsoft-centric environment, you'll find that your MacBook's tools are up to the job.

# Setting Up iCloud

One of the most convenient features of using multiple Apple devices is the difficult-to-describe iCloud service. iCloud provides data syncronization between your computers and iOS devices (such as syncronizing your web browser bookmarks), and also gives you free email, contact storage, and even the ability to connect to your home Macintosh from your work computer. Best of all, all you need to do to use iCloud is establish an account and click a few checkboxes.

### Integrated iCloud

I'll mention iCloud where relevant throughout this book, but keep in mind that Apple is continuously upgrading iCloud services and adding new features. The goal is for your computing life to be more intuitive and seamless without having to worry about what is going on in the background.

## Configuring iCloud for the First Time

The first step in using iCloud is configuring your MacBook to log into your account. If you have an Apple ID, chances are you already have an iCloud account. If not, the setup process will guide you along the way. Note that you will only need to follow these steps once—after that, you'll remain logged in even if you reboot your MacBook.

To access your iCloud account, follow these steps:

1. Open the iCloud System Preferences panel.

2. A Sign-In window appears. Enter your Apple ID and Password, or Click Create an Apple ID to generate a new safe ID.

3. Click Sign In to log in to the iCloud service.

4. iCloud prompts to automatically install basic services—contact, calendar, and bookmark syncing as well as Find My Mac. You can either enable these now, or by following the instructions in "Activating iCloud Services."

5. Click Next.

6. If prompted to allow Location Services and you want to be able to locate your Mac on a map, click Allow. You can always change this later in the Security & Privacy System Preferences panel.

7. You are shown the list of active iCloud services. Close the System Preferences, or proceed to the next section to learn more about the available services.

## Activating iCloud Services

Your iCloud account comes with many free services that work across your OS X systems and iOS (iPhone/iPad) devices. A summary of the available services at the time of this writing is available here:

- **Mail**—When activated, Mail sets up a Mountain Lion email account associated with your iCloud account. This will be an "@me.com" address that you established when registering for an Apple ID. (Discussed later in "Using Mail.")
- **Contacts**—Moves your contacts to iCloud storage, making them accessible and editable on any device that has iCloud configured. (See Chapter 6, "Keeping Contacts, Appointments, Reminders, and Notes," for more details.)
- **Calendars & Reminders**—Sets up shared calendars and todo lists (reminders) that, once again, are shared between all iCloud devices. (See Chapter 6 for more details.)
- **Notes**—Connects your MacBook Notes application to iCloud storage, making all your notes available across your MacBook, desktop Mac, and iPhone/iPad. (See Chapter 6 for more details.)
- **Safari**—Enables syncing of your Safari bookmarks and your reading list across devices as well as providing a list of open Safari tabs on other devices. This makes it possible to start browsing in one location and finish in another. (Discussed later in "Continuing Browsing with iCloud Tabs")
- **Photo Stream**—If you have iPhoto installed on your MacBook, Photo Stream automatically makes the photos you take on your iPhone or iPad available on your Mac. It also transfers imported photos from your Mac to your iOS devices. (Discussed later in "Using Photo Stream")
- **Documents & Data**—This makes it possible to save files to iCloud rather than your local hard drive. Using this feature, you can start editing a document on one machine and finish it up on another. (Discussed later this in "Using Documents and Data")
- **Back to My Mac**—When activated, this unique iCloud feature makes your computer visible to any other computer where you have activated Back to My Mac. Using this, you can access your home computer from any other network-connected Mac—no network configuration

required. (See Chapter 7, "Sharing Devices, Files, and Services on a Network," for details.)

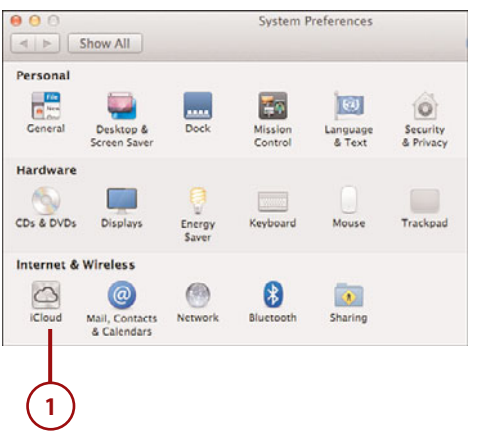
- **Find My Mac**—If your MacBook is lost or stolen, Find My Mac will attempt to locate it. Using the icloud.com website, you can track your MacBook on a map and even lock or erase it. (Discussed later in "Using Find My Mac")

To activate an iCloud service, first make sure you have completed the task "Configuring iCloud for the First Time", and then follow these simple steps:

1. Open the iCloud Preferences panel.
2. Click the checkboxes in front of the services you want to use. If prompted to provide access to additional system services (Find My Mac requires you to grant access to your location, for instance), click the appropriate response.
3. Close System Preferences when satisfied with your selections.

### More Storage Is a Click Away

At the bottom of the service list is a bar showing how much storage you have left. By default, iCloud includes 5GB of storage—but storing documents and data, backups of your iOS devices, and other information can eat the space up quickly. Click the Manage button to buy more storage if needed.



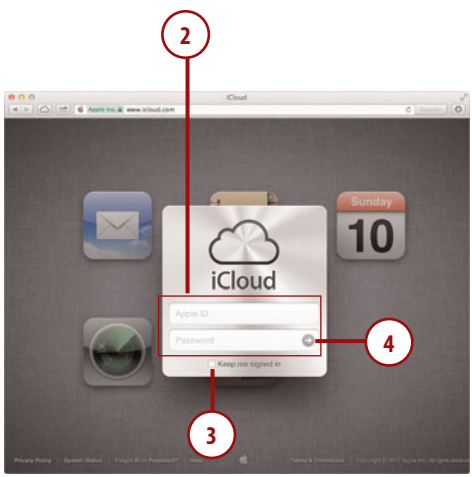
# Exploring Unique iCloud Services

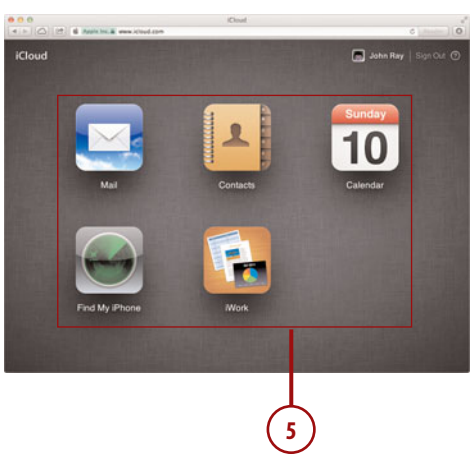
It's pretty easy to describe the use of features like Contacts and Safari bookmark syncing, and they fall neatly into place in many of this book's chapters. There are a few "unique" iCloud services, however, that are important to cover, but don't quite fit as cleanly elsewhere. One such service, for example, enables you to find your MacBook on a map, should it be lost or stolen. Another provides direct access to your contacts, events, and mail from a web interface no matter where you are. Rather than leave these topics out, they are covered in the following tasks.

## Accessing iCloud Applications Online

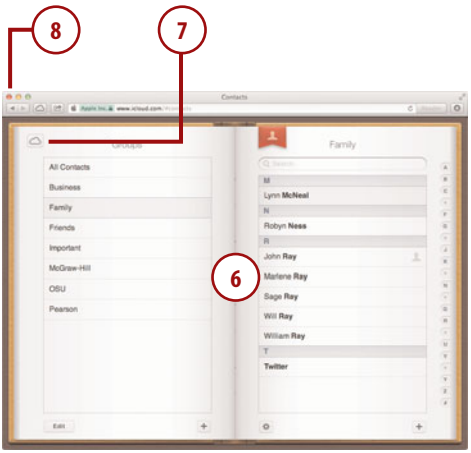
After you activate iCloud services like Mail, Calendaring, and Reminders, you can log into Apple's online iCloud service and use web applications that resemble their MacBook counterparts. To access iCloud applications, do the following:

1. Open a current version of a web browser (Safari, Internet Explorer 8+, Firefox, or Chrome) and browse to http://www.icloud.com.
2. Click the Sign In button (if it appears) and enter your Apple ID and Password.
3. Click the Keep Me Signed In checkbox if you'd like to be able to access iCloud from your computer without logging in again.
4. Click the arrow to login.
5. Once connected, click the icon of the application you wish to launch.



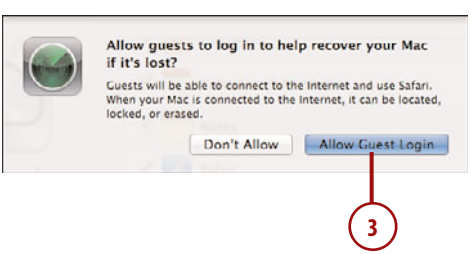
6. Use the web application as you would the desktop version. As you make changes, they will be pushed out to all your iCloud-connected devices.
7. Click the Cloud button to exit back to the main menu.
8. Close your browser when finished.



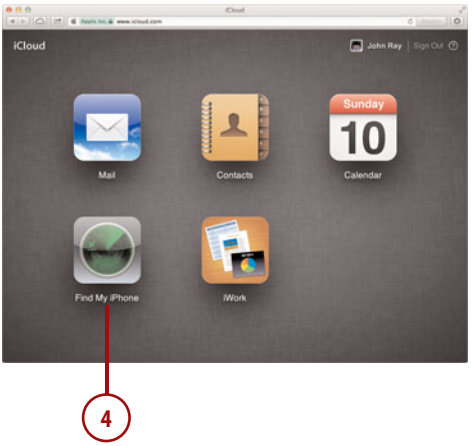

## Using Find My Mac

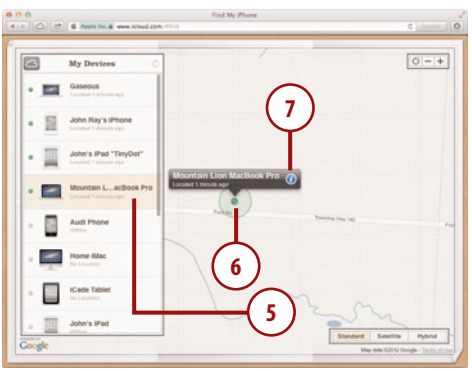
To turn on Find My Mac and make your MacBook location available via the iCloud website, follow these steps:

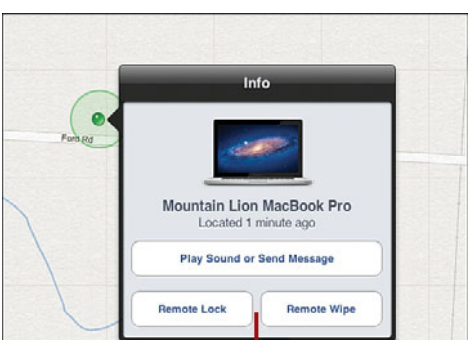
1. If you haven't already, activate Find My Mac using the technique described in "Activating iCloud Services," earlier in this chapter.
2. If prompted, click Allow on the Allow Find My Mac to use the location services dialog.
3. Choose the option to Allow guests to log into your system if it's lost, to improve recoverability. This makes it possible for a user to get online through a guest account (that has no access to your data) without a password. Enabling this makes it possible for your MacBook to signal its location if the thief (or person who found your laptop) takes it online.



4. If you need to find your Mac, go to iCloud.com in your browser and login. Click Find My iPhone.
5. Find your MacBook and click it in the list on the left.
6. The MacBook's location is shown on a map on the right.
7. Click the "i" button in the map marker.
8. The web app displays options for sending a message/playing a sound on the computer, locking it, or wiping the contents of the hard drive.



## Using Documents and Data

The Documents and Data feature of iCloud is meant to make it easy to work on a document in one location, and then open it again in another.

*It's Not All Good*

### WHERE DID I PUT THAT?!

In your author's opinion, the Mountain Lion implementation of Documents and Data leaves a bit to be desired. While this feature sounds like a useful tool, it requires that you have the same application on all the machines that need to edit an application's files.

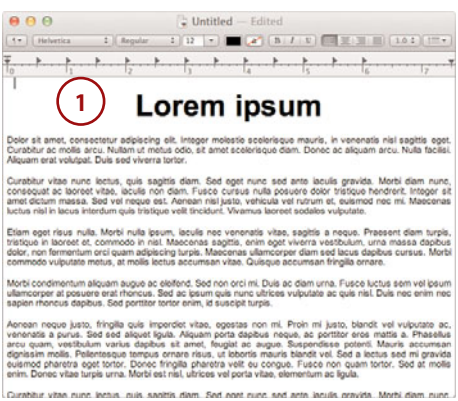
For example, assume you edit a file on your MacBook using an iCloud-enabled word processor and save the document to iCloud. You then go to your desktop, which has a different, but compatible, word processor installed. Surprise! You won't be able to see the file. You can only open iCloud files in the applications that created them.

Before starting, be sure to activate Documents and Data using the steps described at the end of the "Activating iCloud Services" section, earlier in this chapter.

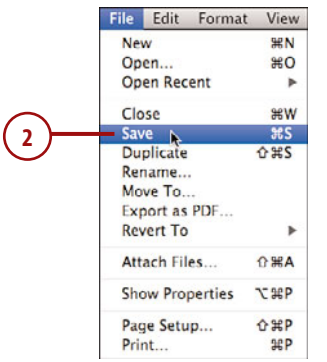
### Saving Files to iCloud

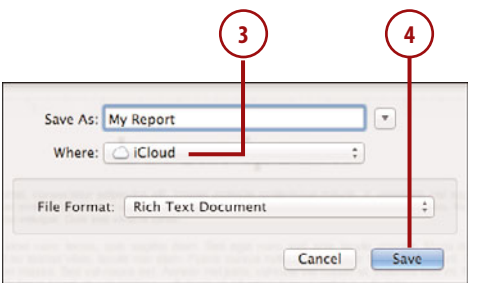
To store a file in iCloud, do the following:

1. Edit the file as you normally would in an application of your choice (be aware that not all applications support iCloud at this time).



2. Choose File, Save from the menu bar.
3. When prompted for a file name, set the "Where" location to iCloud.
4. Click Save to save the file to iCloud.

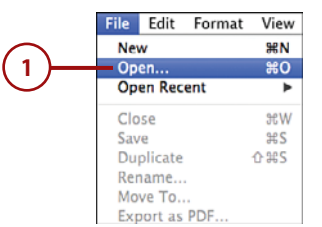


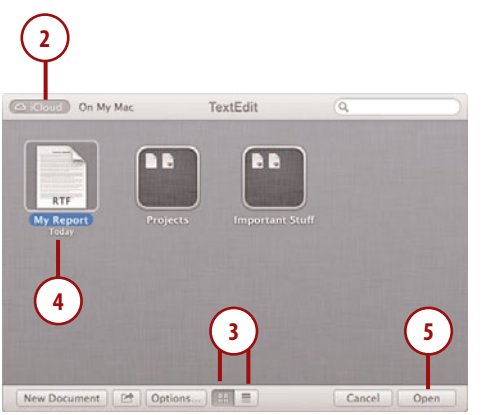




## Opening Files from iCloud

To open a file that you've saved in iCloud (from any iCloud-connected device), first open the same application you used to create the file, and then follow these steps:

1. Choose File, Open.
2. In the dialog box that appears, make sure iCloud is selected.
3. Use the icon and list buttons at the bottom of the dialog to switch between icon and list views.
4. Click the file you want to work with.
5. Click Open. The file opens and you can begin working with it wherever you left off, no matter which device you were using.



### When It's in iCloud, It's in iCloud

When you open and edit a file in iCloud, it stays in iCloud. You don't need to worry about moving it from your local computer to iCloud after editing it, or anything of the sort. Just think of iCloud storage like any other disk, except that you have access to it no matter where you are or what iCloud-enabled device you are using.

## *It's Not All Good*

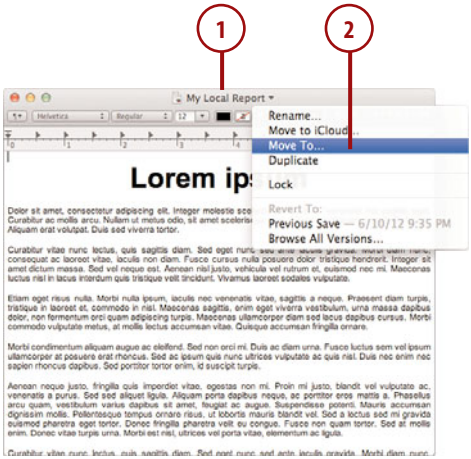
### USE THE CORRECT APP!

Documents can only be opened (at this time) in the application that created them. You won't even see the files on another device unless the device is running the app that was used to create it. You also won't see it in the open file dialog of any other iCloud application. In other words, if you want to share files created in Pages across systems with iCloud, both systems *must* have Pages available for editing the file.

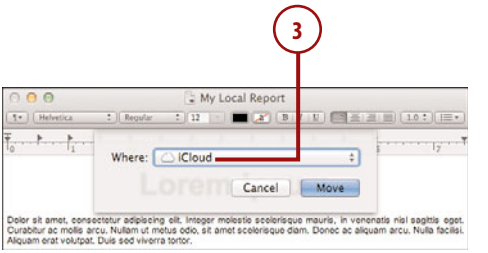
### Moving Existing Files to and from iCloud

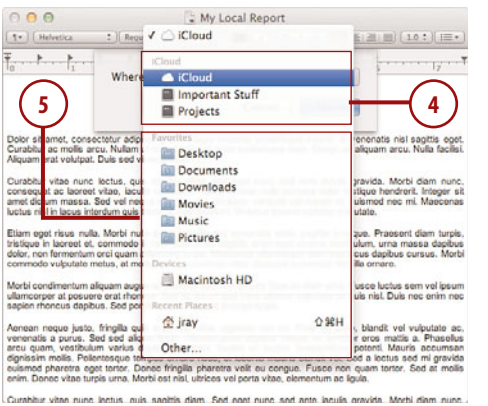
If you create a document locally (such as on your desktop) and want it to be available everywhere, you need to move it to iCloud. Similarly, if you want to take a document that has been shared via iCloud and move it so only a single copy exists on your MacBook, you need to move it locally. To move in either direction, first open the file in your application of choice, and then follow along:

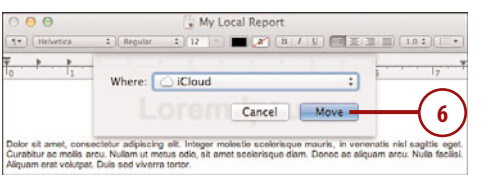
1. Click the file name in the window's title bar.
2. Choose Move To from the pop-up menu.



3. Click the Where pop-up menu to view the locations where you can send the file.
4. To move a local file to iCloud, choose iCloud or a folder within iCloud.
5. Choose a local destination to move the file to your local machine.
6. Click Move to finish moving the file.




>>> Go Further

## ORGANIZING YOUR ICLOUD

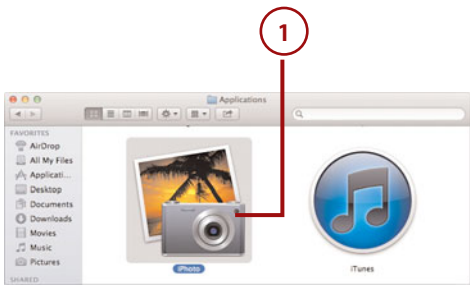
If you find yourself using iCloud as an integral part of your document workflow, you'll notice that it quickly becomes full of files with no organization. Unlike OS X, iCloud won't let you create zillions of nested folders. In fact, it uses a completely different interface for organizing files, but, thankfully, one you're probably used to.

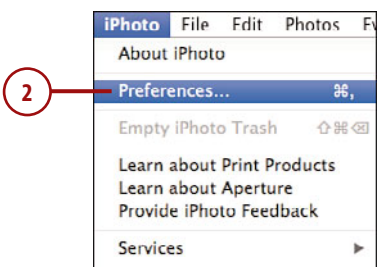
When viewing files in the iCloud Open File dialog, you can create whatever file organization you like, just by dragging the icons around—it works *exactly* like the Launchpad organization covered in Chapter 2. Drag a file onto another file, and a folder/group is automatically created. Drag files out of the folder, and the folder disappears. If you're used to working with Launchpad or iOS, you'll have no problem organizing your iCloud documents.

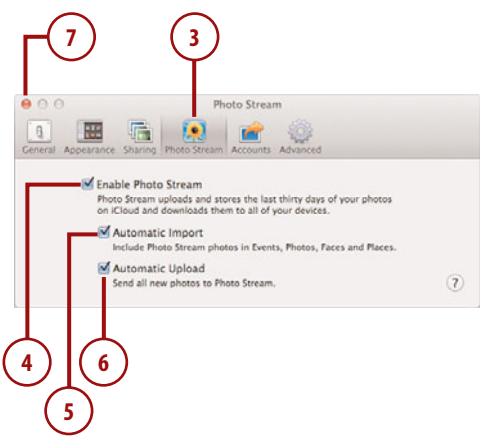
## Using Photo Stream

Another extremely useful (and fun) feature of iCloud is Photo Stream. Photo Stream automatically keeps copies of your most recent 1000 photos taken using iOS devices and makes sure that your MacBook has copies of them all. To enable and use Photo Stream, follow these steps:

1. Open iPhoto from the Launchpad or Applications folder. (If you do not have iPhoto, it can be purchased from the Mac App Store.)
2. Choose iPhoto, Preferences from the menu bar.
3. Click the Photo Stream button.
4. Click the Enable Photo Stream checkbox.
5. Choose whether your Photo Stream photos should automatically be imported to the Events, Photos, Faces, and Places categories in your library.
6. Select Automatic Upload to send any photos added directly to iPhoto on your Mac to your iPhone and iPad devices through Photo Stream.
7. Close the Preferences window.
8. Now when you take photos with your iPhone or iPad, they automatically appear in Photo Stream when your iOS device connects with WiFi. Alternatively, you can drag photos from your iPhoto library (or image files from the Finder) into the iPhoto Photo Stream group to send them to your iOS devices (not shown).



### iPhoto Preferences Are All You Need

Notice that you didn't use System Preferences to configure the iCloud Photo Stream? The iPhoto preferences automatically turn on the iCloud Photo Stream service.

## Getting Started with Accounts

For all the fun and information the Internet has brought us, it has also created a mess in terms of managing all the accounts we use to communicate online. If you're like many people, you have multiple email accounts—possibly one through iCloud, one from work, and one at home. You have accounts for chatting with instant messenger. You have accounts for sharing contacts and calendars. In other words, you've got multiple usernames and passwords that all need to be configured in different applications, just so you can be connected.

In OS X, Apple has recognized the problem of account overload and worked to consolidate all your online account management in a single centralized preference panel—Mail, Contacts, & Calendars. Here you can set up email, instant messenger, Exchange, Calendar, and other account types—without needing to figure out where they're managed in your individual applications.

I'll be showing the use of this panel as needed in the relevant chapters, but let's take a very brief look at how you'll interact with this tool on your MacBook.

### More iCloud Settings?

When you use the Mail, Contacts & Calendars panel to manage your accounts, you'll notice that it also includes iCloud. The iCloud settings in this panel are identical to what you configured in the iCloud panel shown earlier in this chapter—this is just a different way to access them.

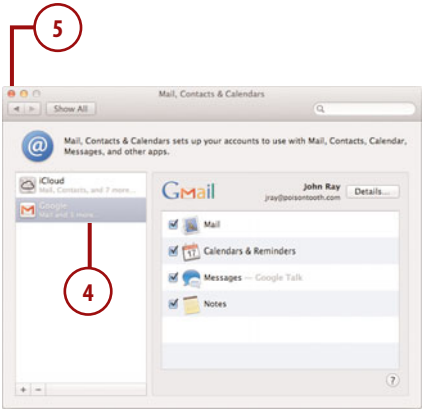
## Adding an Account

To add an account for an online service (email, contacts, calendars, Exchange, etc.), follow these steps:

1. Open the Mail, Contacts & Calendars System Preferences panel.
2. Choose an online service provider that you want to configure by clicking its name on the right. Select Add Other Account from the bottom of the list to pick from additional service types.
3. Fill in the requested information in the setup wizard that appears.
4. The completed account is listed in the preference panel with its settings available on the right.
5. Close System Preferences when finished.

### Exploration Is Rewarded!

While the Mail, Contacts, and Calendars panel is a great place for establishing new accounts and performing high-level configuration, you may still find yourself needing to dig for various esoteric settings (such as specific server addresses, proxies, and other technical tweaks) within your individual Internet applications.



# Using Mail

The first thing that many of us do when we have an Internet connection is check our email. Email is now a way to exchange rich media—such as photos, files, and movies—in addition to a way to exchange written messages. The email application, Mail (found in the Applications folder by clicking the Mail icon), is provided with your MacBook. With Mail, you can connect to a variety of different mail servers, including Microsoft Exchange, with only a few clicks of your mouse.

## Things You Need Before Setting up an Email Connection

As with the networking information in the last chapter, configuring your email account isn't a matter of guessing. Apple's Mail application can automatically set up several popular email services (such as Google and Yahoo), but if you're connecting to a corporate email server, you should collect as much information as possible from your email system administrator or ISP before proceeding. This includes your email address, password, email server, email server type (POP, IMAP, or Exchange), and SMTP server:

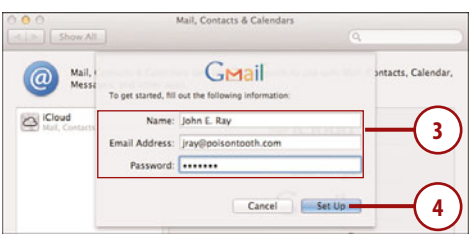
- **Incoming Mail Server**—The server that you connect to when retrieving your email.
- **Incoming Mail Server Type**—The type of server that you're connecting to. Apple's Mail application supports Exchange, IMAP, and POP servers.
- **Outgoing (SMTP) Server**—The server that sends your messages.
- **Authentication**—Typically, a user name and password required to retrieve or send messages.

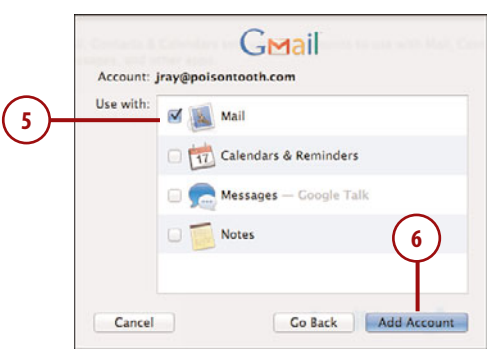
## Adding an Email Account (Simple)

If you have an email account that Mountain Lion recognizes, configuration couldn't be easier—you just need your email address, name, and password to make a connection. Mountain Lion attempts to identify and configure your account. If for some reason it fails, you can continue with an advanced manual configuration (see the next task).

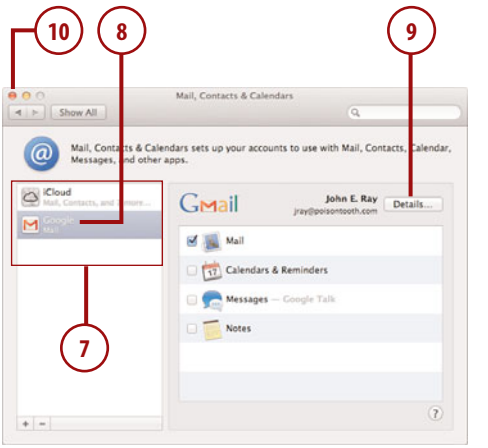
Note that if you've already activated iCloud email, your account is already set up. You don't need to do anything else.

1. Open the Mail, Contacts & Calendars System Preferences panel.
2. Choose an email service that you want to configure by clicking its name on the right.
3. The Add Account window displays. Type your name (as you want it to appear in outgoing messages), email address, and password for the account.
4. Click Set Up.
5. Mountain Lion attempts to automatically configure your account. If additional features are determined to be available from the email provider, they are listed in the window. Choose which services you want to use by checking/unchecking the checkboxes.
6. Click Add Account to finish adding the account.



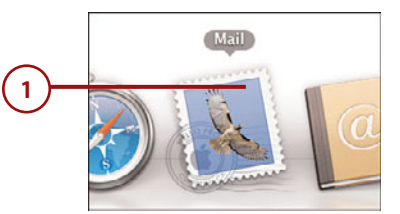
7. If it's successful, the newly configured email account appears in the account list. If the setup fails, cancel setup and skip ahead to the next section, "Adding an Email Account (Advanced)."
8. Clicking the account name in the list displays the account details on the right.
9. You can click Details to edit the basic account settings if, for example, you want to change your display name or the name of your account.
10. You can now close System Preferences and begin using your account in Mail.

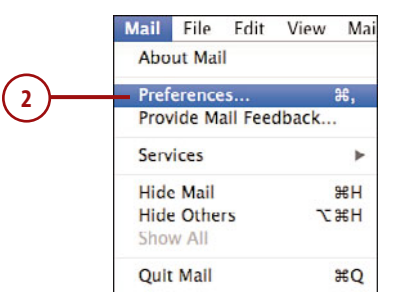



## Adding an Email Account (Advanced)

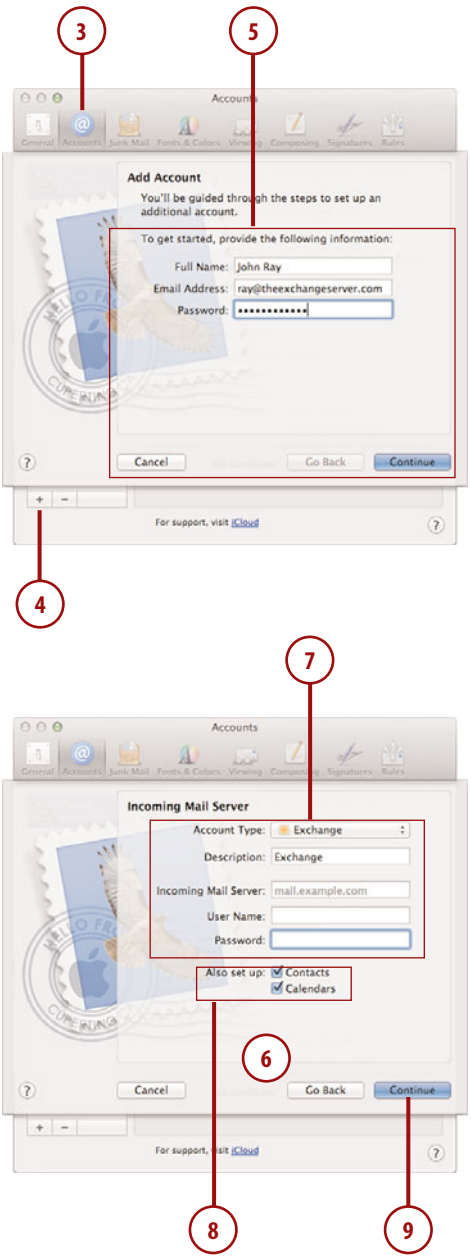
Email accounts that aren't immediately recognized by Mountain Lion require more information to be entered before they can be used. This is the case for some ISP email accounts, corporate, and educational systems. Be sure you have all the information listed previously under "Things You Need Before Setting Up an Email Connection."

1. Open the Mail application from the Dock or Applications folder.
2. Choose Preferences from the Mail menu.



3. Click the Accounts button within the Mail preferences window.
4. Click + to add a new account.
5. Provide the basic account information when prompted and click Continue.
6. When Mail cannot automatically configure the account, it displays a new dialog to collect information about your incoming mail server.
7. Enter the account information provided by your system administrator or ISP (the incoming mail server, username, and password). Use the description field to name the account with something meaningful that helps you differentiate it from other accounts.
8. If you are setting up an Exchange account, click the Contacts and Calendars checkboxes if you would like your MacBook to have access to your Exchange-based address book and calendars directly within Contacts and Calendars (discussed in Chapter 6, "Keeping Contacts, Appointments, Reminders, and Notes").
9. Click Continue. Mail automatically tests the information you've provided. If a failure occurs, recheck your information. After it is correct, click Continue again.



10. Mail displays the security settings for your incoming mail server. Typically, you are prompted for whether or not to use Secure Sockets Layer. If it's available, this option is recommended.

11. Use the Authentication drop-down menu to choose how you authenticate with the server. Typically you choose Password (some complex configurations might use more advanced authentication methods).

12. Click Continue.

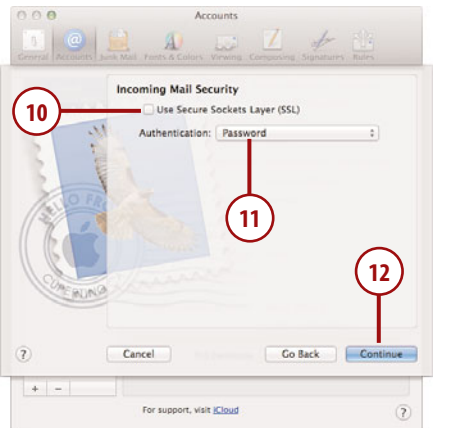
13. Mail displays the outgoing mail server settings, known as the SMTP server settings. You should enter the information provided by your system administrator or ISP, or choose an existing outgoing server from the Outgoing Mail server drop-down menu. Again, use the description field to provide a meaningful name for the mail server.

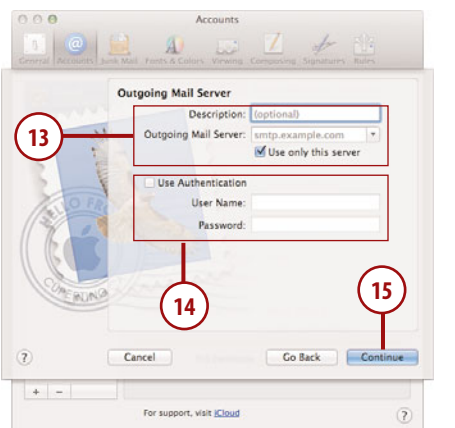
14. If your outgoing mail server requires authentication (many do!), click the Use Authentication checkbox and then provide a user name and password.

15. Click Continue.

16. Now you are prompted for whether or not to use Secure Sockets Layer for outgoing mail, as well as the authentication type. (Again, you would typically choose Password here.)

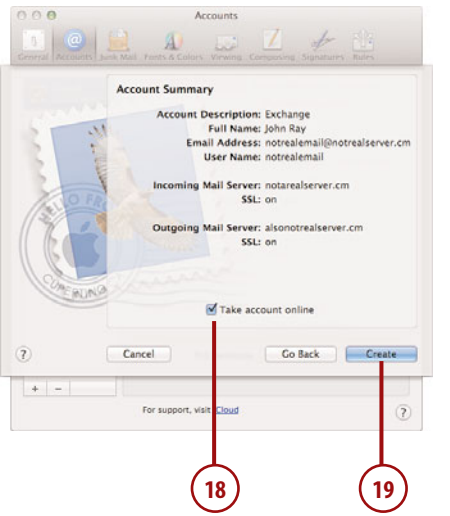
17. Click Continue to review your final settings. If an error occurs, check your settings, or click Continue to proceed with the settings you provided.



18. Make sure the Take Account Online checkbox is selected so that you can begin using your account.

19. Click Create to finish setting up the account.




### Troubleshooting Your Connection

To troubleshoot your account settings, from within Mail choose Window, Connection Doctor. Your MacBook tests all your email account settings and shows you exactly where any errors are occurring.

### Multiple Email Addresses, One Account

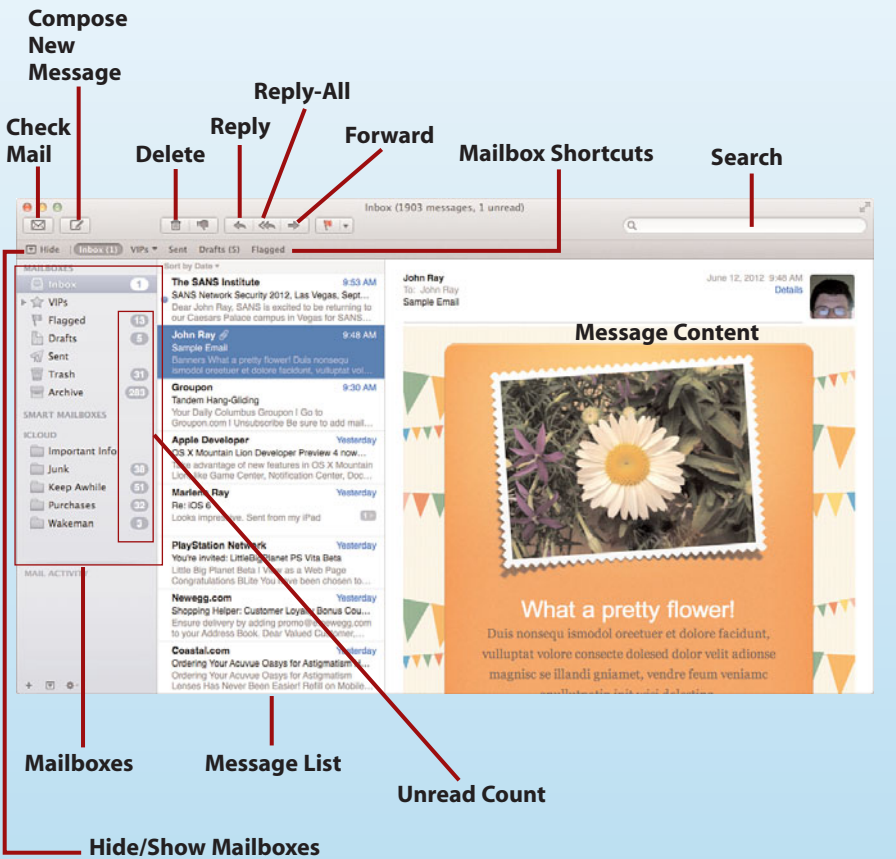
It isn't uncommon for one email account to have multiple addresses associated with it. I might have a single account with addresses, such as *mymacbook@placeforstuff.com* or *johnray@me.com*, which I want to appear when I send a message. To configure multiple addresses for a single account, Open Mail's preferences, click Accounts, and then click the account you want to add an alias to. Enter the alias email addresses, separated by commas, in the Email Address field in the account details. The email addresses are then available in a pop-up menu when you compose a new message.

## Finding Your Way Around Mail

After your email account is configured, Mail connects and retrieves your messages. The Mail application workspace is split into three columns, from left to right: mailboxes, a message list, and message content.

On the left, the mailbox list shows different mailboxes (or folders) for categorizing your messages. In Mountain Lion, Apple has decided to conserve as much space as possible by hiding the mailboxes by default. They've also given us a quick hide/show mailboxes button to show the mailbox column and links to the important mailboxes (Inbox, Sent, and so on) directly below the toolbar.

When a mailbox is clicked, the message list refreshes to show all of the email within the mailbox, including a several-line preview of the contents. Any message that you click in the Message list is displayed in the message content area on the right.




Now that you know the basics of finding your way around Mail, let's take a look at the common tasks you should familiarize yourself with.

## Out with the New, In with the Old

If you've been using Apple Mail for the past decade, you'll recognize the OS X Mail layout is a dramatic departure from earlier versions. If you'd prefer to live in the past, you can change to the older style layout by checking the Use classic layout option found within the Viewing section of the Mail preferences (choose Mail, Preferences from the menu bar).

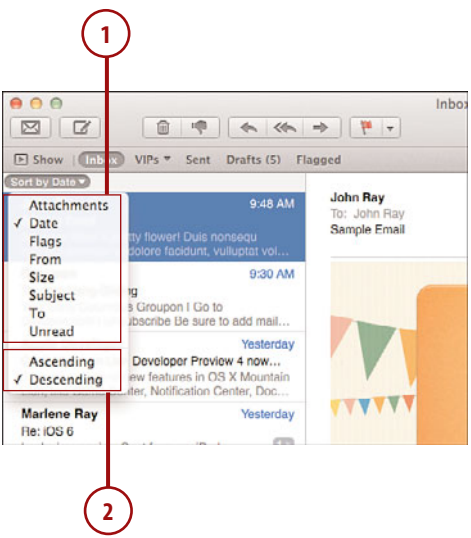
# Reading Email

Reading messages is typically a matter of finding a message in the message list, clicking it, and reading. Even so, you can improve the experience by taking advantage of several tools built into Mail.

## Sorting Mail

You're certainly used to sorting information by clicking column headings, right? In Mountain Lion's Mail application, however, the message list doesn't have columns, so you'll need to follow this approach:

1. Use the Sort By drop-down menu above the message list to choose a message attribute to use as your sorting criteria.
2. Use the same menu to choose Ascending or Descending to set the order of your sorting preferences.



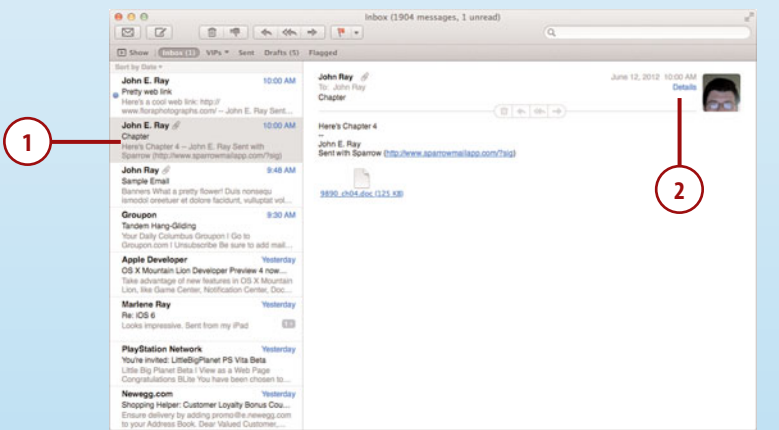

### Viewing Additional Attributes

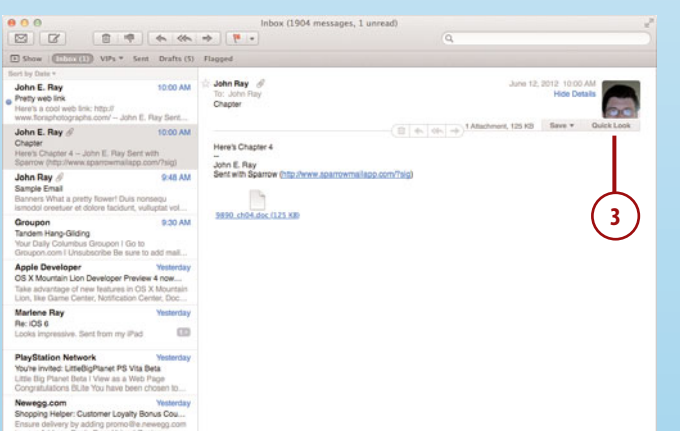
Much as you can set the mail attributes you want to use for sorting, you can also set the attributes displayed in the message list. Use the View, Message List menu to set which attributes will be visible in the message list items.

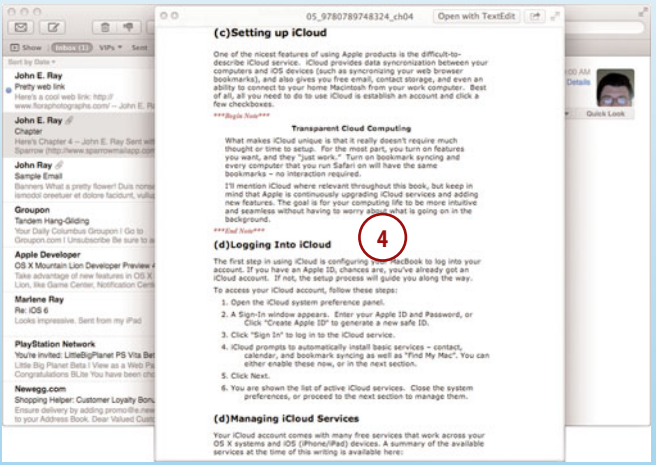
## Previewing Attachments

In Chapter 1, "Managing Your MacBook Desktop," you learned about the Quick Look system for previewing files in the Finder. In Mail, if your message contains an attachment, you can also use the Quick Look system.

1. Choose a message with an attachment—represented by a paperclip in the message list.
2. Click the Details link at the top of the message content to show buttons for saving and viewing Attachments.
3. Click the Quick Look button at the top of the message content area.
4. A Quick Look window appears, displaying the selected content.



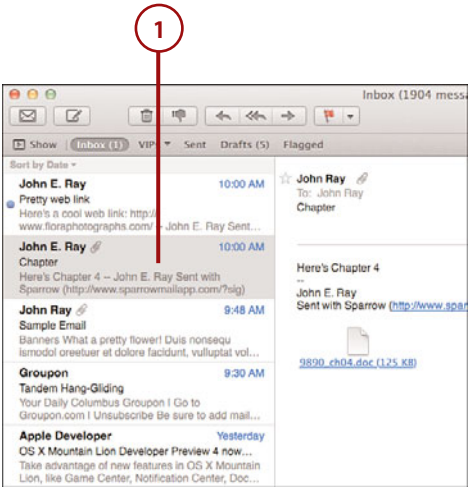



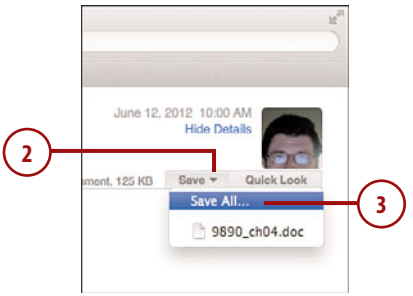



## Saving Attachments

You can easily save one or more attachments to your MacBook's hard drive, and even add images to iPhoto, directly from Mail.

1. Choose a message with an attachment—represented by a paperclip in the message list, then click the Details link at the top of the message content as described in the previous task.
2. Click the Save button at the top of the message content area.
3. A menu appears, enabling you to Save All, choose an individual file to save, or, if applicable, add the file to iPhoto.



>>> Go Further

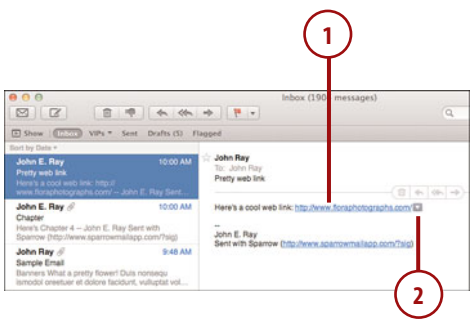
## WORKING WITH ATTACHMENTS

If you prefer a more Finder-like approach to dealing with attachments, you can also work with attached files as icons. Scroll through your email and you'll see the attached files represented as icons in the message (usually at the bottom). You can drag these icons to your desktop (or anywhere you'd like to store them). You can also click an icon to immediately open it in a compatible Mountain Lion application.

## Viewing Web Pages within an Email

Have you ever gotten a link to a web-page in email and wanted to view it without having to launch Safari? In Mountain Lion, you can. To preview a web link directly in Mail, follow these steps:

1. Position your cursor over the link within the message content, but do not click!
2. A small downward-pointing arrow appears to the right of the link. Click it.
3. A popover window appears displaying the web page.
4. Click Open with Safari to open the full page in your web browser, or Add to Reading List to save the page to your Safari reading list.



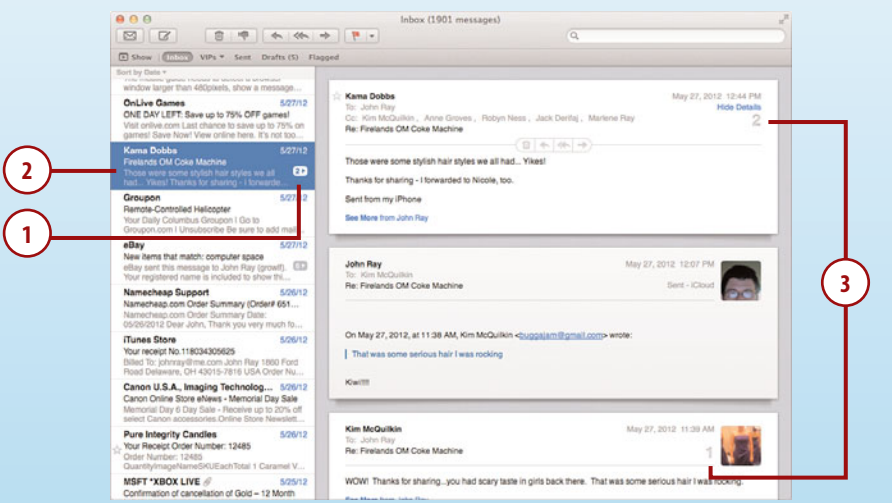
## Using Data Detectors

The icon that appears at the end of a web link in mail (and the subsequent preview of the page) is an example of a Mountain Lion "Data Detector" in action. You may notice other icons beside dates, addresses, phone numbers, and so on. Clicking these icons will do similar helpful actions, such as setting appointments, adding information to a contact, or tracking shipments.

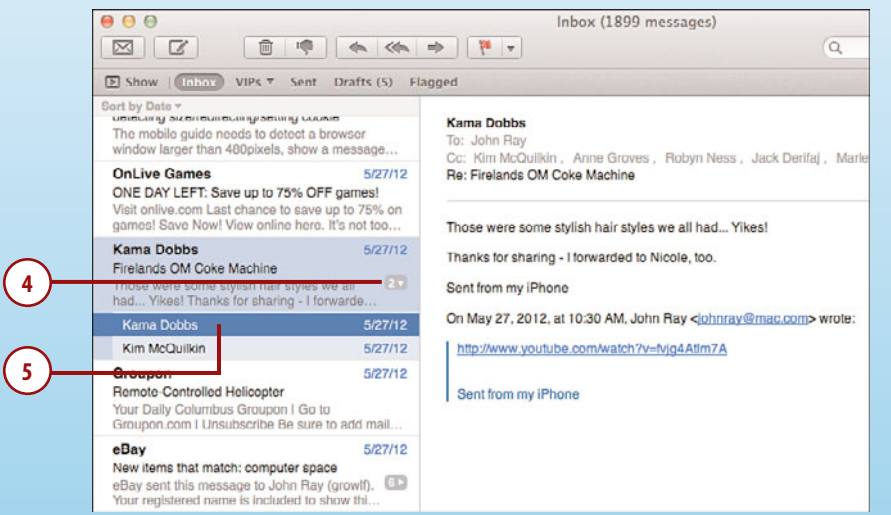
## Organizing with Email Conversations

Email conversations can grow quite lengthy with back-and-forth replies. To help keep long conversations under control, Mountain Lion's Mail, by default, collapses your conversations into a single entry in your message list. You can expand the entry to show the individual messages whenever you need to see one.

1. Conversations are denoted by a number within an entry in the message list.
2. Click the message list entry to show all the messages in the conversation within the content area.
3. Messages are numbered at the top to show the order in which they were received.



4. To focus on a single message, click the arrow beside the number in the message list to show a list of individual senders and dates.
5. Click the individual name/date to show only that message.




## *It's Not All Good*

### SILENCE THE CONVERSATION!

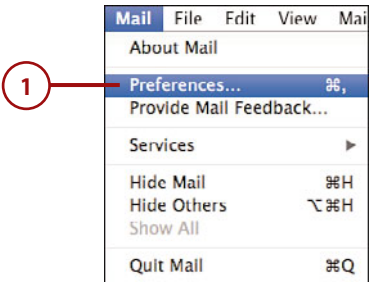
Many people find the conversation view to be disorienting in Mail. If you're one of those people, you can turn it off entirely by choosing Organize by Conversation from Mail's View Menu.

### See My Smiling Face!

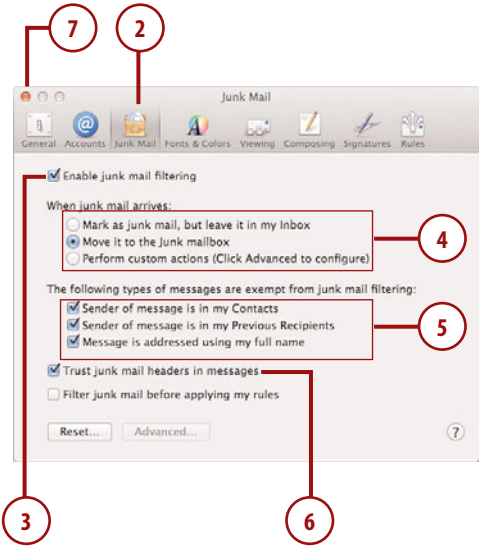
To see your friends' (and other contacts') photos beside each message summary in the message list, open Mail's preferences (Mail, Preferences from the menu), and within the Viewing section, click the Show contact photos in the message list checkbox.

## Managing Spam Filtering

Mail can learn (with some help) which messages in your inbox are spam and then filter similar messages so you don't have to see them. To manage your spam filtering, follow these steps:




1. Choose Mail, Preferences from the menu bar.
2. Click the Junk Mail toolbar icon.
3. Click Enable Junk Mail Filtering to turn on spam filtering. You can disable it by unchecking this box at any time.
4. Choose where Mail should file spam messages. Moving messages to the Junk mailbox is a good choice.
5. To help prevent getting false positives, use the spam exemptions to identify types of messages that you don't consider to be spam.
6. If your ISP offers spam filtering (and you trust it), make sure the Trust Junk Mail Headers in Messages option is set.
7. Close the Mail Preferences.

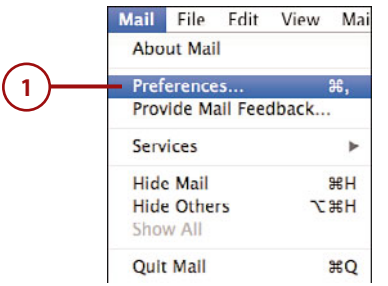



### Classifying Spam

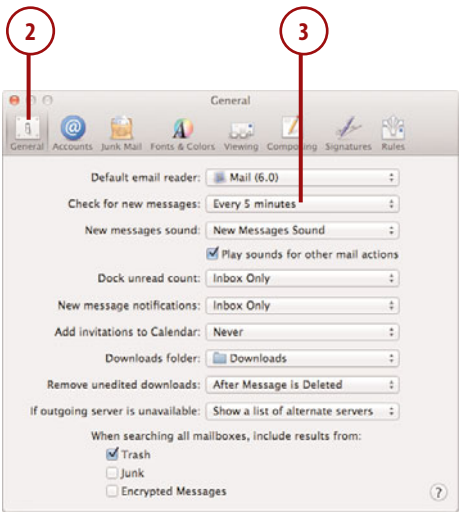
If you receive spam mail, select it and click the Junk icon (thumbs down) in the Mail toolbar. This classifies messages as spam. When new messages recognized as spam come in, they are automatically placed in the Junk folder. If *good* mail is accidentally classified as spam, use the thumbs up icon in the toolbar to tell Mail it made a mistake.

## Changing How Often Mail Is Retrieved

You can force Mail to retrieve messages using the Get Mail toolbar button, but to change the frequency with which it forces a check you need to access the preferences.




1. Choose Mail, Preferences from the menu bar.
2. Click the General icon in the Preferences Toolbar.
3. Use the Check for New Messages pop-up menu to set how frequently Mail looks for new messages.




## Composing Email

Email today is a bit more than just typing a message—it can include sending photos, files, or even professionally designed invitations and announcements. Mountain Lion's Mail on your MacBook enables you to do all of these things.

Let's take a look at what you can do beyond simple text.

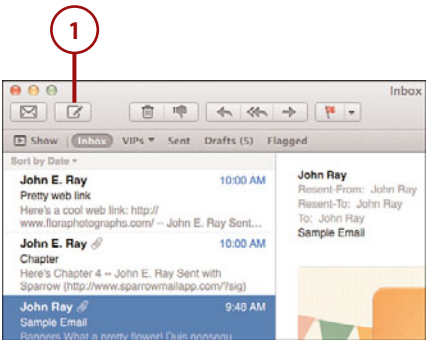
## Sending Messages with Attachments

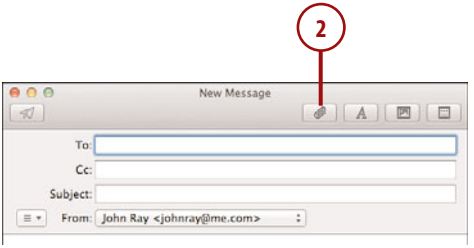
Mail can attach virtually any type of file to your messages with ease. Follow these steps to add Windows-compatible attachments to a mail message.

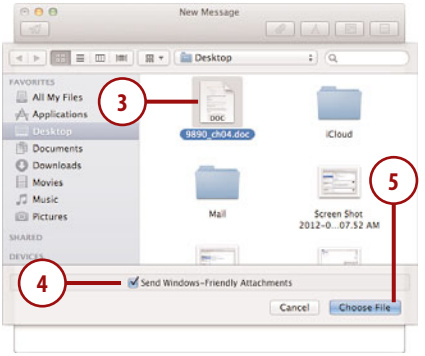
1. Start a new message by clicking the new message icon (pencil and paper) in the Mail toolbar.
2. Click the Attach icon (paperclip) in the New Message window.
3. Choose the files or folders to send from the file chooser dialog. Select multiples by holding down the Command key and clicking.
4. Check the Send Windows-Friendly Attachments checkbox to ensure that anyone (regardless of their platform choice) can open the attachments.
5. Click Choose File to add the attachments.
6. Compose the message as normal and then click the send icon (paper airplane).

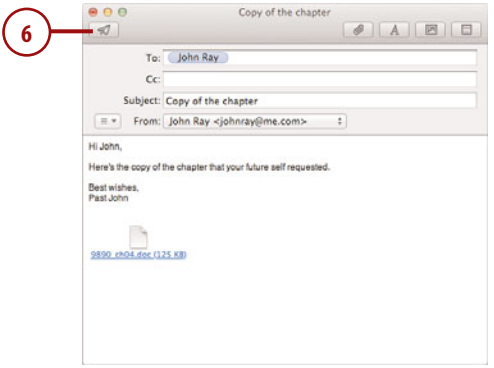
## Attaching Pictures from iPhoto

To quickly attach photos from iPhoto, click the Photo Browser button to open a small window that shows your iPhoto galleries. Choose your photos and drag them into the message to attach them!



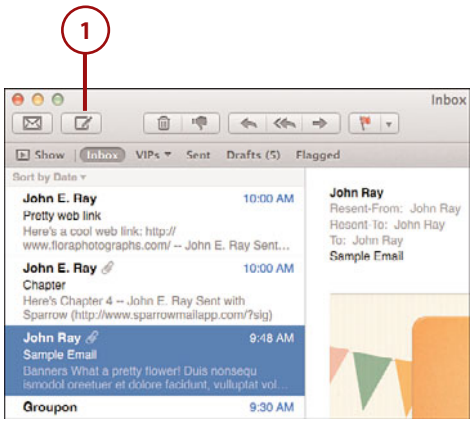
## Using Stationery Templates

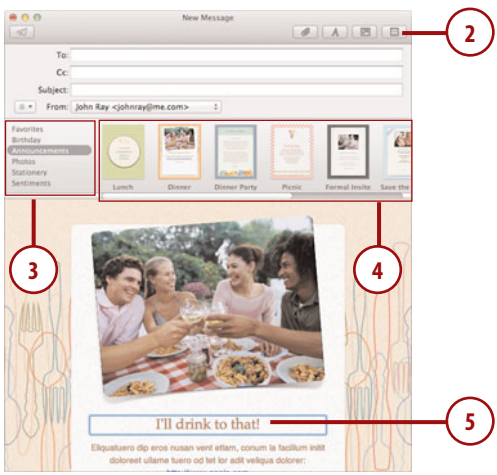
If you'd like to send an invitation or a fancy greeting, you can make use of prebuilt templates, called "Stationery," that come with Mountain Lion's Mail application. Stationery is available whenever you're composing a message:

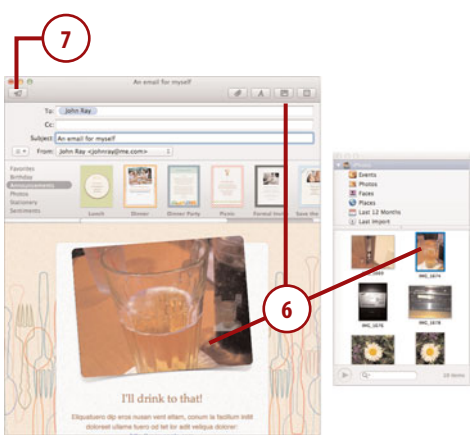
1. Start a new message by clicking the new message icon (pencil and paper) in the Mail toolbar.
2. Click the Show Stationery icon (paper with dots) in the New Message toolbar.
3. Choose a category of templates on the left side of the Stationery bar.
4. Click the thumbnail of the template you want to apply.
5. Click to edit the text within the template.
6. If the template contains images, replace them by dragging photo files from the Finder onto the template image or use the Photo Browser button to locate an image and drag it in.
7. Click the send icon (paper airplane) when you are finished with the message.

### Changing Templates

After you change the content of a template, you can choose another template and your changes will be maintained as much as possible.



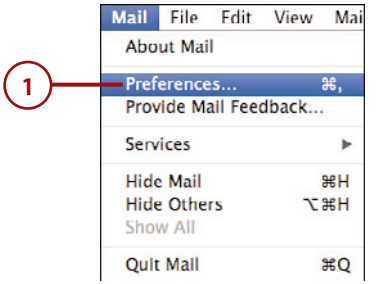



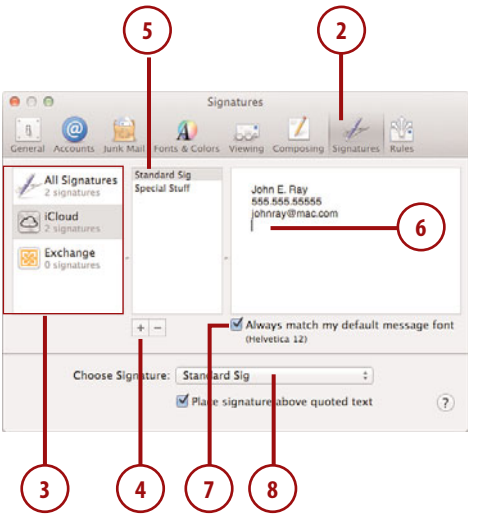



## Creating Signatures

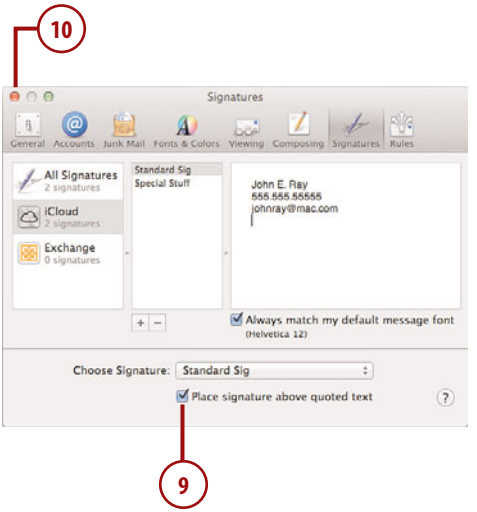
When you send a lot of email, you probably get a bit tired of typing the same thing at the end of each message—your name, email, and other contact information. To add this information automatically to the end of each message you write, create a signature.

1. Choose Mail, Preferences from the menu bar.
2. Click the Signatures icon in the preferences toolbar.
3. Choose an account that the signature should be used with, or choose All Signatures to not associate the signature with a specific account.
4. Click + to add a new signature.
5. Type a name for the signature.
6. Enter the text for the signature in the space to the right.
7. Click Always Match My Default Message Font so that the signature always matches the font you're using.
8. If you're adding the signature to an account, use the Choose Signature pop-up menu to choose which signature is automatically added when you write a message. You can also manually choose a signature using the Choose Signature pop-up menu in the message composition window.



9. Click Place Signature Above Quoted Text to have Mail position your signature above earlier (quoted) text when replying to messages.
10. Close the Mail Preferences window.




### Adding a vCard

To attach your personal information to your signature as a virtual business card, you can drag a card out of your Address Panel (Window, Address Panel) into the signature.

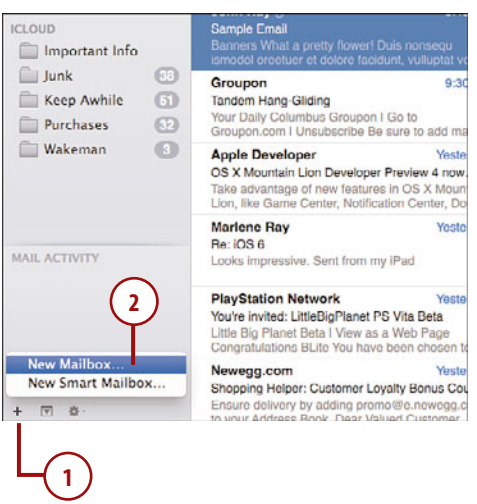
## Managing Your Email

Email can be overwhelming, especially if you have several different accounts and dozens of incoming messages each day. To help you cope with the incoming mail, you can create mailboxes in which to file or copy messages. You can also set up smart mailboxes that automatically display messages that match certain criteria.

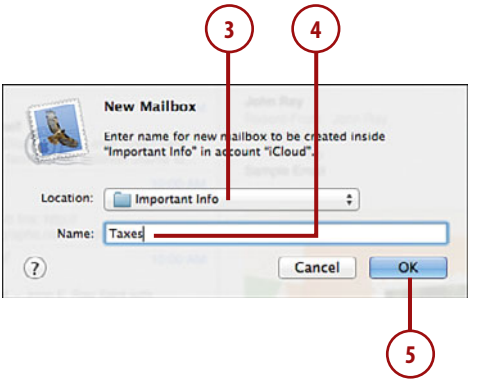
### Creating Mailboxes

To create a new mailbox, follow these steps:

1. Click the + button at the bottom of the Mailbox list.
2. Choose New Mailbox.



3. Using the Location pop-up menu, choose where the mailbox should be stored. You see all of your existing Mailboxes in the menu, as well as On My Mac. Choosing an existing location creates the new mailbox inside of that location.
4. Enter a name for the new mailbox.
5. Click OK.
6. The new mailbox is created and displayed in the Mailbox list.



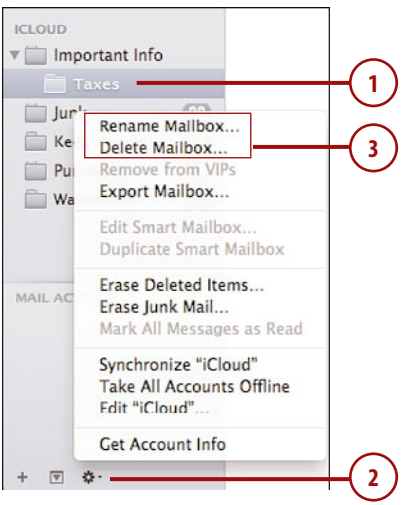
## Make Room for Your Mail

Remember: Because the mailbox display eats up a bunch of room on your screen, Apple has made it simple to hide and show the mailbox column using the Hide/Show disclosure button in the upper-left corner of the Mail window. In addition, you can quickly change between your Inbox, Sent, Drafts, and Flagged folders using the links directly in the Mail toolbar.

## Deleting and Renaming Mailboxes

If you find yourself with extra mailboxes or mailboxes that are no longer serving their original purposes, you can delete or rename them.

1. Select the mailbox you want to change in your mailbox list.
2. Click the Action icon (the gear) at the bottom of the mailbox list.
3. Choose Delete Mailbox or Rename Mailbox as needed. Any messages stored in a mailbox being deleted are also deleted.



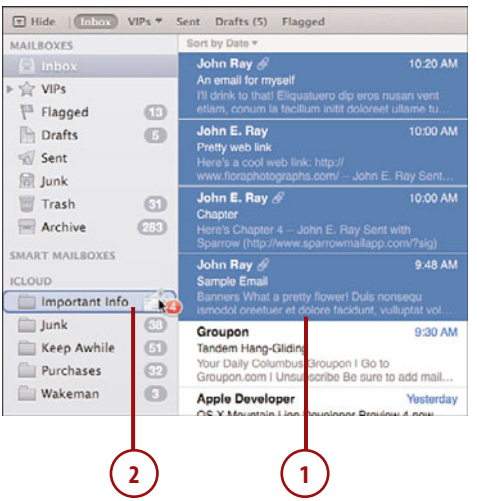

### Nesting Folders

Even though you chose where to put your mailbox when it was first created, you can move it within your mailbox hierarchy easily. Mailboxes can be moved inside of other mailboxes by clicking and dragging their folder icons into (or out of) another mailbox.

## Filing Messages in Mailboxes

Mailboxes are only useful if you file your messages in them. You can either copy or move messages one at a time or en masse to a mailbox. This can be done either manually, as described here, or automatically using Smart Mailboxes or Email Rules, discussed in the tasks following this one.

1. Select a message by clicking it in the message list. You can select a contiguous range of messages by holding down Shift and clicking another message, or select several scattered messages by holding down the Command key and clicking multiple messages.
2. Move the messages to a mailbox by dragging them onto the desired mailbox. To copy—rather than move—the messages, hold down the Option key while you're dragging the messages. The messages are moved (or copied) to the other mailbox.



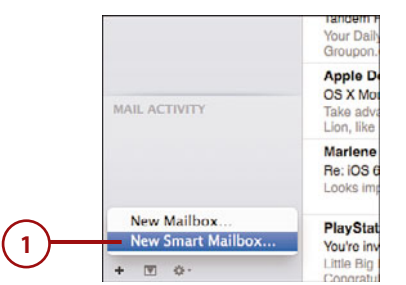

## Filing without Dragging

If you have a large number of mailboxes, or just find the process of dragging to the mailbox list to be cumbersome, you can select the messages, then use Move To or Copy To from the Messages menu to file the email without any dragging required.

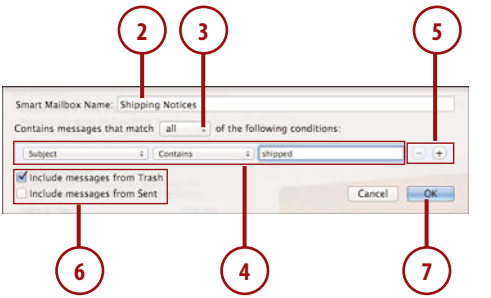
## Automatic Email Organization with Smart Mailboxes

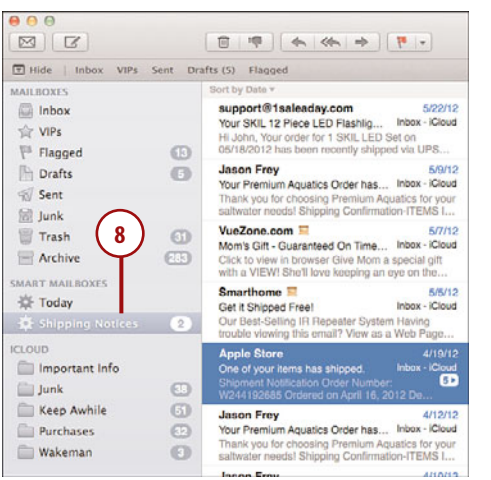
Much as Smart Folders in the Finder can help you keep track of files that share certain attributes, Smart Mailboxes can do the same for your email. Using information such as the sender, recipient, and even attachment names, you can group messages together in a Smart Mailbox, regardless of what mailbox, or even what email account, they're associated with. Apple includes one Smart Mailbox by default—"Today"—showing all the messages you've received today.

1. To create a new Smart Mailbox, click the + button at the bottom of the Mailbox list and choose New Smart Mailbox.



2. Type a name for the mailbox.
3. Choose whether the mailbox should match any or all conditions.
4. Configure your search criteria. Use the first pop-up menu to choose a message attribute (such as Subject), the second to choose a comparison, and the field (where applicable) to provide the value that you are comparing against.
5. Use the + and – buttons to add or remove additional criteria.
6. To include messages from the Trash mailbox or Sent mailbox, click the appropriate Include Messages checkboxes.
7. Click OK when you're finished configuring the Smart Mailbox.
8. The new mailbox is created and displayed in the SMART MAILBOXES section within the Mailbox list.



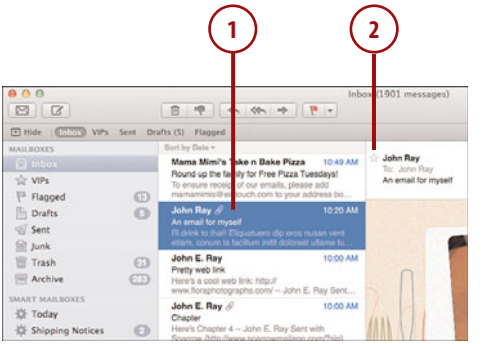

## Nesting Smart Mailboxes

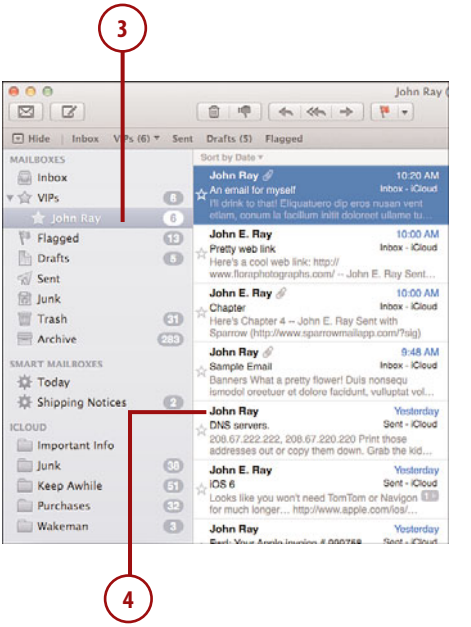
Smart Mailboxes can't be arranged hierarchically inside one another as normal mailboxes can. To create a hierarchy of smart mailboxes, you must create a Smart Mailbox Folder (Mailbox, New Smart Mailbox Folder). This special folder will be added to the SMART MAILBOXES section and can be used to organize any Smart Mailboxes you create.

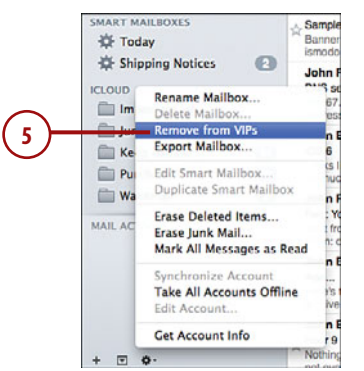
## Keeping Track of Your Very Important People with VIP Mailboxes

New to Mountain Lion is a feature that makes it very simple to track and view all messages from a specific person—the VIP Mailbox. VIP Mailboxes are like smart folders, but with a very targeted purpose—showing you all messages from an individual person. To create a VIP mailbox, follow these steps:

1. Choose a message from a sender you want to designate as a VIP.
2. Position your mouse beside the sender's name in the content window and click the star that appears.
3. The sender is added to a new VIP mailbox.
4. Clicking the VIP mailbox shows all messages from the sender.
5. Click the star in the content view again, or select the new VIP mailbox and choose Remove from VIPs from the Action pop-up menu (gear) to remove VIP status (and the corresponding VIP mailbox).



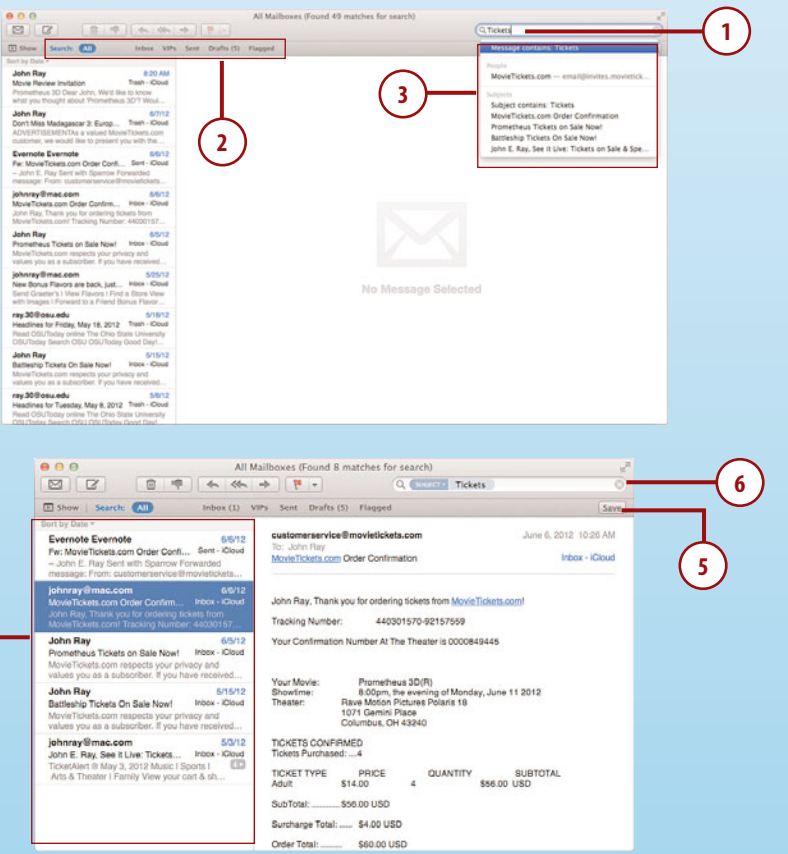



## Searching for Messages

Mail makes it easy to quickly search all of your email for particular content, and to turn that search into a Smart Mailbox for future reference. To search your mail, follow these steps:

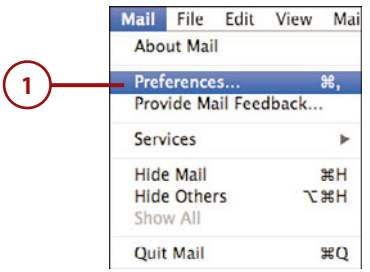
1. Type the text you are looking for into the search field in the upper-right corner.
2. Using the links below the toolbar, click the mailbox where the search should be performed.
3. Potential search options appear in a drop-down list for matched people, mailboxes, subjects, and message content. Choose what best matches what you want to find.
4. The results appear in the message list.
5. Click Save to save the search as a Smart Mailbox. (See steps 2-8 of the "Automatic Email Organization with Smart Mailboxes" task.)
6. Alternatively, click the X button in the search field to clear the search results.

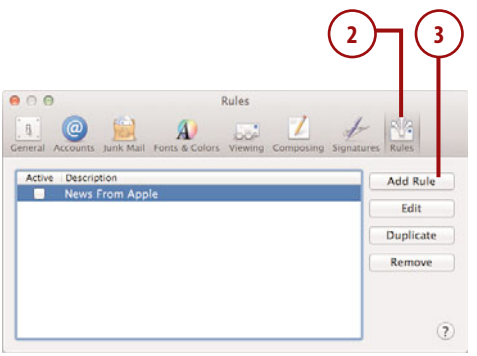


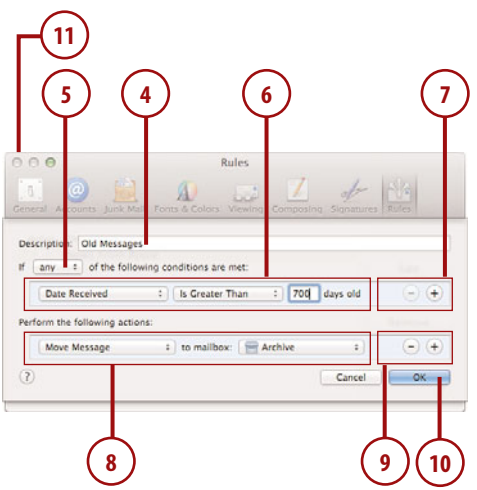
## Writing Email Rules

If you'd prefer to have messages filed to actual mailboxes rather than Smart Mailboxes, you can write email rules. Email rules can file messages, highlight messages in the message list, and even forward them to another account. To write a rule, follow these steps:

1. Choose Mail, Preferences from the menu bar.
2. Click the Rules icon in the Preferences toolbar.
3. Click Add Rule.
4. Enter a description for the rule so that you can identify it later.
5. Use the Any from the pop-up menu to choose where any or all rules must evaluate as "true" in order for the rule's actions to be carried out.
6. Configure the conditions under which the rule executes. The first pop-up menu chooses what is evaluated, the second the comparison to be made, and the third field is the value that should be used in the comparison.
7. Use + or – to add or remove additional conditions.
8. Configure the actions that are performed when the conditions are met.
9. Use + or – to add or remove actions.
10. Click OK to save the rule.
11. Close the Mail Preferences.



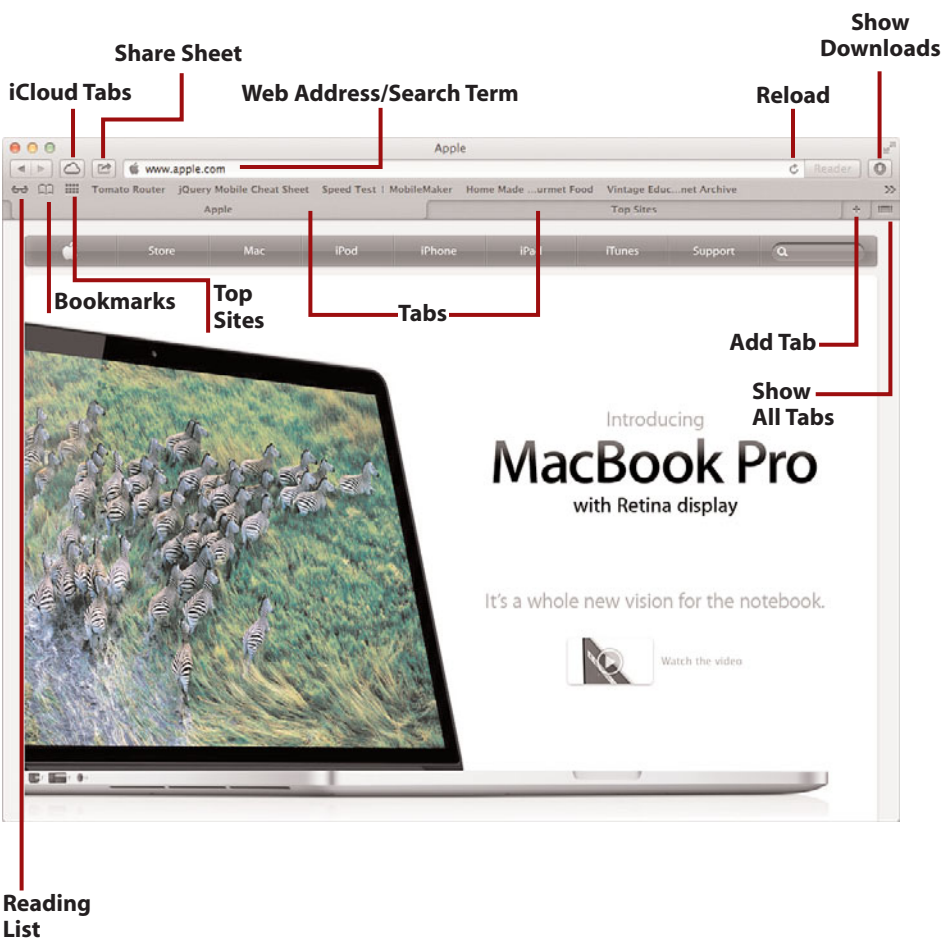



# Web Browsing in Safari

Although similar in many ways to other web browsers, Safari offers a few unique features that set it apart. You can open Safari from its icon on the Dock or Launchpad, or in the Applications folder.

Safari has seen dramatic improvements over the past few years. Safari uses a web browsing engine called Webkit that was, although not an Apple product, engineered by mostly Apple developers. This engine is the same engine found in Google Chrome and on iOS, HP WebOS, and Android platforms. This means that Safari is quickly becoming a web browsing standard, rather than an exception.



*Go Further*

## BRING YOUR OWN FLASH

If you're browsing with Safari and your web pages seem a bit "bare," it might be because Mountain Lion doesn't include Adobe Flash by default. To add the Flash plug-in to your browser, visit http://www.adobe.com/products/flashplayer/ in Safari.

## Managing Your Bookmarks, Top Sites, and Reading List

In Safari, there are four primary areas where you can store sites for easy access: the bookmark menu, which appears under the bookmarks menu item; the bookmarks bar, displayed under the URL; the top sites screen, which shows the sites you (or Safari) have identified as being frequently visited; and, new in Mountain Lion, the Reading List. The Reading List (denoted by an icon of eyeglasses) holds pages and links that you want to visit at a later time, but aren't planning to keep as a permanent bookmark.

*It's Not All Good*

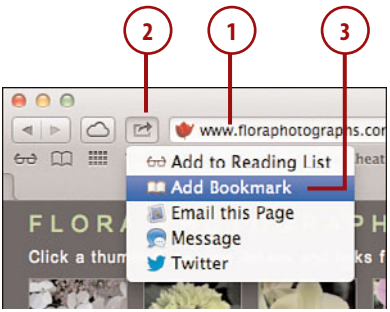
## SEARCHING FOR SEARCH?

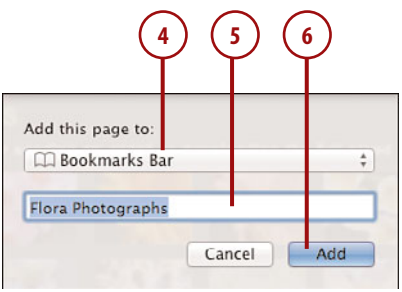
The first time you start Safari in Mountain Lion, you may notice something is missing—the search field. Apple has taken the approach of many other browsers and combined the search with the URL field. To go to a particular URL, type in a URL. To perform a search, type in the search. It can be a bit disconcerting at first, but it works just fine.

## Adding a Bookmark

To add a bookmark to Safari, you need to know what site you want to bookmark, and where the bookmark should be stored:

1. Visit the site you want to bookmark by typing its address into the URL field.
2. Click the Share Sheet button in the Safari toolbar.
3. Choose Add Bookmark from the Share Sheet pop-up menu.
4. Choose where to file the bookmark (Top Sites, Bookmark Menu, Bookmarks Bar, Reading List, or a folder within one of these areas).
5. Enter a name for the bookmark so you can identify it later.
6. Click Add.

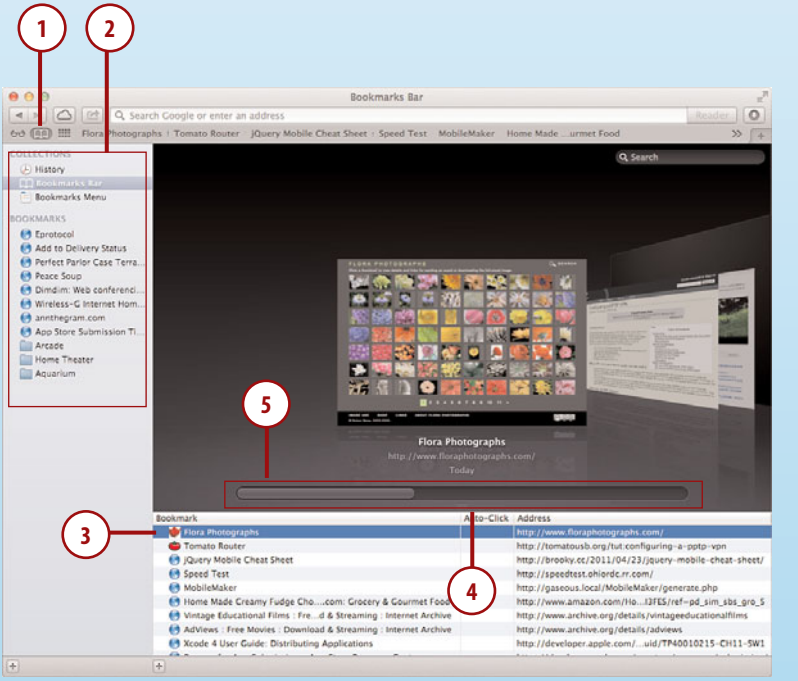


## Previewing Bookmarks

Amassing a huge collection of bookmarks can make it difficult to find what you're looking for. With Safari you can quickly preview the websites in your bookmarks or history.

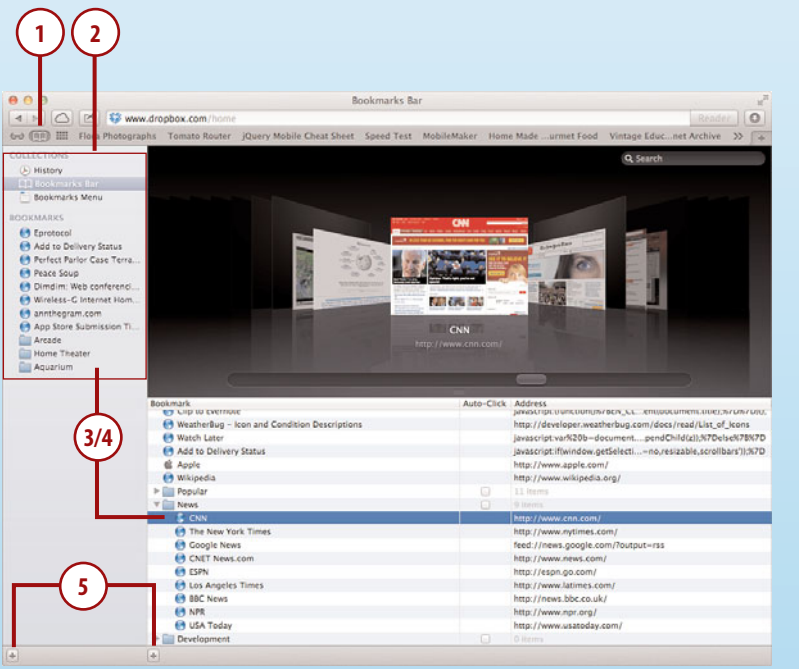
1. Click the Show Bookmarks button.
2. Choose a collection of bookmarks from the left-hand pane.
3. Select a folder of bookmarks (if any) or individual bookmark from the bookmark list.
4. Drag the handle to resize the preview Cover-flow pane so that you can get a clear preview of the pages.
5. Use the scrollbar below the preview area to flip through the sites in the folder.



## Organizing Bookmarks

After you've added a few bookmarks to the bookmark menu or bookmark bar, you can re-categorize them using these steps:

1. Click the Show Bookmark button.
2. Click the collection with which you want to work.
3. Navigate the folders and individual bookmarks as you would navigate a Finder window.
4. Click and drag bookmarks between folders or collections to organize them.
5. Click the + buttons to add new bookmark collections or folders for additional filing options.

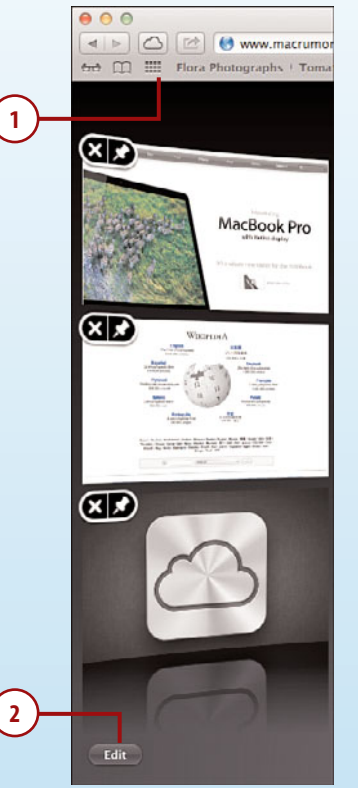


## Organizing Top Sites

As you browse, Safari identifies your "top sites." The Top Sites button switches to display previews and marks sites that have updates with a star. Clicking a site opens it in Safari.

To manage the ordering and display of the top sites in Safari, follow these steps:

1. Click the Top Sites button.
2. Click Edit.
3. Click the X button by a site to remove it, or the "pin" button to make sure the site stays on the screen.
4. Rearrange the sites by clicking and dragging their preview images.
5. Add new sites by dragging their URLs into the top sites window.
6. Click Done.



### A History Lesson

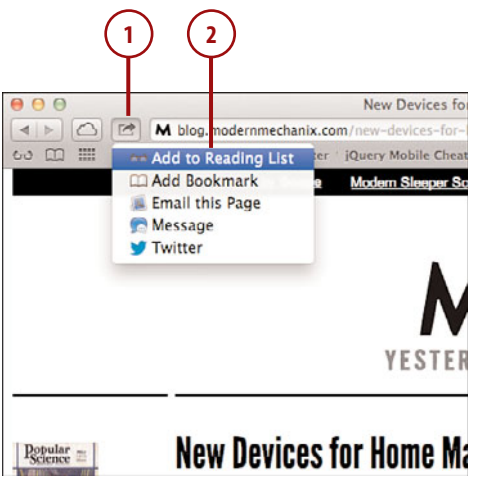
When viewing Top Sites, you'll see a History button at the top of the display. Clicking History will take you to a coverflow view of your browsing history.

## Adding to Your Reading List

The Reading List is a simple feature that holds links and pages until you have a chance to go back and read them. If you have an iCloud account shared between your iOS devices and your Mac, you'll even see the same synced reading list between all of them.

To add to your reading list in Safari, first browse to a webpage that you want to view later, and then do the following:

1. Click the Share Sheet button in the Safari toolbar.
2. Choose Add to Reading List from the Share Sheet pop-up menu.



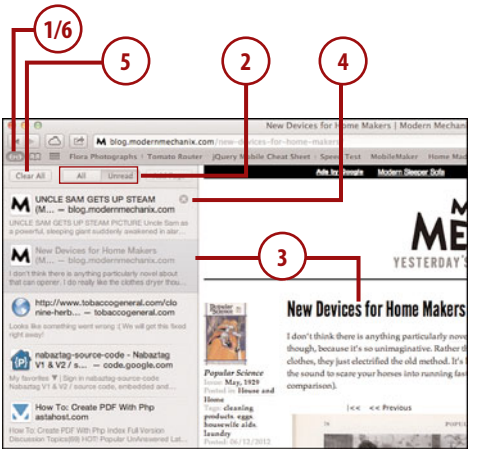

### Paneless Reading List Additions

In addition to the steps described here, you can also Shift-click links to add them to the Reading List, or press Shift-Command to add your current page to the list. If you're more of a click and drag person, you can drag individual links to the Reading List pane or to the Reading List icon to add them to the list as well.

## Managing Your Reading List

After you add things to your list, you want to read them, right? To manage your list, just follow these steps:

1. Open the Reading List by clicking the Reading List icon.
2. Click All or Unread to limit your view of the list to all pages, or just pages you haven't finished reading.
3. Click a Reading List entry to load the page in Safari.
4. Click the X icon in the upper-right corner of an entry to remove it from the list.
5. Click Clear All to remove all items from the list.
6. Click the Reading List icon again to hide the list when you're finished.




### Reading List on the Ready

Your reading list icon in the Safari toolbar occassionally acts like a progress bar, slowly changing color. While this is happening, Safari is fetching the articles in your list so they are ready to read immediately as soon as you click them.

# Advanced Browsing Features

Although "web browsing" as a pastime is only a little more than a decade old, it's a skill that it almost seems that we were born with. Little by little, browser developers have been refining the process to add additional features. Safari is no different.

## Using Tabbed Browsing

Originally, web browsers created a new window for each page you visited. In Safari, all these windows can be combined under a single window with tabs representing individual websites within that window. To use tabbed browsing in Safari, follow these steps:

1. Click the + button near the far right of the Safari toolbar.
2. A new tab is added.
3. Enter a URL (or choose a bookmark) to browse to a new site in that tab.
4. Use the tabs to quickly switch between web pages. Note that while you're browsing, you can hold down Command as you click links. The links create a new tab in the Safari browser window.

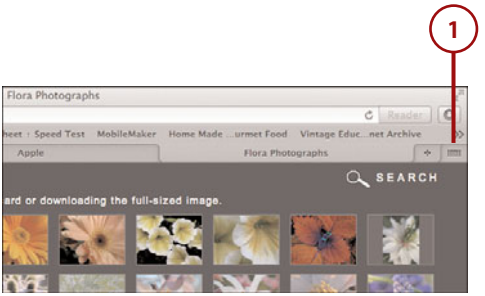
### Fine-Tune Your Tabs

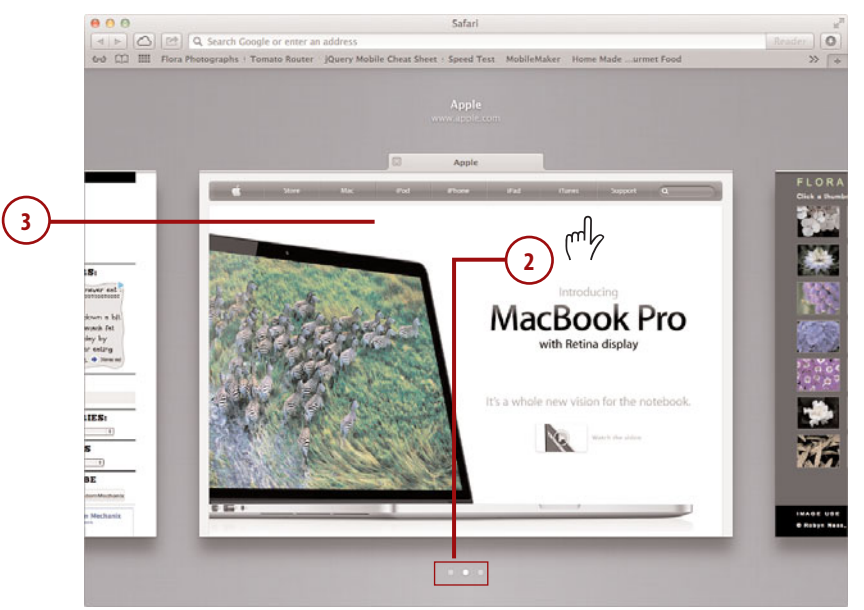
To fine-tune your tabbed browsing behavior (or disable it entirely), use the Tabs section of the Safari Preferences. (Choose Safari, Preferences, from the menu bar.)

## Viewing All Tabs

If you find yourself lost in tabs, not knowing what they all are, you can view all the tabbed web pages at once in a pretty scrolling view. To do this, follow these steps:

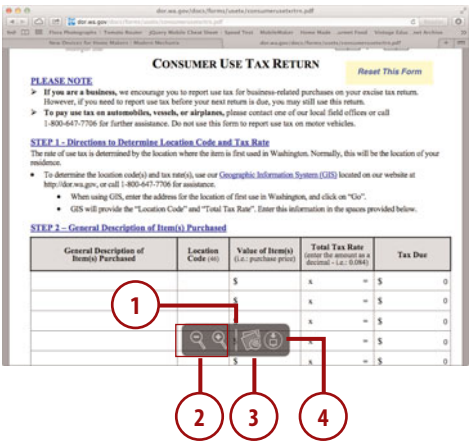
1. Perform a pinch gesture within a web page or click the Show all tabs icon at the far right of the Safari toolbar.
2. The tabs appear in a horizontally scrolling list. Use two fingers to swipe side to side and view, or click the small circles underneath the web page images.
3. Click within a page to go to that page, or reverse your pinch to return to your standard tab view.



## Viewing PDFs Online

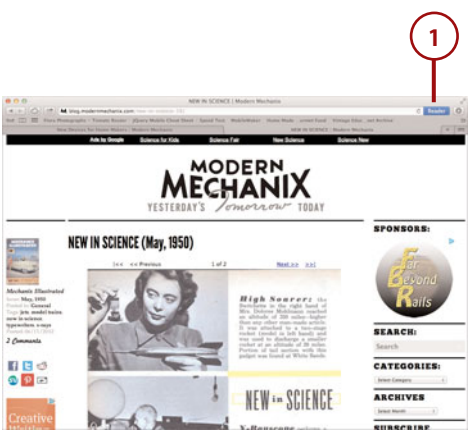
In Mountain Lion, Apple has included a helpful PDF viewer that makes reviewing PDF documents a breeze. When you click a PDF link, the viewer opens. To control the viewer, follow these steps:




1. Position the cursor near the bottom center of the browser window to show the PDF controls.
2. Click + or – to zoom in and out.
3. Click the Preview icon to open the PDF in the Mountain Lion Preview (an Image/PDF viewer) application.
4. Click the Download button to save the PDF to your Downloads folder.

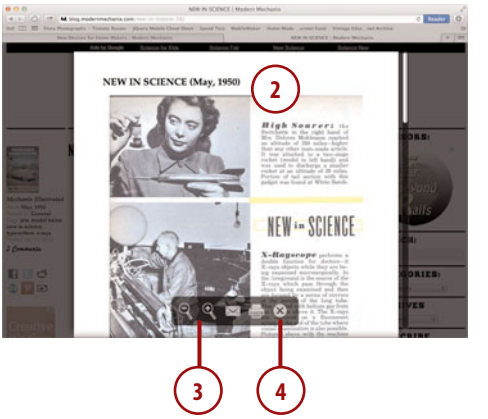
## Distraction-Free Reading with Reader

Web pages, unfortunately, are rarely dedicated to getting you just the information you need. They are filled with ads and other distracting content, and frequently require you to click multiple links to get the whole story. To provide a distraction-free reading experience, Apple includes a Reader feature with Safari that strips out all the unnecessary cruft. To use Reader, follow these instructions.




1. When viewing a webpage with a story you want to read, check to see if the Reader button is lit up at the far right of the URL field. Click it.

2. You are now viewing a clean version of the content.
3. Position your pointer near the bottom of the Safari window to show additional controls, which enable you to change the font size, email or print the article, or close the Reader session.
4. Click the X to close Reader and return to a normal browser.




### Disabled Reader Button? C'est la vie!

The Reader feature of Safari does not work with all articles—only those that it can correctly identify and reformat. If the button is disabled, Reader can't work with the content you're viewing and no amount of reloading or fiddling with settings is going to help.

## Continuing Browsing with iCloud Tabs

Ever start reading something on one computer or iOS device and want to pick it up somewhere else? Instead of having to remember to add things to your reading list (or email yourself a bookmark), you can use the iCloud tabs button. This simple feature makes it easy to see what tabs are open on your other devices and quickly open them wherever you are.

1. Click the iCloud button in the toolbar.
2. A popover appears showing all your open tabs, by device.
3. Click an entry to open it in your local browser.

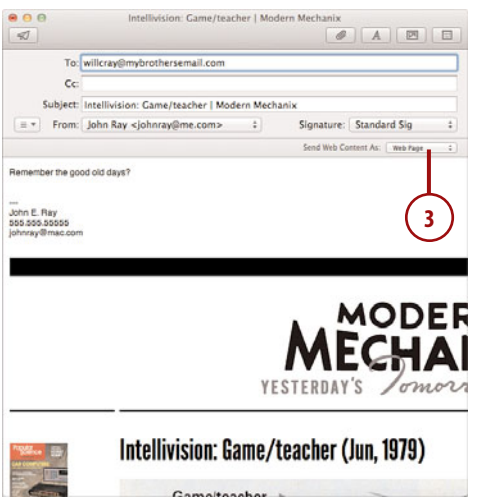
### Enable the Safari iCloud Service

This feature requires the Safari service to be active on your iCloud account, as described earlier in this chapter.

## Sharing with Others

To share the page that you are currently reading with someone else via email or Messages, you can use the Safari Share Sheet. We discuss more about Share Sheets in Chapter 5 and 7. For now, follow these steps:

1. Click the Share Sheet icon when browsing a page you like.
2. Choose to share the page via email or messages.
3. When sharing via email, a new email is created and you can choose whether to share a reader version of the page, the full web page, a PDF of the page, or just the link!




### Social-Ready Sharing

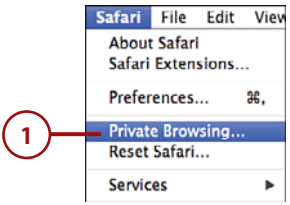
In Chapter 5 you learn how to add Twitter and Facebook to the Share Sheet, making it simple to quickly tweet or post the current URL to your favorite social networking site.

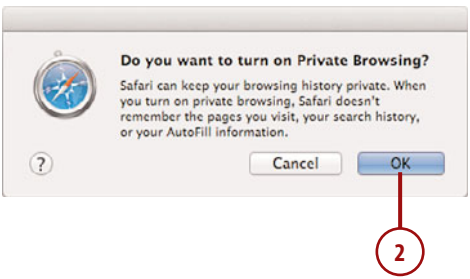
## Enabling Private Browsing

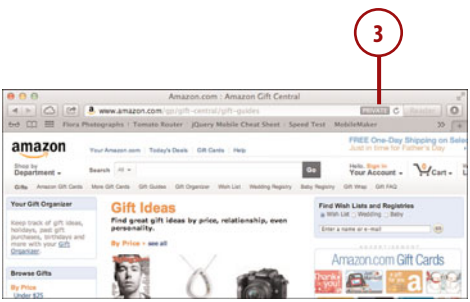
If you share a computer with other people, and there's a chance that they might stumble upon something in your web history that you'd prefer they didn't (holiday gift orders, for example), you can enable private browsing.

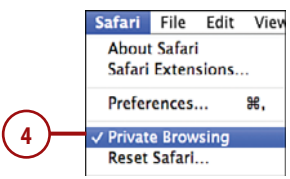
When private browsing is enabled, no website content is saved to your MacBook—it's as if you were never there:

1. Choose Safari, Private Browsing from the menu bar.
2. Click OK when prompted to verify whether private browsing should be enabled.
3. You can now use Safari as you would normally, but your session is private—as indicated in the URL field.
4. Choose Safari, Private Browsing again to disable private browsing.



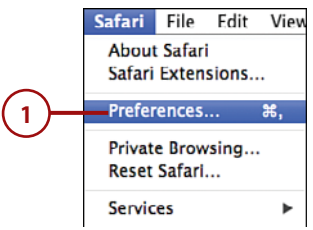



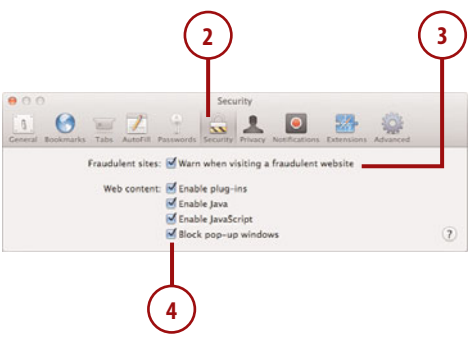



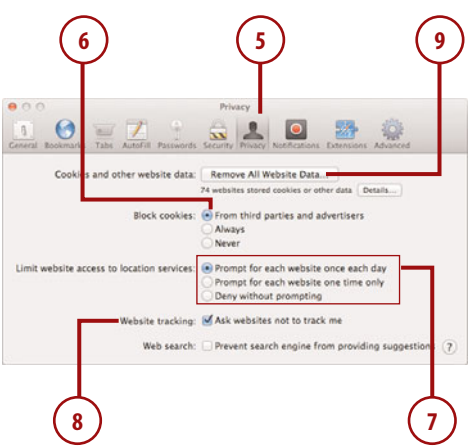
## Protecting Your MacBook and Yourself Online

Safari offers several tools to help protect you from fraudulent activity online. To ensure that you have the most secure browsing experience possible, complete the following configuration:

1. Choose Safari, Preferences from the menu.
2. Click the Security toolbar icon.
3. Check the checkbox beside Warn When Visiting a Fraudulent Website.
4. Check the checkbox beside Block Pop-up Windows.
5. Click the Privacy toolbar icon.
6. Be sure that the Block cookies option is set to from third parties and advertisers.
7. Choose whether Safari should deny all access to your location information, or to prompt you if a website requests it. Note that some online services can provide valuable customized information using your location.
8. Click Ask Websites Not to Track Me to request that your website visits be logged as little as possible. Note that web service providers may not pay attention to this setting.
9. To remove all information stored on your computer by the sites you've visited, click "Remove All Website Data". You may want to repeat this from time to time.

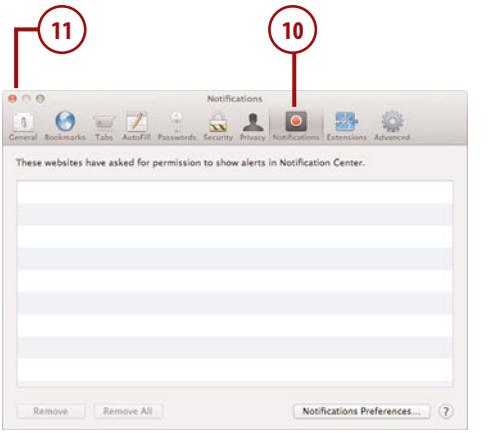


10. Use the Notification Preferences section to manage which websites can post notifications to the Mountain Lion notification center.

11. Close the Safari Preferences.



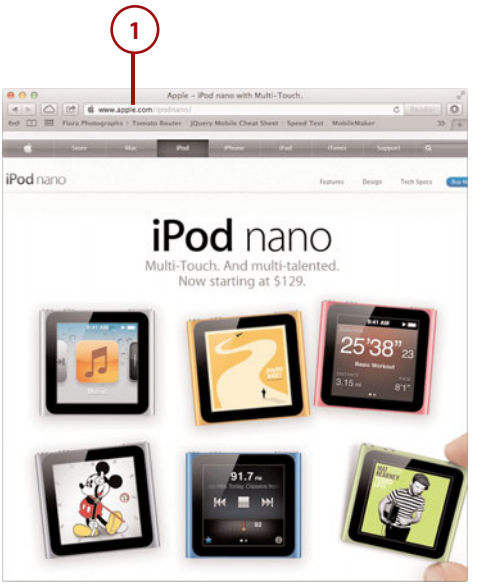

### Go with What You Know

As a general rule, you should never download files online unless you trust the source. By default, Safari opens files that it has identified as safe. If you prefer to prevent Safari from opening any file it downloads, you can find this option under the General Safari Preferences.

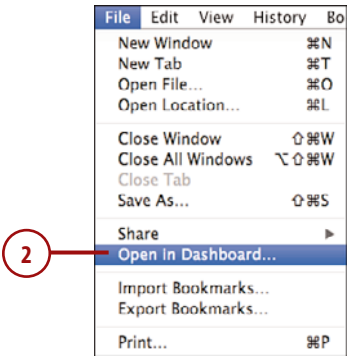
## Adding Web Content to the Dashboard

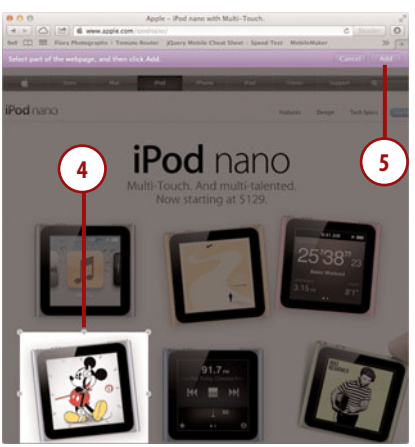
Many of us visit a webpage just to see a tiny piece of content, such as the latest weather report or breaking news. With Safari and Mountain Lion's Dashboard, you can create your own widget, called a web clipping, that is accessible directly from your MacBook's dashboard. This gives you instant access to information you like without needing to open Safari. The content even updates automatically as long as you are connected to the Internet.

1. Visit the web page with the content you want to add to the dashboard.



2. Choose File, Open in Dashboard.
3. Position the box on the page so that the content you want to capture is highlighted as best possible, then click your mouse.
4. Fine-tune the selected area by dragging it within the Safari window and using the handles on the sides to resize it.
5. Click Add when you are satisfied with the results.






## Changing the Clipping Appearance

To customize the web clipping even more, click the "i" icon in the lower-right corner of the widget in Dashboard. You are given the option of several different borders that can be applied to stylize the clipping.

6. The Dashboard opens and the new web clipping widget is displayed.

## Extending Safari's Capabilities with Extensions

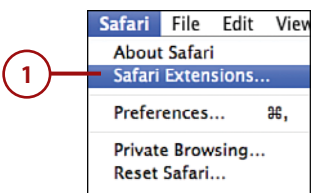
Safari supports developer-created extensions that can add additional functionality to your browsing experience—such as the ability to quickly access Twitter, eBay, and other services without leaving your current webpage. Safari extensions are supported by the individual developers, so after you install one, you will need to refer to their documentation for further support.

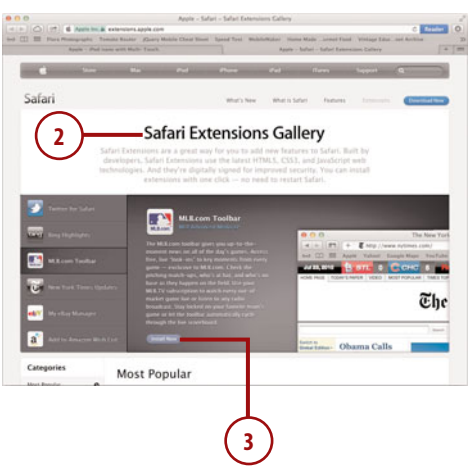
### Installing an Extension

Installing extensions doesn't require anything more than clicking a link on a website.

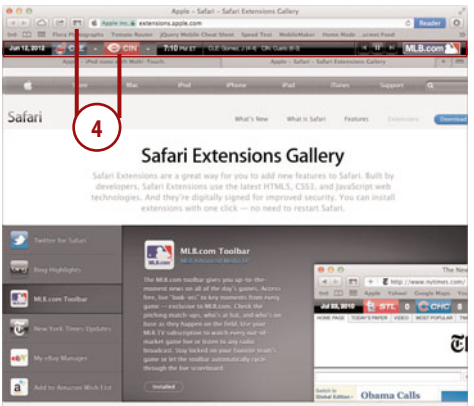
To find and install Safari extensions, follow these steps:

1. Choose Safari, Safari Extensions from the menu bar.
2. An Apple website opens listing all registered extensions.
3. Use the website to browse to an extension you are interested in, and then click the Install Now button beside the extension.



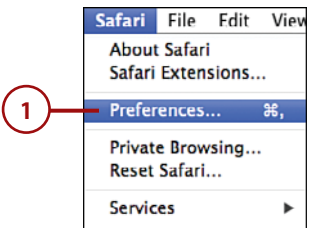
4. After a few seconds, the extension is installed and activated. Depending on how it works, you may see a new button or area added to the Safari toolbar. Follow the developer's instructions to use the extension.

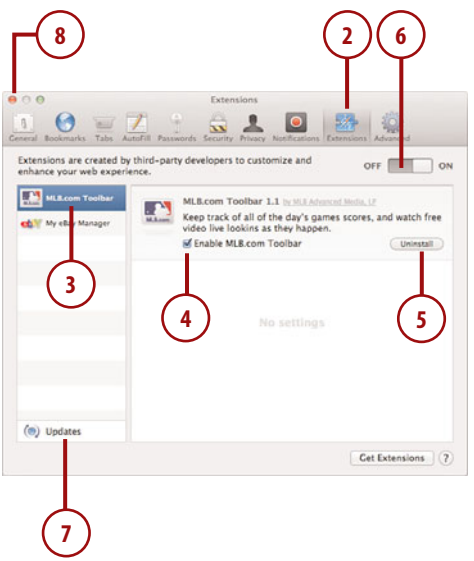



## Managing Extensions

To manage the extensions you've installed—including configuring them, if configuration is necessary—use Safari preferences. Follow these steps to access your extension preferences:

1. Open the Safari preferences by choosing Safari, Preferences from the menu bar.
2. Click the Extensions button in the top of the Preferences window.
3. Click an individual extension to view its configuration options.
4. Use the Enable checkbox to enable or disable individual extensions.
5. Click Uninstall to remove the extension entirely.
6. Use the On/Off switch to disable all extensions.
7. Click the Updates button to look for and install updates to any installed extensions.
8. Close the Preferences panel when finished.



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