

My iMac®

Mountain Lion Edition



que®

John Ray

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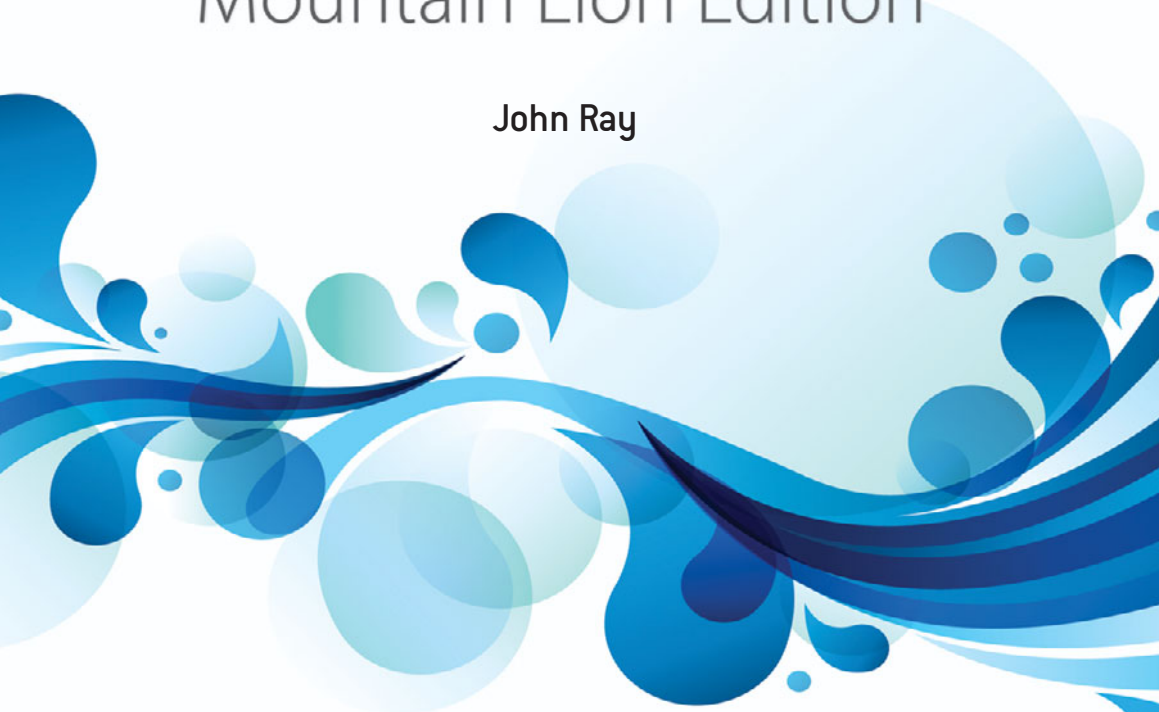


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Mountain Lion Edition

John Ray



que®

800 East 96th Street,
Indianapolis, Indiana 46240 USA

My iMac® (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 development, Linux, web development, networking, and computer security. He currently serves as the interim director of the Office of Research Information Systems 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 anyone who will play #Starhawk or #NFSMostWanted (PS3) with the author. He's been writing for about eight months straight and needs a break!

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Prologue: Getting Started with the iMac

This book explains how your iMac and the latest edition of the OS X operating system, Mountain Lion, are used 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 iMacs, MacBooks, 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 fact in mind, let's take a few minutes to review the hardware capabilities of your system and the prerequisites necessary to use this book.

Getting to Know the iMac Hardware

The iMac family has always included a wide array of ports and plugs for connecting to other computers, handheld devices, and peripherals such as printers and external displays. As of

2013, two different models of the iMac are available: the 21.5" iMac and the 27" iMac. These (and future) models drop support for optical drives but can easily be expanded with external CD, DVD, and Blu-ray drives. To understand the hardware options that are included in your system, let's review the different expansion options that Apple has shipped in the iMac since 2010.

- **Ethernet**—Ethernet provides high-speed wired network connections with greater speeds and reliability than wireless service. Your iMac 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. This is dropped in 2012 models, but an adapter is available from Apple.
- **Mini DisplayPort**—The DisplayPort enables you to connect external monitors to your iMac. Although few monitors support the DisplayPort standard, you can get adapters from Apple for connecting to both VGA and DVI interface standards. DisplayPort was dropped in favor of Thunderbolt in 2011 and later iMacs.
- **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 iMac.
- **USB 2.0/3.0**—Universal Serial Bus is a popular peripheral connection standard for everything from mice, to scanners, to hard drives. iMac models released in 2012 or later 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 iMac’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. In 2012 and later iMac models, optical drives are no more.

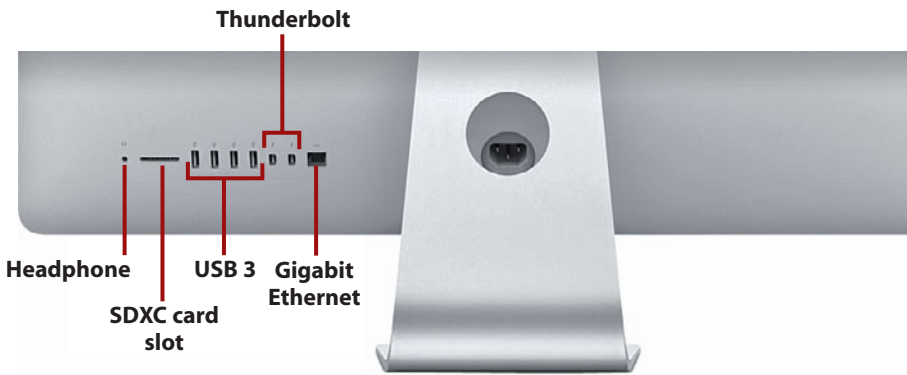


Photo courtesy of Apple Systems, Inc.

So what does your computer have? Apple’s iMac 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.

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

- **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 iMac's SuperDrive—if you have one!

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 iMac 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 iMac 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.

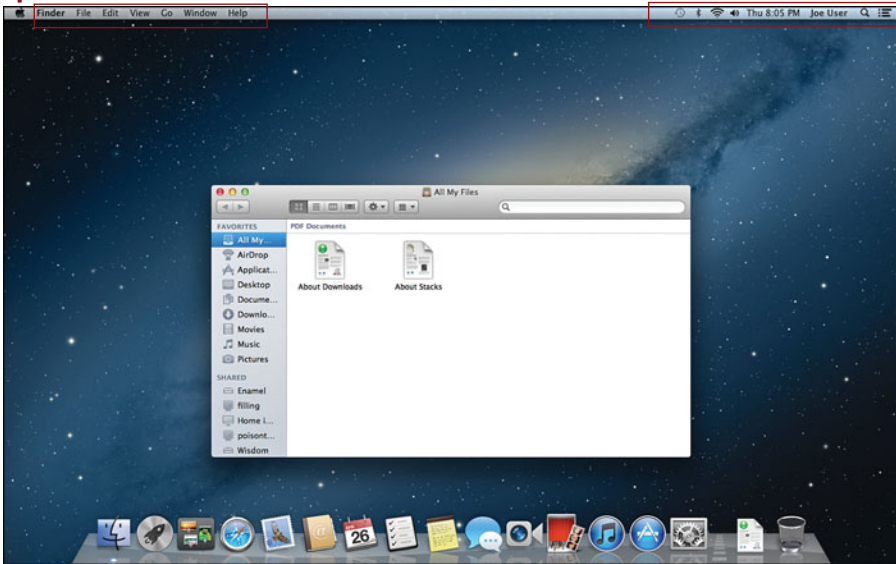
If you're switching from Windows, you might encounter a few unique features of OS X. Review these features in the next few sections.

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.

Apple menu **Application menus**

Menu items



The Dock

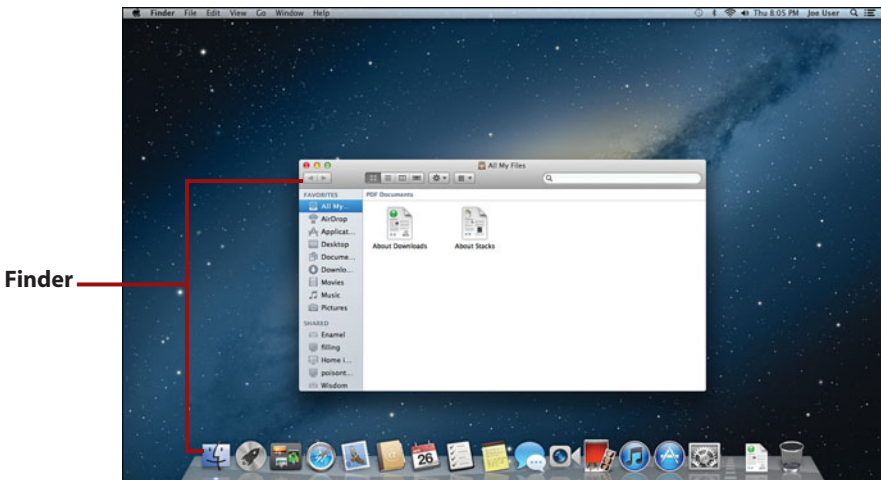
The Mountain Lion Dock is the starting point for many of your actions when using the iMac. Part application launcher, part file manager, and part window manager, the Dock gives you quick access to your most frequently used applications and documents without requiring that you navigate the Finder to find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



The Dock

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.



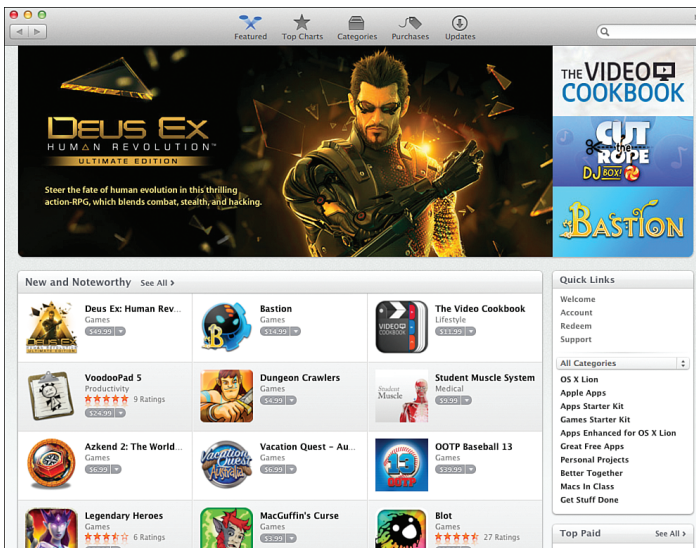
Mission Control

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.

Gestures

Gestures are motions that you can make on an Apple Magic 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 a trackpad, 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 and Mouse 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 iMac 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 it is stolen, for example), 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

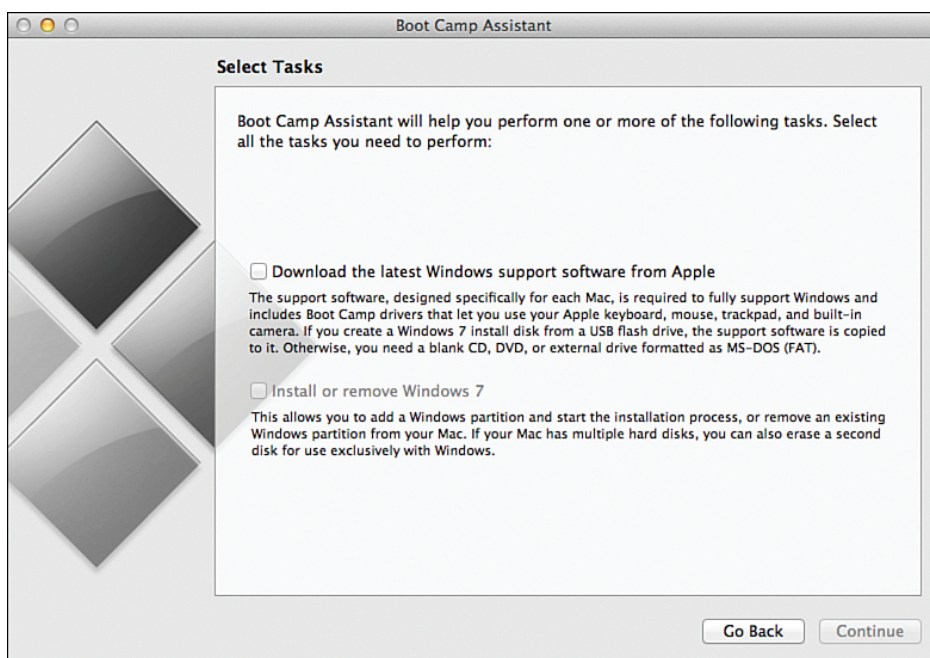
If you have an iMac, you have a powerful Intel-based computer in your hands—a computer that is capable of natively running the Windows operating system. The goal of this book is to make you comfortable using your iMac

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 iMac. 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 iMac 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. Boot Camp even works correctly with the iMac's fusion drive—just install using the Boot Camp drivers and go.

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 iMac:

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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Configure file, printer, scanner, screen, and Internet sharing in the Sharing System Preferences panel.

Point and click to browse available servers on your network.



Connect directly to a wide range of servers using their Internet addresses.

In this chapter, you learn how to use your iMac to share and access resources over a network, including:

- Sharing files and folders with Macs Using AirDrop and File Sharing
- File sharing with Windows 7 computers
- Setting Share Permissions
- Using Share Sheets to quickly share files online
- Sharing and accessing network printers
- Sharing and accessing flatbed scanners
- Sharing your iMac screen and viewing remote systems
- Turning your iMac into an Internet Access Point



Sharing Devices, Files, and Services on a Network

Your iMac is a self-contained workstation that packs all the power you need into a highly integrated package—and one that is fully capable of integrating with new or existing networks. An iMac with Mountain Lion can share and access a variety of resources with other computers on your network. Files and folders can be shared with other Macs and Windows PCs; printers and scanners can be shared with other Macs; even your screen can be made available to other computers on your network.

To make the most use of the information in this chapter, the assumption is that you've already established a network connection and have connected any printers or scanners to either your iMac or another Mountain Lion-based Macintosh on your network. You might want to refer to Chapter 3, "Connecting

Your iMac to a Network,” and Chapter 11, “Connecting Devices to Your iMac,” for more details on networking and peripherals, respectively.

File Sharing on Your iMac

The most common network activity (beyond email and Web surfing) is file sharing. Your iMac comes ready to share files using several popular protocols—AFP (Apple Filing Protocol) and SMB (Simple Message Block) are the most popular. AFP, as the name suggests, is for Mac-to-Mac file sharing, and SMB is used primarily in Windows environments. In addition to the protocols for sharing files, you also have different methods for *how* you share them. Traditional file sharing requires that you turn on file sharing, choose what you want to share, tell another person how to connect, and so on. With Mountain Lion, your iMac includes a zero-configuration version of file sharing called AirDrop. AirDrop lets you wirelessly share files with other Mac users who are in your vicinity—with no setup required!

Authenticate to Make Changes!

Many of the settings in this chapter require you to authenticate with Mountain Lion before the settings can be made. If you find yourself in a situation where a setting is grayed out, click the padlock icon in the lower-left corner of the window to authenticate and make the necessary change.

Using AirDrop to Wirelessly Share Files and Folders

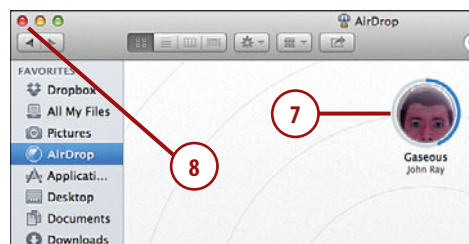
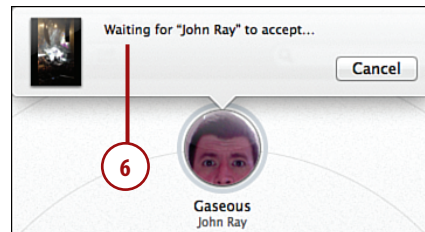
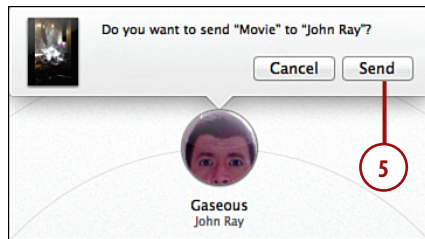
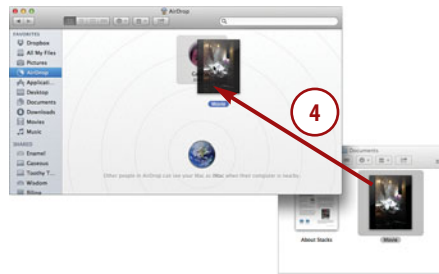
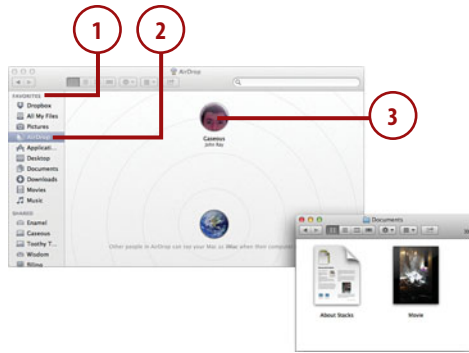
AirDrop is a fast and easy file-sharing system that lets you send files to another Macintosh without any setup—no usernames, no passwords, nothing except a Wi-Fi adapter that is turned on! Unlike traditional file sharing, AirDrop’s simplicity does present a few challenges that might make it less than ideal for your particular file-sharing situation. Specifically, AirDrop requires the following:

- All computers sharing files must be using Lion (or later) operating system.
- All systems must have recent wireless-N Wi-Fi hardware—2010 or later iMacs will work fine.
- Your iMac will not be able to browse the contents of other computers, only send files.

Sending Files with AirDrop

To use AirDrop, be sure that your Wi-Fi adapter is turned on (see Chapter 3 for details), identify the files that you want to share with another person, and then follow these steps:

1. Open a new Finder window and make sure the Favorites sidebar section is expanded.
2. Click the AirDrop icon to browse for other OS X computers.
3. Other computers are shown using the owner's avatar picture (set in Address Book) as their icon.
4. Drag the files you want to transfer to the icon of another computer.
5. Confirm the transfer by clicking Send when prompted.
6. You will be asked to wait while the remote system confirms the transfer.
7. The files are copied to the remote system. A blue circle around the receiving computer indicates progress.
8. Close the AirDrop window to stop being visible on the network. After you've closed the AirDrop window, you can go your merry way. You don't need to disconnect or change your network settings. You're done!



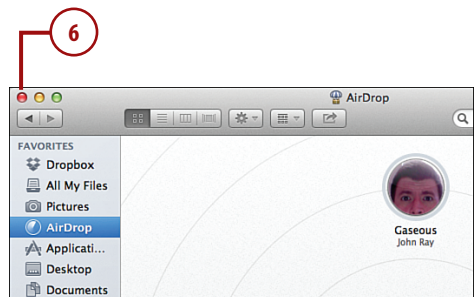
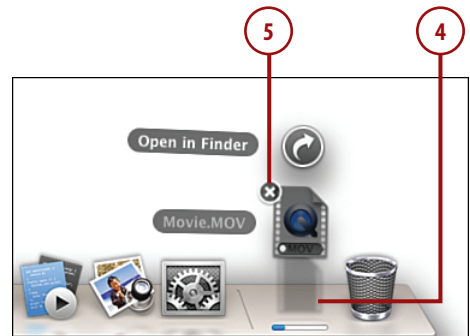
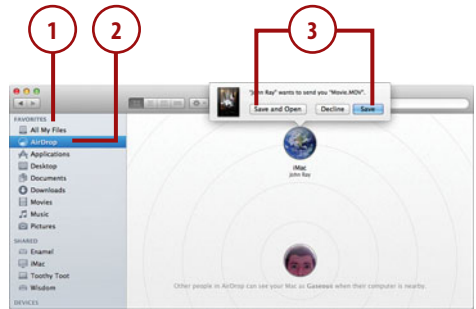
Receiving Files with AirDrop

Receiving files with AirDrop is even easier than sending them. When a nearby Mountain Lion user wants to send files to your iMac, follow these steps:

1. Open a new Finder window and make sure the Favorites sidebar section is expanded.
2. Click the AirDrop icon to become visible to other AirDrop users.
3. When prompted to receive files, click Save or Save and Open to accept the transfer, or Decline to cancel.
4. The files are transferred to your Download folder.
5. Click the X on the downloading file or folder to cancel the download.
6. Close the AirDrop window to stop being visible on the network. That's it! Your AirDrop session is automatically ended when the window closes.

Note

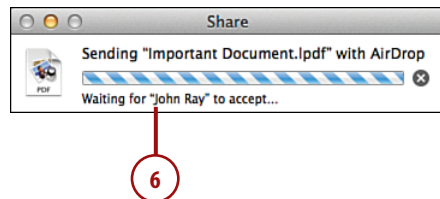
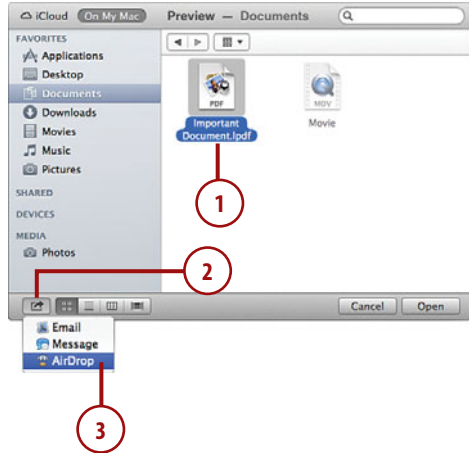
AirDrop uses peer-to-peer ad hoc wireless networking, which is only supported in recent iMacs and desktop Macs. Although this may seem limiting, this hardware is what makes it possible to communicate with zero configuration and without using a common Wi-Fi access point.



Using Share Sheets to Send via AirDrop

Share Sheets are a new UI element and feature in Mountain Lion that enable applications to share files and folders from almost anywhere—even file open and save dialog boxes, as you'll see here. To use a Share Sheet to send a file via AirDrop, complete these steps:

1. Select a file (or open a file) within an application.
2. Look for the Share Sheet button. Click to show the Sharing menu.
3. Select AirDrop from the list of sharing options.
4. A new window appears listing all nearby users with AirDrop open in the Finder.
5. Click the person you want to send the file to.
6. The copy begins as soon as the recipient accepts the transfer. On the receiving end, an AirDrop transfer sent via an application appears identical to one sent directly from the Finder; the process is the same as that discussed earlier.



Beyond the 'Drop

Share Sheets are much more powerful than just sharing via AirDrop. We look at a few other sharing scenarios that use this feature later in this chapter.

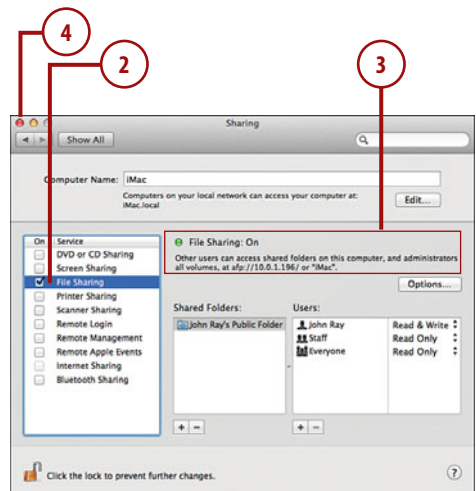
Configuring Traditional File and Folder Sharing

When AirDrop won't do (you need to browse another computer's files or share with Windows/older Macs), you need to turn to the traditional file sharing features built into OS X. Mountain Lion provides consolidated controls for sharing files, regardless of what type of computer you want to share them with. You set up file sharing by first enabling sharing for your iMac and then choosing the protocols available for accessing the files. Finally, you decide which folders should be shared and who should see them.

Enabling File Sharing

Before your iMac can make any files or folders available over a network, file sharing must be enabled.

1. In the System Preferences, click the Sharing icon.
2. Click the checkbox in front of the service labeled File Sharing.
3. The details about your sharing configuration are displayed on the right side of the sharing window.
4. Close the Sharing Preferences panel, or continue configuring other sharing options.

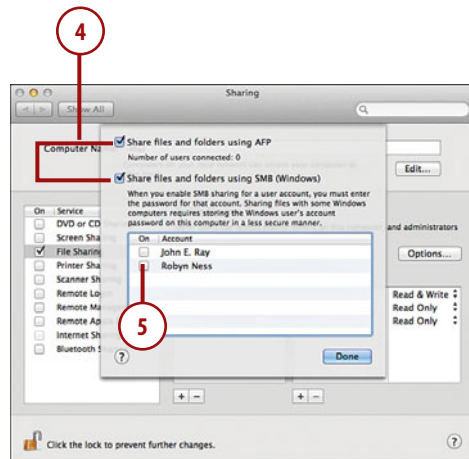
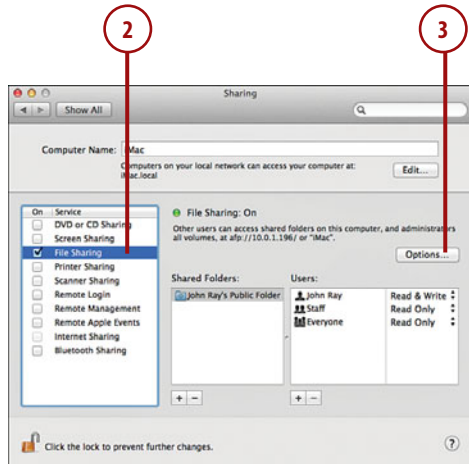


Choosing File Sharing Protocols

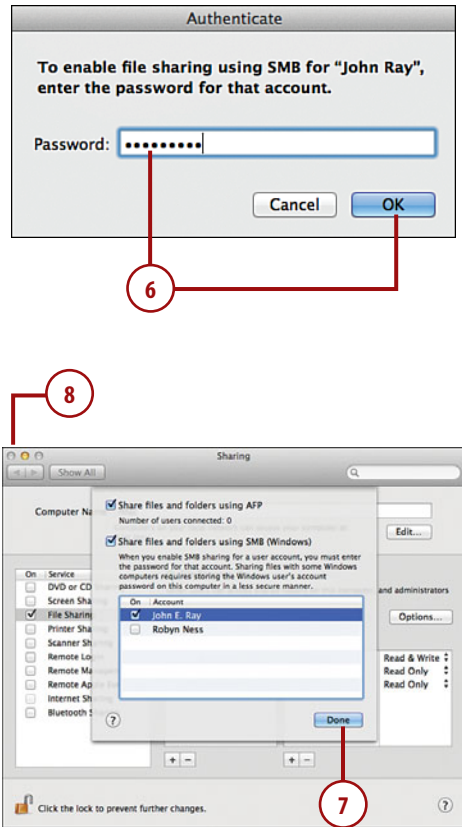
Files can be shared over AFP (Mac) or SMB (Windows). If you're working in a Mac-only environment, AFP will be perfect. Mixed environments should use SMB.

To choose which protocols can be used to access the files on your iMac, follow these steps:

1. In System Preferences, click the Sharing icon.
2. Click the File Sharing service label.
3. Click the Options button to display the available sharing protocols.
4. Check or uncheck the protocols that you want to use.
5. If you're configuring Windows file sharing (SMB), all accounts are disabled by default. Check the box in front of each user account that should be *allowed* to connect.



6. Enter the password for each account.
7. Click Done.
8. Close the Sharing Preferences, or continue configuring sharing options.



>>> Go Further

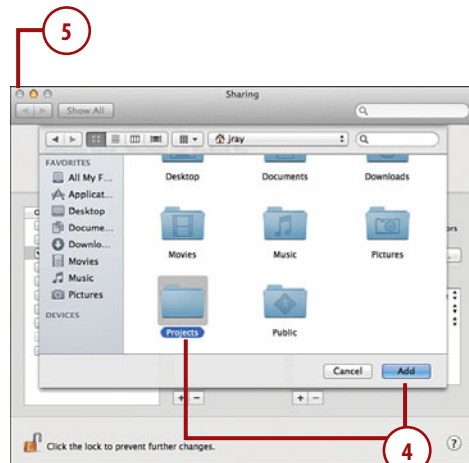
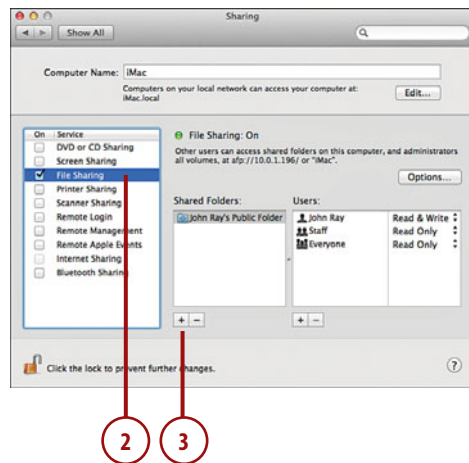
WHAT IS WITH THE ACCOUNT CHECKBOXES AND PASSWORDS FOR WINDOWS FILE SHARING?

The Mountain Lion SMB implementation requires that user accounts and passwords be stored in a different format than how they are used natively by OS X. By enabling or disabling accounts for Windows access and the passwords for the accounts, you are creating the user authentication information that the SMB protocol needs to run.

Selecting Folders and Permissions

After enabling file sharing and choosing the protocols that are used, your next step is to pick the folders that can be shared. By default, each user's Public folder is shared and accessible by anyone with an account on your computer. (See Chapter 12, "Securing and Protecting Your iMac," for configuring user accounts.)

1. In the System Preferences, click the Sharing icon.
2. Click the File Sharing service label.
3. Click the + button under Shared Folders to share a new folder.
4. Find the folder you want to make available and then click the Add button.
5. Close the System Preferences, or continue configuring sharing options.

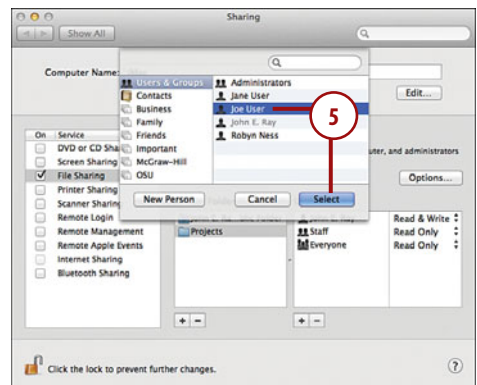
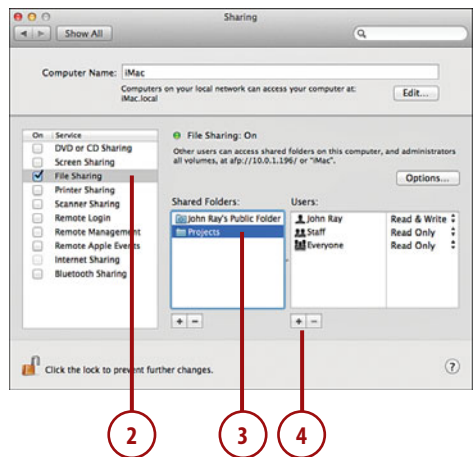


Setting Folder Access Permissions

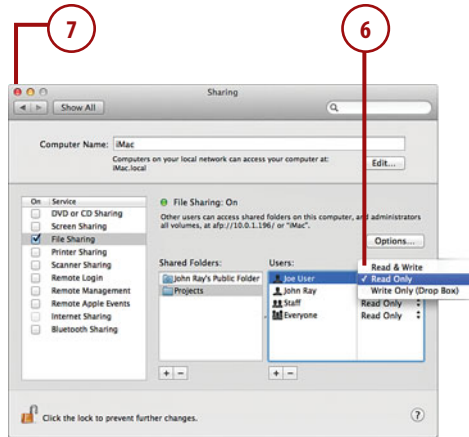
By default, your user account has full access to anything that you share. The default user group named Staff, and everyone with an account on the computer, have read-only access.

To change who can access a file share, complete the following steps:

1. In the System Preferences window, click the Sharing icon.
2. Click the File Sharing service label.
3. Click the Shared Folder name that you want to modify.
4. Click the + button under the User's list to add a new user (or – to remove access for a selected user).
5. A window for selecting a user displays. Within the Users & Groups category, pick the user or group and click Select.



6. Use the pop-up menu to the right of each user in the Users list to choose what the user can do within the shared folder.
7. Close the System Preferences.



Go Further

WHAT PERMISSIONS CAN BE APPLIED TO A SHARED FOLDER?

Shared folders can have the following permissions set on a per-user or per-group basis:

Read & Write—Grants full access to the folder and files within it. Users can add, edit, and delete items within the folder.

Read Only—Provides access to the files in the folder, but users cannot modify or delete them, nor can they create new files or folders.

Write Only (Drop Box)—Allows users to write to the folder, but not see its contents.

No Access—Available only for the Everyone group; disables access for all user accounts except those explicitly granted access in the permissions.

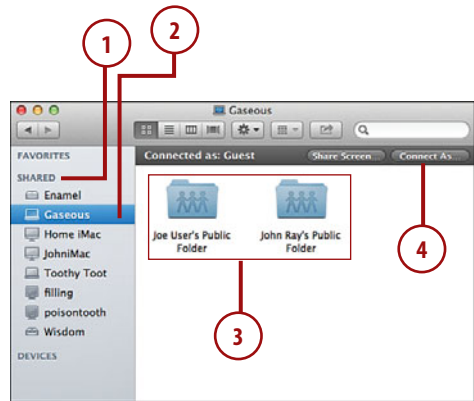
Accessing Shared Files

Shared files are only useful if you can access them! Your iMac provides two methods of connecting to shared folders: by browsing for them on your local network and by entering a URL to connect directly to the shared resource.

Browsing and Connecting to Network Shares

Browsing and connecting to a local network share is similar to browsing through the folders located on your iMac. To browse for available network shares, do the following:

1. Open a new Finder window and make sure the Shared sidebar section is expanded.
2. Click the computer that is sharing the folders and files that you want to access.
3. If you have not logged into the computer before and saved your password, a list of the publicly accessible file shares is displayed in the Finder window.
4. Click the Connect As button on the upper right of the Finder window.
5. Enter the username and password that you have established for accessing files on the server.
6. Click Remember This Password in My Keychain to enable browsing directly to the file shares in the future.
7. Click Connect.
8. The file share list updates to display all the shares that your user account can access. Double-click the share you want to use.
9. The share is mounted as a disk and can be used as if it were local to your iMac.



One Password to Rule Them All

You may notice when connecting to other Mountain Lion servers that you are given the option of connecting with your Apple ID. This will work if your account has had an Apple ID associated with it on the remote server. This association is made by selecting a user within the Users & Groups System Preferences panel and then clicking the Set button that is next to the Apple ID field.

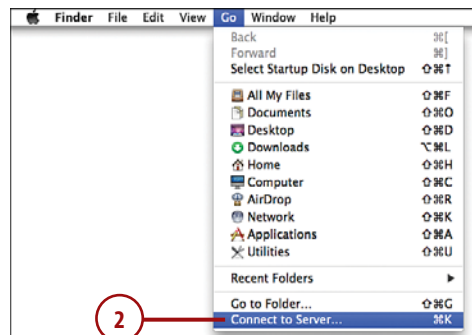
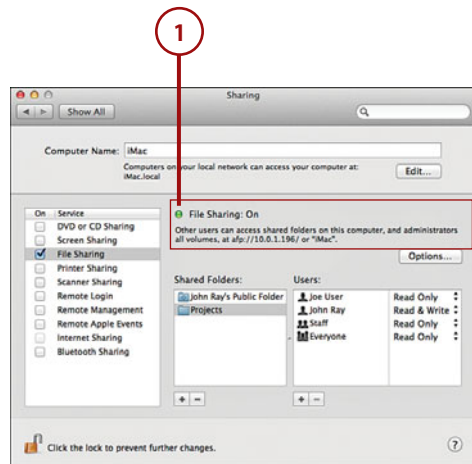
Browsing Large Networks

If there are many different computers sharing files on your network, you can browse them in a Finder window rather than the Finder sidebar. To open a Finder window that browses your network, choose Go, Network from the menu bar, or click the All... icon within the Shared section of the Finder sidebar.

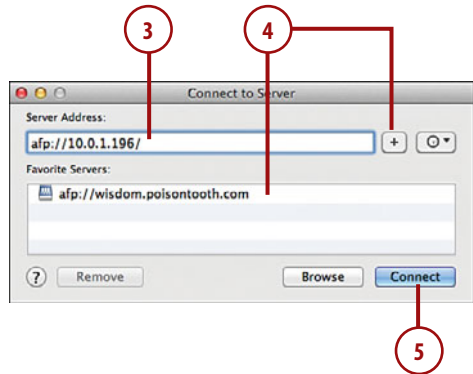
Connecting to Remote Shares

Sometimes file shares aren't directly browseable because they're hiding their available shares, or they are located on a different network from your iMac. To access remote shares by URL, follow these steps:

1. When you create a new file share on your iMac, Mountain Lion provides you with a list of URLs that can be used to access that file share (see step 3 of "Enabling File Sharing"). You can use these URLs to directly access a file share rather than browsing.
2. Choose Go, Connect to Server from the Finder menu.



3. Enter the URL for the file share in the Server Address field.
4. Click + if you want to add the server to the list of favorite servers.
5. Click Connect to connect to the server and view the available shares.



Tip

Your Windows friends might give you network shares to connect to in the format \\servername\sharename. You can translate this into a “Mac-friendly” URL by adding the prefix smb: and reversing the direction of the slashes—that is, smb://servername/sharename.

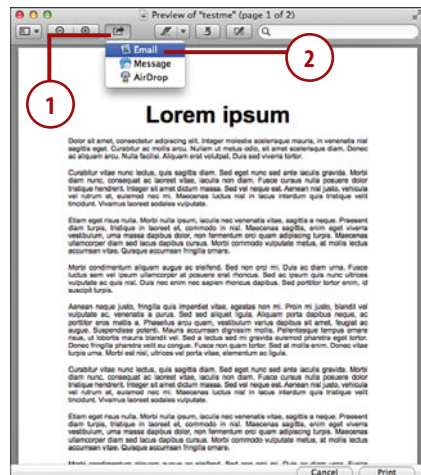
Sharing Files via Share Sheets

Mountain Lion introduces a new way of sharing files from almost anywhere via Share Sheets. A Share Sheet menu (indicated by an icon of an arrow pointing out of a rectangle) can be used to quickly send a file through a variety of different means, including AirDrop (discussed earlier in this chapter), Mail, and other online services.

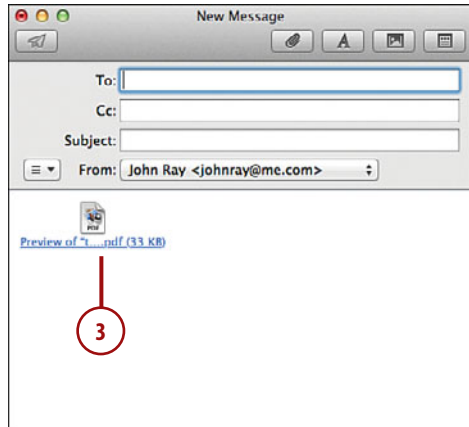
Sharing Files via Mail

A simple example of Share Sheets is using the sheet to share a file via email. To do this, either open the file or select it in the Finder, and then follow these instructions:

1. Click the Share Sheet button.
2. Choose Email from the drop-down menu.



3. Mail starts, and the file is added as an attachment to a new message.

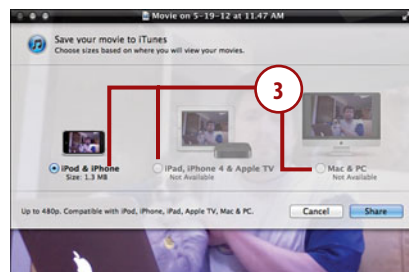
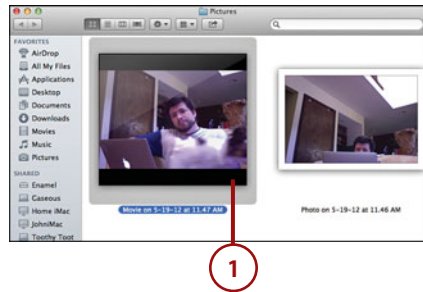


Sharing Media to iTunes

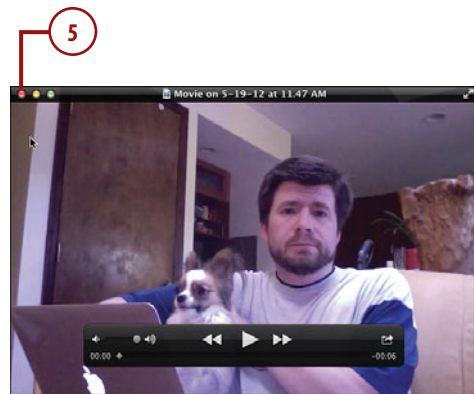
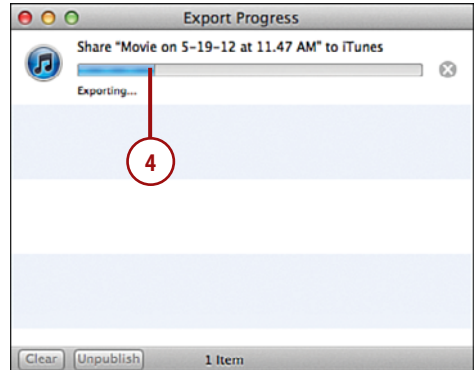
Mountain Lion makes it simple to transfer your media to iTunes for syncing with your iOS devices or playback on your Apple TV. While we might not consider making a file available to another application as “sharing,” Mountain Lion places this option in a Share Sheet. Begin by finding the movie you want to open.

Find the movie file you want to transfer to iTunes and follow these steps:

1. Double-click to open the movie in QuickTime Player.
2. Click the Share Sheet button and choose iTunes from the pop-up menu that appears.
3. Pick which device you plan to view the movie on and click the Share button. The quality and file size increase on the devices at the right side of the list. Be aware that not all choices are always available.



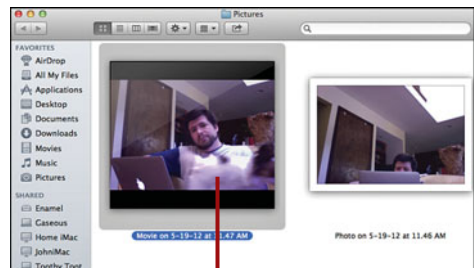
4. The Movie Export window appears and displays the status of the encoding process.
5. When finished, close QuickTime Player. Your movie is available in iTunes.



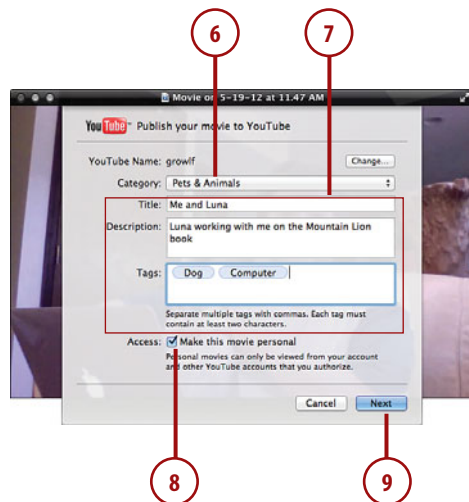
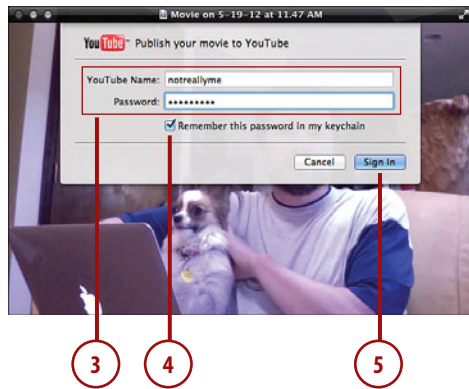
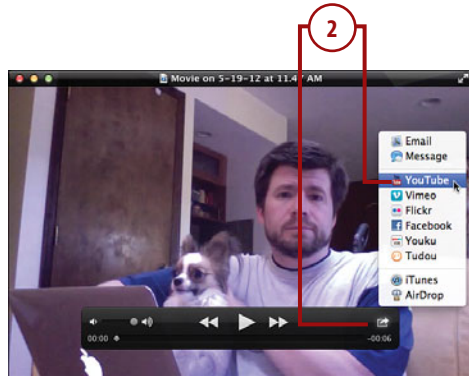
Uploading Files to an Online Service

Using Mountain Lion, you can now share your files with the world via a number of online services—such as YouTube, Facebook, Vimeo, and Flickr—without even needing to touch a web browser. YouTube is the most popular destination for videos on the Internet, so we'll use that as our example. To upload a video to the online service of your choice, follow these steps:

1. Locate the movie file you want to upload, and double-click to open it in QuickTime Player.



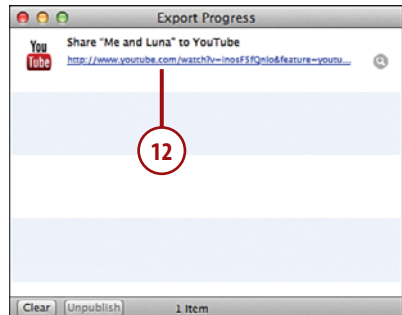
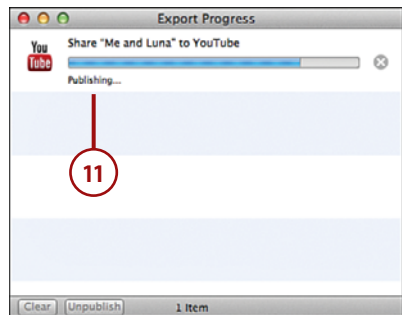
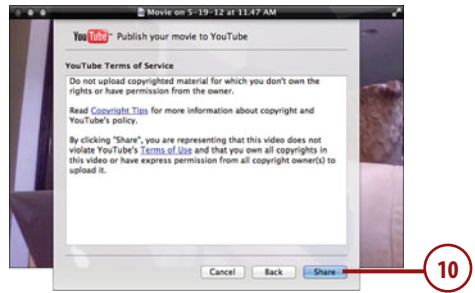
2. Click the Share Sheet to display sharing options and choose the online destination (in this case, YouTube) from the pop-up menu.
3. Enter your username and password when prompted.
4. Choose Remember This Password in My Keychain to streamline the process in the future.
5. Click Sign In to log into the YouTube service.
6. Set a category for the uploaded video file.
7. Enter a title, description, and a set of keywords (called Tags) to describe the video.
8. Use the Access setting to set the video as Personal, if desired. This limits viewing of the video to individuals who you share it with via the YouTube website. Please note that these settings may vary between the various online services supported in Mountain Lion.
9. Click Next.



10. Review the YouTube Terms of Service, and then click Share.
11. The Movie Export window appears and displays the status of the encoding process.
12. When finished, a link to the video is displayed.
13. Close QuickTime Player. Your movie is available online.

Cutting It Down to Size

To trim a video before sharing it, click the Share Sheet button and choose Edit, Trim from the menu bar. You can move the start and end points of your video clip to wherever you'd like and then trim off the extra.



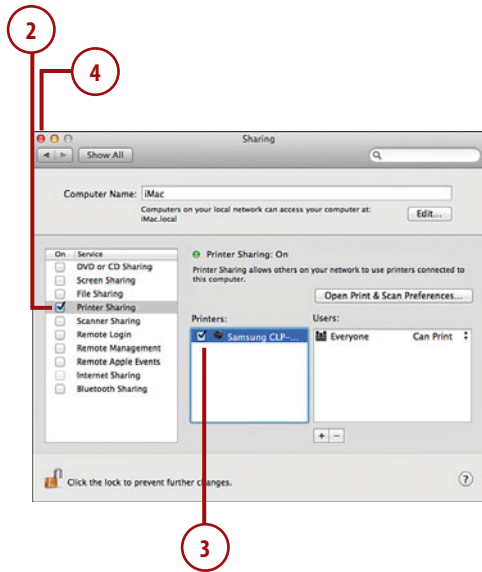
Sharing Printers

Sharing a printer is a convenient way to provide printing services to your iMac without having to connect any physical wires. With Mountain Lion, printer sharing just takes a few clicks and then your iMac can act as if it has a physical printer attached.

Enabling Network Printer Sharing

To share a printer, you must first have the printer connected and configured on another Macintosh (see Chapter 11 for details). After the printer is set up and working, follow these steps to make it available over a local network:

1. In the System Preferences window, click the Sharing icon.
2. Click the checkbox in front of the Printer Sharing service.
3. Within the Printers list, click the checkboxes in front of each printer you want to share. The printers are immediately made available to everyone on your network.
4. Close the System Preferences, or continue setting sharing preferences.



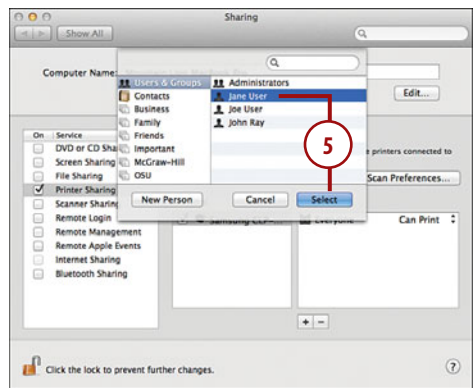
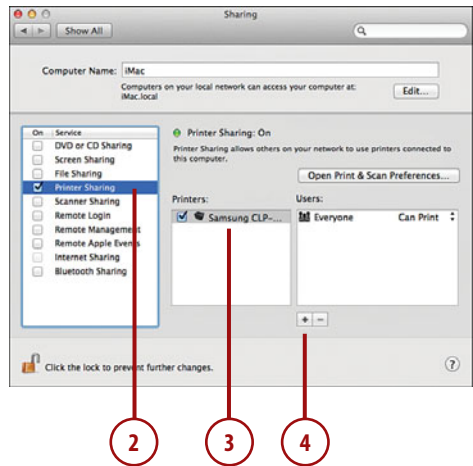
Setting Printer Sharing Permissions

Any shared printer is initially available to anyone with a computer connected to your network. To restrict access to specific user accounts on your computer, do the following:

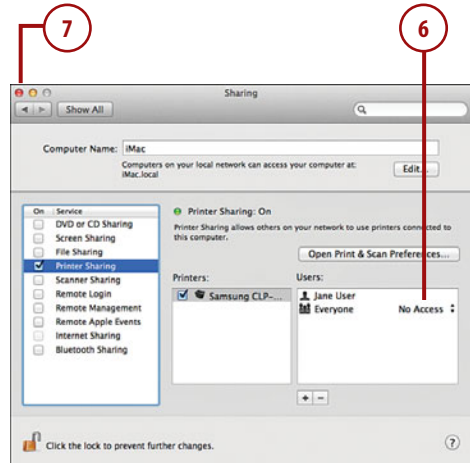
1. In the System Preferences window, click the Sharing icon.
2. Click the label for the Printer Sharing service.
3. Highlight the name of the shared printer that you want to configure.
4. Click the + button to select a user that can print to your printer. (Use – to remove access for a user you added previously.)
5. A window is displayed to select a user. Choose the user or group and click Select.

Tip

The Everyone group can't be removed from the Users list. To remove access for Everyone, the group must be toggled to No Access.



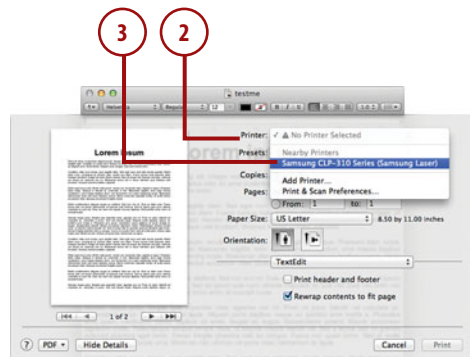
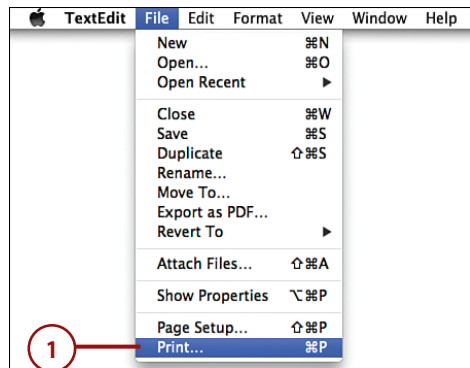
6. Toggle the pop-up menu beside the Everyone group to No Access to keep everyone except the listed individuals from being able to access the printer.
7. Close the System Preferences.



Accessing a Network Printer

To access a printer that is being shared by another Macintosh, first make sure that both computers are on and connected to the same network and then follow these steps:

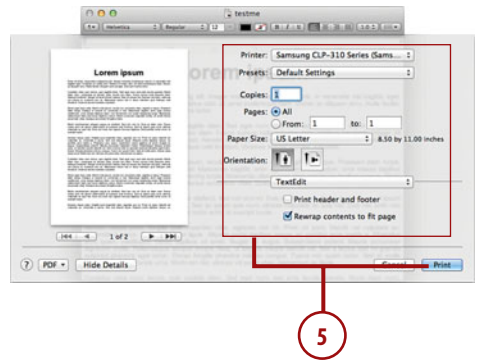
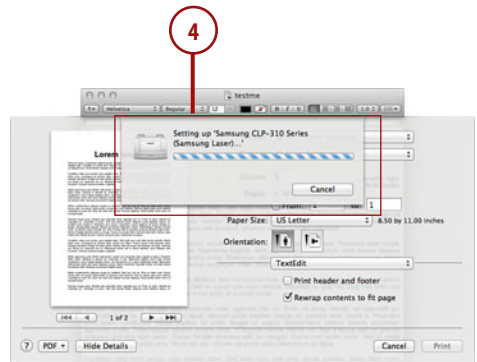
1. Choose File, Print from the menu bar within an application of your choice.
2. The Printer dialog box appears. Click the Printer drop-down menu to see the options.
3. If you haven't used the shared printer before, select the printer from the Nearby Printers section of the drop-down menu.



4. Mountain Lion automatically connects your iMac to the printer and configures it.
5. Choose the options for the document you are printing, then click Print. The printer behaves exactly as if it is connected directly to your computer. The next time you print, the printer will be available directly in your main printer list.

Printing to Protected Printers

If you set up specific user accounts that can access the printer, you are prompted for a username and password the first time you print. You can, at that time, choose to save the printer connection information to your keychain, which eliminates the need to authenticate for subsequent use.



Sharing a Scanner

A unique (and little known) ability of OS X is sharing scanners! With scanner sharing, you can use a scanner that is connected to a desktop system as if it were connected directly to your iMac. Before proceeding, make sure that you've correctly installed a scanner on a Macintosh on your local network (see Chapter 10, "Making the Most of Your iMac Hardware," for details).

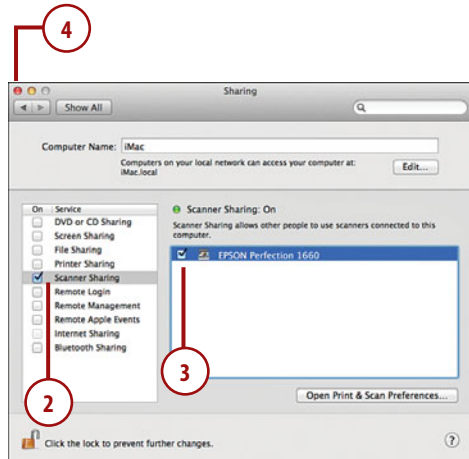
Tip

If you can start Image Capture or Preview (both are found in the Applications folder) on the Macintosh with the directly connected scanner and create a scan, you're ready to enable sharing.

Enabling Network Scanner Sharing

Scanner sharing is virtually configuration-free! To enable scanner sharing on your Macintosh, follow these steps:

1. In the System Preferences window, click the Sharing icon.
2. Click the checkbox in front of the Scanner Sharing service.
3. Review the list of available scanners and then click the checkboxes in front of each scanner that you want to share. The scanners can now be accessed in Image Capture or Preview from any Macintosh connected to the local network.
4. Close the System Preferences.



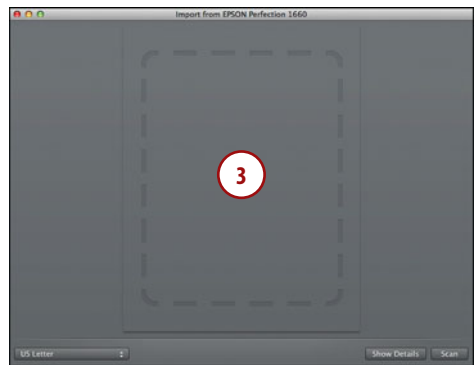
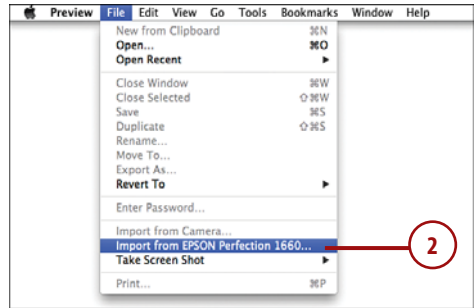
Accessing a Shared Scanner

Accessing a shared scanner is just like using a locally connected scanner. Make sure that both the computer sharing the scanner and the scanner are turned on, gather your materials to scan, and then follow along:

1. Open your preferred Mountain Lion scanning utility—Preview or Image Capture (Preview is used here).



2. Choose Import from Scanner from the Preview application's File menu.
3. Proceed with scanning as if the scanner were connected directly to your iMac.



Sharing an Optical Drive

For those using a CD- or DVD-less iMac (the new 2012+ slim models), you can use another Macintosh on your network (including another iMac) to share a CD or DVD inserted into the other Macintosh's drive. This gives you the ability to install software and access files even if you don't have a physical drive connected.

Enabling DVD and CD Sharing

From a Macintosh with CD or DVD drives available, follow these steps to turn on optical drive sharing:

1. In the System Preferences window, click the Sharing icon.

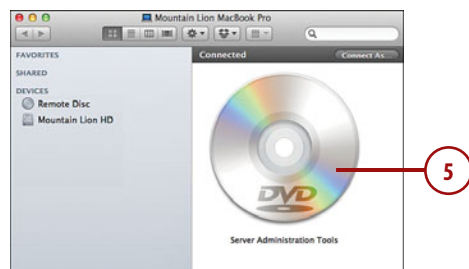
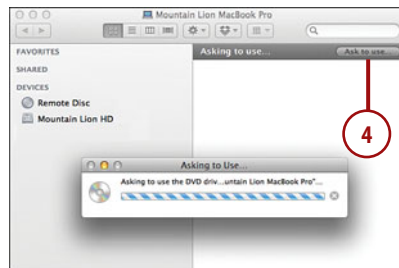
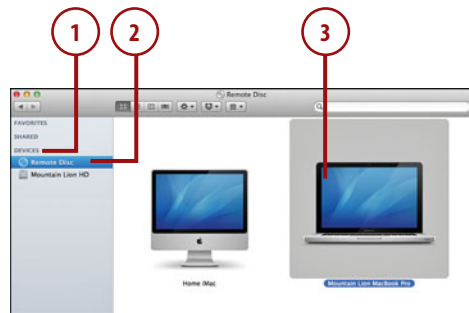
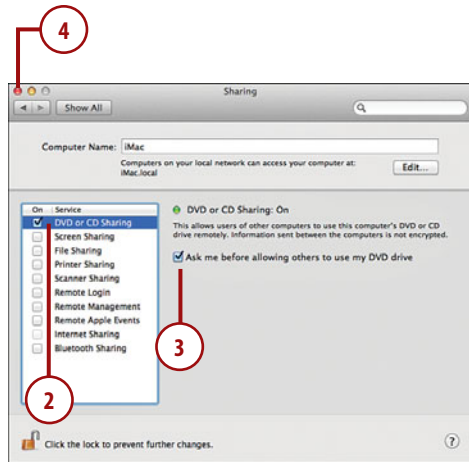


- Click the checkbox in front of the DVD or CD Sharing service.
- Click the Ask Me Before Allowing Others to Use My DVD Drive checkbox to prompt you when other people attempt to access your optical drive.
- Close the System Preferences.

Accessing a Shared Optical Drive

To access a shared optical drive from your DVD-free Mac, do the following:

- Open a new Finder window and make sure the Devices section in the Finder sidebar is expanded.
- Click the Remote Disc item in the Devices sidebar area.
- Double-click the computer that is sharing the DVD you want to use.
- If the DVD is not immediately visible, click Ask to Use to prompt the host computer that you'd like to use its drive.
- After access has been granted, the available DVD or CD is listed. Double-click the DVD or CD to begin using it.



Can I Access a Shared Optical Drive Even If My iMac Has a DVD Drive?

Yes, but not without a few changes. You'll need to open the Terminal application (found in the Utilities folder in the Applications folder) and then type in the following two lines to enable optical drive sharing:

```
defaults write com.apple.NetworkBrowser EnableODiskBrowsing -bool true
```

```
defaults write com.apple.NetworkBrowser ODSSupported -bool true
```

Reboot your computer after entering these commands.

Sharing Your iMac Screen

Chapter 6, “Keeping Contacts, Appointments, Reminders, and Notes,” includes instructions on how to share your Macintosh’s screen using Messages, but there are many instances where you might want to access another Mac’s display without having to start a chat.

Built into Mountain Lion is a standards-based screen-sharing system. Using screen sharing, you can access your Mac’s display from anywhere on your local network or, in some cases, from anywhere in the world. New in Mountain Lion is the ability to share a computer’s “screen” even if someone else is using the computer. The screen sharing software can now automatically create a virtual screen that you can see and use while the person sitting in front of the computer continues to see their own desktop!

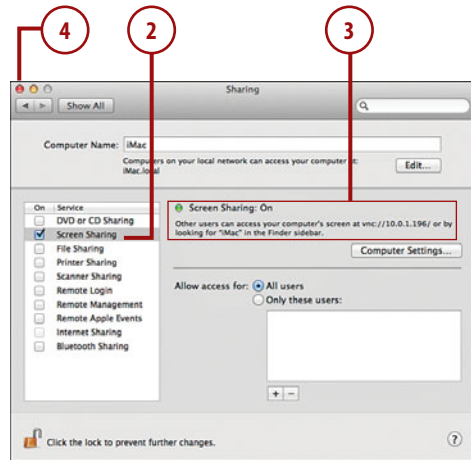
Enabling Screen Sharing

To configure another Mac so that you can access its screen from your iMac, you initially need direct access to the computer:

1. In the System Preferences window, click the Sharing icon.



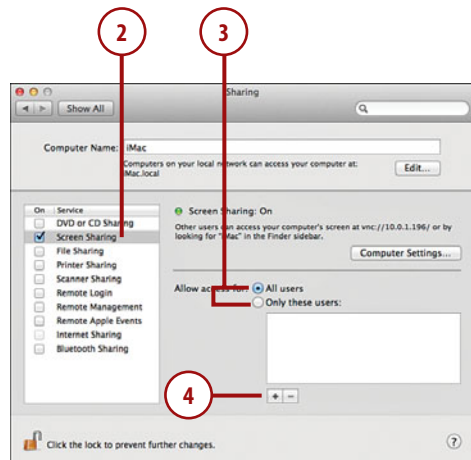
- Click the checkbox in front of the Screen Sharing service.
- A URL that you can use to connect to your computer is displayed on the right side of the sharing pane.
- Close the System Preferences, or continue setting sharing preferences.



Setting Screen Sharing Permissions

After screen sharing is enabled, choose who can access the display. Initially, only administrative users can view your screen.

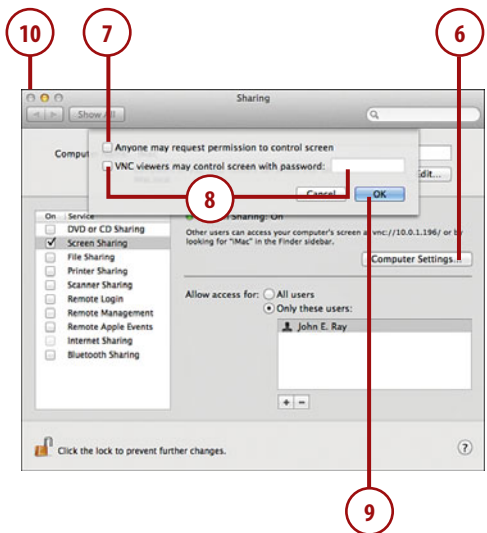
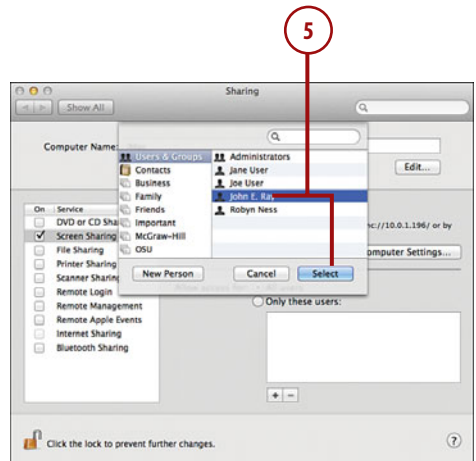
- In the System Preferences window, click the Sharing icon.
- Click the Screen Sharing service label.
- Choose whether All Users on the computer can access its screen, or click Only These Users to restrict access to specific individuals or groups.
- Use the + button to choose a user or group that should be granted access, or use - to remove a user or group that you had previously added.



5. A window for selecting a user displays. Choose the user or group and click Select.
6. For additional control, click the Computer Settings button.
7. In the dialog box that appears, click Anyone May Request Permission to Control Screen to allow anyone to access the display if the person sitting in front of the computer grants them access.
8. To provide access to your Mac's screen using a standard VNC (Virtual Network Computing) client, click the VNC Viewers May Control Screen with Password checkbox and provide a password that grants access to those users.
9. Click OK.
10. Close the System Preferences.

Tip

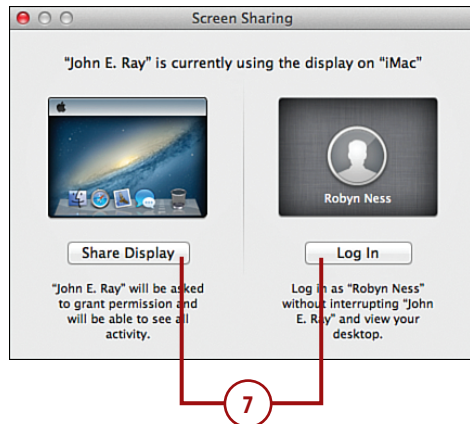
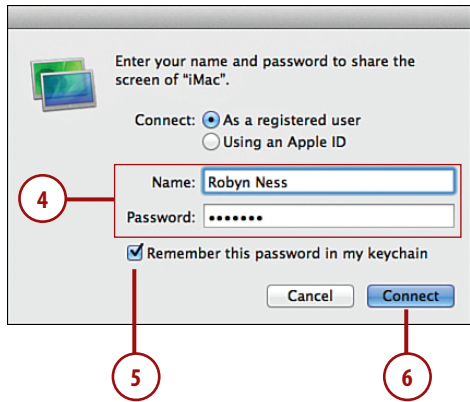
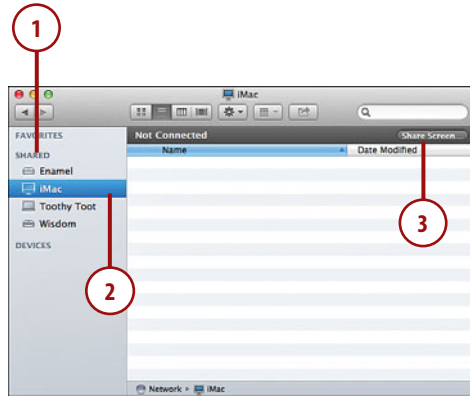
There are VNC clients available for Windows, Linux, and even platform-independent Java. If you want to access your Mac's screen from another operating system, check out TightVNC (www.tightvnc.com).



Accessing the Screen of a Local Mac

To access the shared screen of a Mac on your local network, make sure that your iMac is connected to the network and then follow these steps:

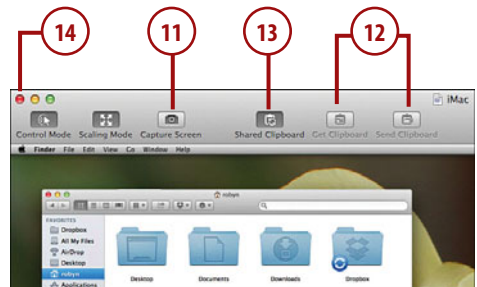
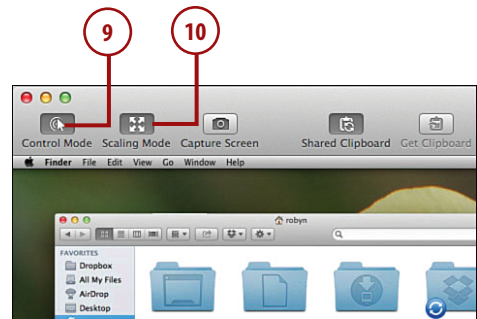
1. Open a new Finder window and make sure the Shared sidebar section heading is expanded.
2. Click the computer whose screen you want to access.
3. Click Share Screen in the upper-right corner of the Finder window.
4. Enter your username and password on the remote system, if prompted.
5. Click Remember This Password in My Keychain to store the password and enable password-less connections in the future.
6. Click Connect to begin using the remote display.
7. If another person is using the computer, you can ask to share the display with them, or connect to a new virtual display. Click whichever approach you prefer.



8. The remote display is shown in a window on your iMac.
9. Toggle between controlling and observing with the Control Mode icon in the toolbar.
10. Use the Scaling Mode icon to view the screen fullsize or shrink it to fit your window.
11. Click the Capture Screen item to save a screenshot of the current screen.
12. Use Get Clipboard to transfer the contents of the remote computer's clipboard into your local clipboard, and Send Clipboard to transfer your clipboard to the remote system.
13. Click Shared Clipboard to share a single clipboard between the two systems.
14. Close the window when you're finished using the remote system.

Tip

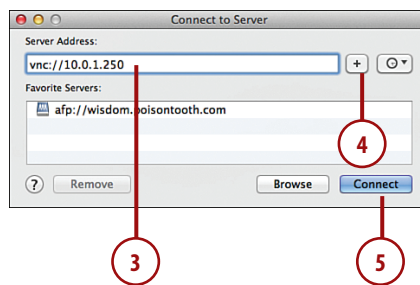
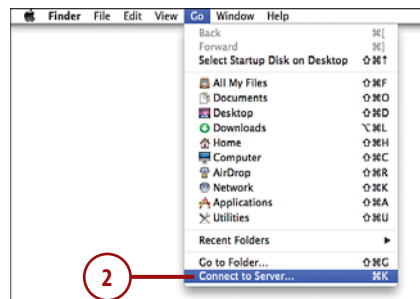
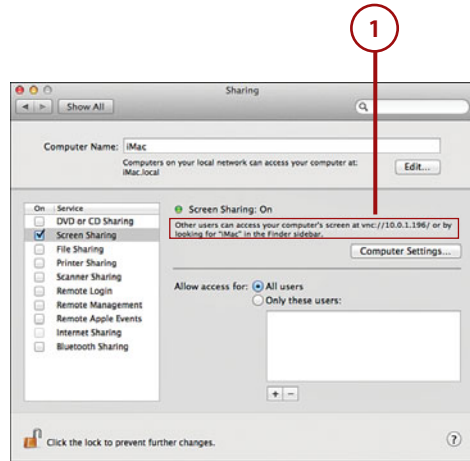
You can connect to multiple shared screens simultaneously with your iMac; each appears in a separate window. Additionally, you can use the fullscreen button in the upper-right corner of the Screen Sharing window to view the remote desktop in fullscreen mode or select Switch to Virtual Display from the View menu to create your own virtual desktop on the remote computer.



Accessing Remote Computers and Non-Macs

If you can't browse to a computer to access its screen, or you need to connect to a non-Macintosh computer, you can do so using almost the same process as you used to connect to a remote file share:

1. When you're sharing a screen on your iMac, Mountain Lion provides you with a URL that can be used to access your screen, even if you can't browse to it on the network.
2. Choose **Go, Connect to Server** from the Finder menu bar.
3. Enter the screen-sharing URL in the Server Address field. Alternatively, if you only have an IP address (such as 192.168.1.100), prefix the IP address with `vnc://` to create a properly formed URL (for example, `vnc://192.168.1.100`).
4. Click **+** if you want to add the server to the list of favorite servers.
5. Click **Connect** to connect to the remote server's screen.
6. Enter a username (and/or password), if prompted, and click **Connect**.



7. The remote display is shown in a window on your iMac.

Tip

To connect to a Windows or Linux computer, you need to first install a VNC server (Virtual Network Computing) on the computer whose display you want to share. TightVNC (www.tightvnc.com) is an entirely free Open Source option that will work on both Windows and Linux platforms.



>>> Go Further

THERE ARE A LOT OF PLACES LIKE HOME

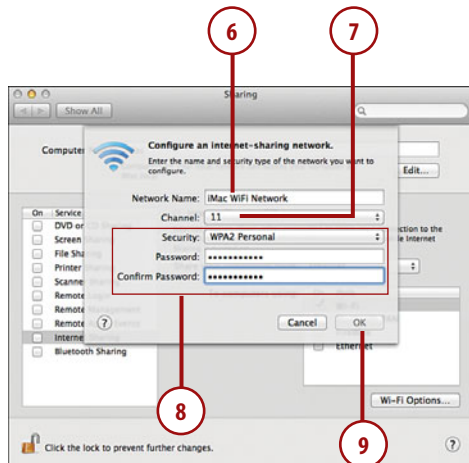
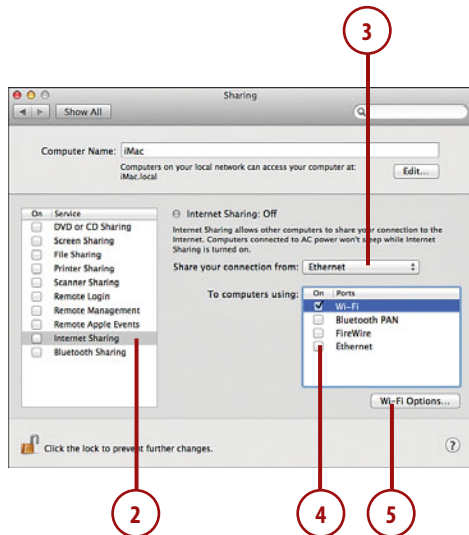
The Shared portion of the sidebar shows you the computers on your local network. This is great for accessing things around you, but what about accessing your computer at home or from work? You could use the address of your home computer to access it remotely, but you'd need to remember the address and have your home network configured correctly. Instead, you can simply enable the iCloud service "Back To My Mac" (see Chapter 4, "Accessing iCloud, Email, and the Web," for details). Once enabled, this free service makes all your computers visible to one another wherever you have an Internet connection. You won't be able to tell the difference (network-wise) from being at home or being on a remote (well-connected) island.

Sharing Your Internet Connection

Your iMac is a perfect Internet-sharing platform because it includes both Ethernet and wireless network connections. You can, in a matter of minutes, create a wireless network using just your iMac and a cable or DSL modem.

Sharing Your Connection

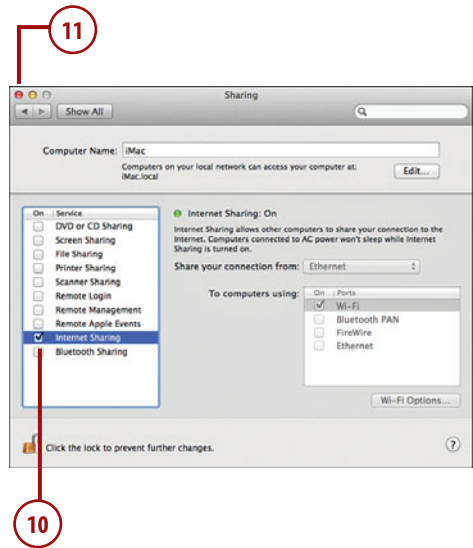
1. In the System Preferences window, click the Sharing icon.
2. Click the Internet Sharing service label. (Note: The checkbox is initially disabled!)
3. Use the Share Your Connection From drop-down menu to choose how you are connected to the Internet (Ethernet, Airport, iPhone, and so on).
4. Within the To Computers Using list, click the checkboxes in front of each of the interfaces where the connection should be shared.
5. If you're sharing a connection over your Wi-Fi card, a Wi-Fi Options button appears. Click this button to configure how your computer presents itself wirelessly.
6. Set the name of the wireless network you are creating.
7. Leave the channel set to the default.
8. If you want to enable password protection for the network, choose WPA2 Personal from the Security drop-down, and then provide a password.
9. Click OK to save your settings.



10. Click the checkbox in front of the Internet Sharing service.
11. Close the System Preferences.
12. Connect to the new wireless network from other computers as described in Chapter 3. You should set the other computers to configure themselves automatically rather than manually configuring the network (not shown).

Tip

If you're sharing your connection over Ethernet, you need to connect a switch to your iMac's Ethernet port and then connect the other computer systems/devices to the switch.



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