

VISUAL QUICKSTART GUIDE

Get up and running in no time!



**Register your book for
free video training!**
www.peachpit.com/register

Mac OS X **Lion**

MARIA LANGER

© LEARN THE QUICK AND EASY WAY!

VISUAL QUICKSTART GUIDE

Mac OS X Lion

MARIA LANGER

Visual QuickStart Guide

Mac OS X Lion

Maria Langer

Peachpit Press
1249 Eighth Street
Berkeley, CA 94710
510/524-2178
510/524-2221 (fax)

Find us on the Web at www.peachpit.com.

To report errors, please send a note to errata@peachpit.com.

Peachpit Press is a division of Pearson Education.

Copyright © 2012 by Maria Langer

Editor: Clifford Colby

Production Coordinator: David Van Ness

Copyeditor: Clifford Colby

Technical Editors: Clifford Colby and Maria Langer

Compositors: Maria Langer and David Van Ness

Indexer: Julie Bess

Cover Design: RHDG / Riezebos Holzbaur Design Group, Peachpit Press

Interior Design: Peachpit Press

Logo Design: MINE™ www.minesf.com

Notice of Rights

All rights reserved. No part of this book may be reproduced or transmitted in any form by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the publisher. For information on getting permission for reprints and excerpts, contact permissions@peachpit.com.

Notice of Liability

The information in this book is distributed on an “As Is” basis, without warranty. While every precaution has been taken in the preparation of the book, neither the author nor Peachpit shall have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by the instructions contained in this book or by the computer software and hardware products described in it.

Trademarks

AirPort, AirPort Express, AirPort Extreme, Apple, AppleScript, Back to My Mac, Boot Camp, ColorSync, CoverFlow, Exposé, FaceTime, FileVault, Finder, FireWire, iCal, iChat, iCloud, iMac, iPad, iPhone, iPod, iPod touch, iSight, iTunes, Keychain, Leopard, Mac, MacBook, MacBook Air, Macintosh, Mac OS, Multi-Touch, Panther, Photo Booth, Power Mac, QuickTime, Rosetta, Safari, Snow Leopard, Spaces, SuperDrive, Tiger, Time Capsule, and Time Machine are trademarks of Apple Inc.

Many of the designations used by manufacturers and sellers to distinguish their products are claimed as trademarks. Where those designations appear in this book, and Peachpit was aware of a trademark claim, the designations appear as requested by the owner of the trademark. All other product names and services identified throughout this book are used in editorial fashion only and for the benefit of such companies with no intention of infringement of the trademark. No such use, or the use of any trade name, is intended to convey endorsement or other affiliation with this book.

ISBN-13: 978-0-321-78673-9

ISBN-10: 0-321-78673-4

9 8 7 6 5 4 3 2 1

Printed and bound in the United States of America

Dedication

To the Beaumont Family
of Quincy, Washington
for making me feel so welcome
in my home away from home.

This page intentionally left blank

Special Thanks:

To Cliff Colby, who has been working with me on *Mac OS Visual QuickStart Guides* since the dawn of time (or so it seems). A special big thanks to Cliff this year for making this old author feel *appreciated* right from the start of this project, setting a positive tone for the massive task ahead of us.

To David Van Ness, for his sharp eye and layout skills. If this book looks as great as I think it does, it's David you need to thank—not me.

To Julie Bess, for coming through yet again on another tight deadline indexing project. I know I promised her more time on my next book, but I must have meant the one *after* this one.

To Michael Rose, Debbie Ripps, Esther Schindler, and Miraz Jordan for helping me with a few screen shots that were difficult (or downright impossible) for me to get on my own.

Speaking of screen shots, to the folks at Ambrosia Software, for developing and supporting Snapz Pro X. I could not have taken the 2,000+ screen shots in this book without that great application. A big thanks to David Dunham for quickly getting me on the beta program when I was having trouble getting Snapz Pro to work with Lion.

To the Mac OS development team at Apple, for continuing to refine and improve the world's best operating system. I didn't think they could make it any better but they proved me wrong.

And to Mike, for the usual reasons.

Contents at a Glance

	Introduction	xix
PART I:	Getting Started with Mac OS X.	1
Chapter 1:	Setting Up Mac OS X Lion	3
Chapter 2:	Finder Basics	11
Chapter 3:	File Management Basics.	41
Chapter 4:	Window Views	57
Chapter 5:	Getting Help	73
PART II:	Managing Files	81
Chapter 6:	Advanced Finder Techniques.	83
Chapter 7:	Searching for Files.	99
Chapter 8:	Storage Devices & Media	111
Chapter 9:	Backup & Recovery Features	123
Chapter 10:	Multiple Users	131
PART III:	Using Applications	139
Chapter 11:	Application Basics.	141
Chapter 12:	Standard Application Menus	159
Chapter 13:	The App Store	175
Chapter 14:	TextEdit.	185
Chapter 15:	Address Book.	203
Chapter 16:	iCal	219
Chapter 17:	Music & Video Applications	239

Chapter 18:	Other Mac OS X Applications	259
Chapter 19:	Dashboard.	281
Chapter 20:	Desktop Management	291
PART IV:	Mac OS Utilities	303
Chapter 21:	Fonts	305
Chapter 22:	Printing.	321
Chapter 23:	Disk Utility.	339
Chapter 24:	Mac OS Utility Applications.	353
PART V:	Network & Internet Connectivity.	375
Chapter 25:	Networking	377
Chapter 26:	Connecting to the Internet	411
Chapter 27:	Internet Applications	417
PART VI:	Customizing Your Mac	445
Chapter 28:	Customizing the Finder	447
Chapter 29:	Customizing Finder Windows	461
Chapter 30:	System Preferences Basics	473
Chapter 31:	Personal Preferences	479
Chapter 32:	Hardware Preferences	505
Chapter 33:	Internet & Wireless Preferences	533
Chapter 34:	System Preferences	553
PART VII:	Reference	589
Appendix A:	Menus & Keyboard Shortcuts	591
	Index	597

This page intentionally left blank

Table of Contents

	Introduction.	xix
PART I:	Getting Started with Mac OS X	1
Chapter 1:	Setting Up Mac OS X Lion	3
	Installing Mac OS X Lion	4
	Configuring Mac OS X Lion.	9
Chapter 2:	Finder Basics	11
	The Finder & Desktop.	12
	The Mouse & Trackpad	13
	Menus.	17
	The Keyboard	19
	Icons	21
	Windows	27
	The Toolbar	33
	The Sidebar	35
	The Status Bar	37
	The Dock	38
	Sleeping, Restarting, & Shutting Down	39
Chapter 3:	File Management Basics.	41
	Mac OS X Disk Organization	42
	Pathnames	44
	The Go Menu.	46
	Icon Names.	48
	Folders	49
	Moving & Copying Items	51
	The Trash & Deleting Items.	54

Chapter 4:	Window Views	57
	Window Views	58
	Working with Icon View	60
	Working with List View	61
	Working with Column View	65
	Working with Cover Flow	67
	Arranging Window Contents	69
 Chapter 5:	 Getting Help	 73
	Help Tags	74
	Help Center	75
	Help & Troubleshooting Advice	80
 PART II:	 Managing Files	 81
Chapter 6:	Advanced Finder Techniques	83
	Spring-Loaded Folders	84
	Labels	86
	Aliases	88
	Recent Items	91
	Quick Look	92
	The Info Window	94
	Compressing Files & Folders	97
	Undoing Finder Actions	98
 Chapter 7:	 Searching for Files	 99
	The Spotlight Menu	100
	The Search Field	102
	The Find Command	103
	Smart Folders	106
	Working with Search Results	109
 Chapter 8:	 Storage Devices & Media	 111
	Storage Devices & Media	112
	Mounting Disks	114

	Unmounting & Ejecting Disks	116
	Burning CDs & DVDs	118
Chapter 9:	Backup & Recovery Features.	123
	Backup Basics	124
	Time Machine	125
	Recovery Partition.	130
Chapter 10:	Multiple Users	131
	Logging Out & In.	132
	Fast User Switching	134
	The Home Folder	135
	Sharing Files with Other Users.	136
PART III:	Using Applications	139
Chapter 11:	Application Basics.	141
	Applications	142
	Mac OS X Applications	143
	Multitasking & the Dock	145
	Using Applications & Creating Documents.	147
	Launchpad	150
	Full-Screen Apps	152
	Auto Save, Versions, Revert, & Resume.	154
	Force Quitting Applications	157
Chapter 12:	Standard Application Menus.	159
	The Application Menu.	160
	The File Menu	163
	The Edit Menu	170
	The Window Menu	171
	The Help Menu	171
	Dialogs	172

Chapter 13: The App Store	175
Launching & Quitting App Store	176
Signing In & Out	177
Browsing the App Store.	180
Buying & Installing Apps	182
Updating Apps.	184
 Chapter 14: TextEdit	 185
Launching & Quitting TextEdit	186
Entering & Editing Text	187
Basic Text Formatting.	190
Undoing & Redoing Actions	194
Copy, Cut, & Paste.	195
Checking Spelling & Grammar.	197
Saving Documents	200
Opening Documents	202
 Chapter 15: Address Book	 203
Launching & Quitting Address Book	204
Working with Contact Cards	206
Importing & Creating vCards.	209
Organizing Contact Cards	211
Printing Contact Cards	216
 Chapter 16: iCal	 219
Launching & Quitting iCal	220
Working with the Calendar Window.	221
Working with Events	223
Working with Reminders	229
Creating & Deleting Calendars	232
Sharing Calendars.	234
 Chapter 17: Music & Video Applications	 239
iTunes.	240
QuickTime Player	251
DVD Player.	257

Chapter 18:	Other Mac OS X Applications	259
	Calculator.	260
	Chess	263
	Dictionary	265
	Image Capture.	267
	Photo Booth	271
	Preview	275
	Stickies	279
Chapter 19:	Dashboard.	281
	Opening & Closing Dashboard.	282
	Working with the Widget Bar.	283
	Using Widgets	284
	Installing Widgets	286
	Managing Widgets	287
	Mac OS X Widgets Overview	288
Chapter 20:	Desktop Management	291
	Stacks.	292
	Mission Control	295
	Exposé	297
	Spaces	299
PART IV:	Mac OS Utilities.	303
Chapter 21:	Fonts	305
	Font Formats.	306
	Font Book	307
	The Fonts Panel	317
	The Characters Palette	320
Chapter 22:	Printing.	321
	Printing: An Overview.	322
	The Page Setup Dialog	324
	Setting Options in the Print Dialog	325

Previewing Documents	330
Saving Documents as PDF Files	331
Printing Documents	334
Desktop Printers	334
Print Queues	335
The Finder's Print Command	337
Chapter 23: Disk Utility	339
Launching & Quitting Disk Utility	340
Learning More about a Disk or Volume	341
Verifying & Repairing Disks	342
Erasing & Partitioning Disks	344
Working with Disk Image Files	348
Chapter 24: Mac OS Utility Applications	353
Activity Monitor	354
Boot Camp Assistant	356
ColorSync Utility	358
Console	361
DigitalColor Meter	362
Grab	363
Grapher	365
Keychain Access	366
Migration Assistant	368
System Information	369
Terminal	370
VoiceOver Utility	371
Automation Tools	373
PART V: Network & Internet Connectivity	375
 Chapter 25: Networking	 377
Network Interfaces	378
AirPort	380
Using the Wi-Fi Status Menu	388

Bluetooth	390
Ethernet	395
FireWire	396
Users, Groups, & Privileges	397
Connecting for File Sharing	400
AirDrop	404
Using a Remote Disc	406
Network Utility	407
 Chapter 26: Connecting to the Internet	 411
Internet Connection Methods	412
Network Setup & Diagnostics	413
Using Wi-Fi Hotspots	416
 Chapter 27: Internet Applications	 417
Mail	418
iChat	427
FaceTime	434
Safari	438
Using MobileMe with Mac OS	442
 PART VI: Customizing Your Mac	 445
 Chapter 28: Customizing the Finder	 447
Setting Finder Preferences	448
Customizing the Dock	453
Organizing Launchpad	456
Rearranging Menu Bar Icons	459
 Chapter 29: Customizing Finder Windows	 461
Setting View Options	462
Customizing the Toolbar	469
Customizing the Sidebar	471

Chapter 30: System Preferences Basics	473
Getting Started with System Preferences	474
Locking & Unlocking Preference Settings	477
Customizing System Preferences	478
 Chapter 31: Personal Preferences.	 479
Desktop & Screen Saver	480
Dock	484
General	486
Language & Text.	490
Mission Control	494
Security & Privacy	495
Spotlight	501
Universal Access	504
 Chapter 32: Hardware Preferences	 505
CDs & DVDs	506
Displays.	507
Energy Saver.	509
Keyboard	512
Mouse.	516
Trackpad	519
Print & Scan	522
Sound.	529
 Chapter 33: Internet & Wireless Preferences	 533
Mail, Contacts & Calendar	534
MobileMe.	536
Network	540
Bluetooth.	543
Sharing	546
 Chapter 34: System Preferences.	 553
Date & Time	554
Parental Controls	558
Software Update	566

Speech	569
Startup Disk	575
Time Machine	577
Users & Groups	579

PART VII:	Reference	589
------------------	----------------------------	------------

Appendix A:	Menus & Keyboard Shortcuts	591
--------------------	---	------------

Apple Menu	592
Finder Menu	592
File Menu	593
Edit Menu.	594
View Menu	594
Go Menu	595
Window Menu	596
Help Menu	596

Index	597
-----------------	-----

This page intentionally left blank

Introduction

Mac OS X Lion—or also simply called OS X Lion—is the latest version of the computer operating system that put the phrase *graphic user interface* in everyone’s vocabulary. With Mac OS, you can point, click, and drag to work with files, applications, and utilities. Because the same intuitive interface is utilized throughout the system, you’ll find that a procedure that works in one program works in virtually all the others.

Using This Book

This Visual QuickStart Guide will help you learn OS X Lion by providing step-by-step instructions, plenty of illustrations, and a generous helping of tips. On these pages, you’ll find everything you need to know to get up and running quickly with Mac OS X—and a lot more!

This book was designed for page flipping. Use the table of contents or index to find the topics you need help for, learn what you need to know, and get on with your work. If you’re brand new to Mac OS, however, I recommend that you begin by reading at least Part I of this book. In those

chapters, you’ll find basic information about techniques you’ll use every day with your computer.

If you’re interested in information about new Mac OS X features, be sure to browse through this Introduction. It’ll give you a good idea of what you can expect to see on your computer.

But Wait, There’s More!

Although this book is almost 650 pages long, it doesn’t cover every single aspect of using Mac OS X. You can find additional material that didn’t make it into this book—including content about features that were just being announced when this book went to press—on my book support website, www.MariasGuides.com.

Visual QuickStart Guides are now even more visual: Building on the success of the top-selling Visual QuickStart Guide books, Peachpit now offers Video QuickStarts. As a companion to this book, Peachpit offers more than an hour of short, task-based videos that will help you master Lion’s top features and techniques; instead

of just reading about how to use a tool, you can watch it in action. It's a great way to learn all the basics and some of the newer or more complex features of the program. Log on to the Peachpit site at www.peachpit.com/register to register your book, and you'll find a free streaming sample; purchasing the rest of the material is quick and easy.

New Features in OS X Lion

Mac OS X Lion includes several brand new features, as well as a handful of interface and functionality improvements and “under-the-hood” changes to improve performance.

Here's a look at some of the new and revised features you can expect to find in OS X Lion; most of these features are covered in detail throughout the pages of this book.

TIP You can learn more about the new features of Mac OS X Lion on Apple's Web site at www.apple.com/lion.

Brand New Features

- **App Store** availability of Mac OS makes it easier than ever to buy and install and update OS X Lion on any computer authorized with your Apple ID.
- **Mission Control** **A** combines the features of Exposé and Spaces into a single interface that makes it a snap to navigate and access open windows and applications.



A Mission Control offers fast access to Dashboard, Spaces, Full-Screen Apps, and individual applications.



B Launchpad displays icons for all of your installed applications in one place.



C The Full-Screen Apps feature gives you a great, distraction-free environment for working with documents.



D AirDrop makes it very easy to share files with other Mac users within range.



E FaceTime makes it possible to see just how nervous your editor is days before a big deadline.

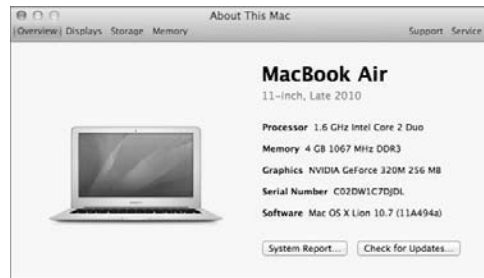


F The Resume feature can restore your system's applications and document window to the way they were when you shut down.

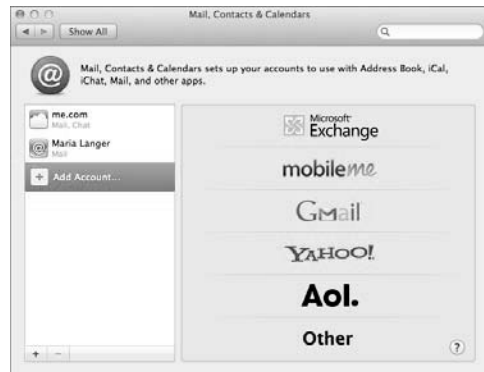
- **Launchpad **B**** gives you quick access to all of the applications installed on your computer and includes an uninstall feature for applications purchased from the App Store.
- **Auto Save** automatically saves your documents as you work and makes it easy to go back to a previous version of a document.
- **Versions** records the history of a document, helping you quickly revert to a previous version.
- **Full-Screen Apps **C**** makes it possible to fill your screen with the window(s) from just one application, removing distractions so you can work more efficiently.
- **AirDrop **D**** enables you to easily but securely exchange files with other AirDrop-enabled computers within range.
- **FaceTime **E**** enables you to make video calls to other Intel-based Mac OS computers, iPad 2, iPhone 4, and the latest iPod touch.
- **Resume **F**** lets you restore an application's open windows as they were when you quit. It also works for your System, making it possible on startup to restore your work environment—open applications and documents—to the way it was when you shut down.
- **Lookup** gets Dictionary, Thesaurus, and Web information for any word you double-tap with three fingers on a Multi-Touch device.
- **Restore Partition**, which is automatically installed with OS X Lion, makes it possible to repair or reinstall Mac OS without the need for a bootable disc.

System & Finder Improvements

- About This Mac **G** helps you find important information about your Mac and connected storage devices.
- The Mail, Contacts & Calendars preferences pane **H** makes it a breeze to set up accounts for Microsoft Exchange, Gmail, Yahoo!, and AOL.
- You can show or hide the indicator lights for open applications in the Dock.
- You can change the scroll direction preferences for Multi-Touch gesture scrolling.
- You can now sort files by category, kind, application, date modified, date added, or size.
- An All My Files smart folder **I** makes it quick and easy to see an organized view of all the files on your Mac in one window.
- Now you can quickly create a folder full of multiple selected items using the New Folder with Selection command.
- When copying or moving a file to a location that already has a file with the same name, you now have an option to keep both files.
- The Finder now supports more gestures for Multi-Touch devices.
- Screen sharing improvements make it possible to connect to a Mac and access it while another user is connected.
- Spotlight has been improved for easier searching and the ability to search the Web.
- Auto-correction has been improved to suggest spellings before making a change.



G The About This Mac window has been redesigned.



H The Mail, Contacts & Calendars preferences pane makes it easy to set up accounts from a number of services.



I The new All My Files feature makes it easy to see...well, all your files.



J Address Book now has a simpler interface.



K Mail's updated interface includes previews in the message list. (This brand new computer is sitting in a box behind me as I work. Do you think that's enough motivation to finish up quickly?)



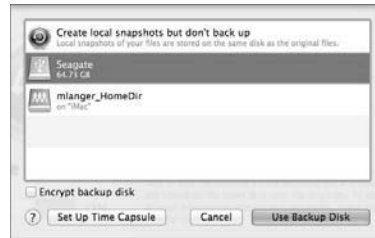
L iCal's new Day view helps you keep on top of the things you have to do today and in the near future.

Other Improved Features

- **Address Book **J**** has been revised with a new, simpler interface and new or improved support for Yahoo!, FaceTime, iPhoto, instant messaging, and social network profiles.
- **Mail **K**** has been improved with a cleaner interface, message previews, a favorites bar, conversations, the ability to hide quoted text, and color-coded labels.
- **Safari** improvements include a new Reading List feature, navigation gestures for Multi-Touch devices, Privacy settings, and sandboxing to protect your data from malicious websites.
- **iCal **L**** has been revised with a new, streamlined look, day view, year view, Quick Add feature, and heat map to identify busy days.
- **Preview** improvements include at-a-glance search results, iWork and Office document support, and Smart Magnify.
- **QuickTime Player** now enables you to merge clips, rotate video, record only a portion of the screen, and share video directly to Vimeo, Flickr, Facebook, iMovie, and Mail.
- **TextEdit** now has a formatting toolbar and other improvements to make it more functional and easy to use.
- **iChat** now supports Yahoo! Messenger and displays all of your buddies in one list.
- **Photo Booth** adds new effects, high-resolution photos, and the ability to trim video clips.

continues on next page

- **Security** preferences now include a Privacy pane where you can set options for location services and diagnostic and usage data collection.
- **FileVault** now protects your entire hard disk from unauthorized access with XTS-AES 128 encryption.
- **Time Machine** **M** now supports local snapshots, making it possible to keep a history of your documents without an external hard disk.
- The **System Preferences** **N** window can be customized to hide icons you don't want to see.
- **Migration Assistant** **O** can now import data from a Microsoft Windows PC to a Mac.
- **Accessibility** has been improved by the addition of new voices, language support, picture-in-picture zoom, Braille verbosity settings, and VoiceOver activities.
- **AppleScript** and **Automator** have been improved to offer more flexibility for automating tasks.



M Time Machine now offers the option of creating local snapshots.



N You can toggle check boxes in this window to determine which System Preferences panes appear.



O You read right: Migration Assistant now supports migrating from a Windows PC.

4

Window Views

The Mac OS Finder displays the contents of your hard disk and other accessible volumes in windows. A window can show the contents of a volume or folder.

Mac OS offers several different window views that make it easy to see and work with a window's contents. For example, you can view contents as icons or hierarchical lists that can be sorted any way you like. You can even use views that include previews of document contents so you can see a document without even opening it.

In this chapter, I tell you more about how to work with Mac OS X's window views. By understanding how each view works and what features it offers, you should be able to decide which views work best for the things you need to do.

In This Chapter

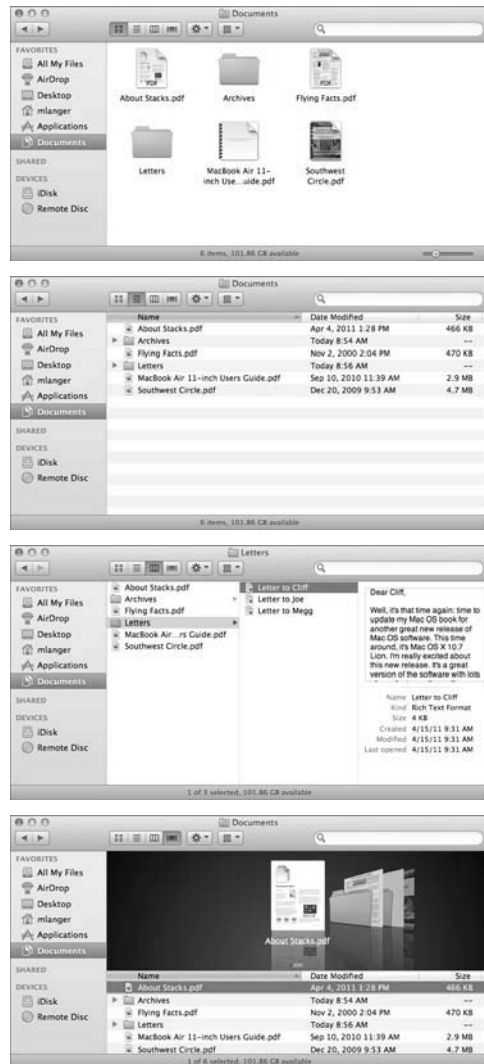
Window Views	58
Working with Icon View	60
Working with List View	61
Working with Column View	65
Working with Cover Flow	67
Arranging Window Contents	69

Window Views

A Finder window's contents can be displayed using four different views:

- **Icons** displays the window's contents as icons **A**. You can set the icon size and rearrange icons within the window.
- **List** displays the window's contents as a sorted list **B**. You can use disclosure triangles to hide or show folder contents.
- **Columns** displays the window's contents with a multiple-column format that shows the currently selected disk or folder and the items within it **C**. The right-most column displays a preview of a selected item.
- **Cover Flow** displays a folder's contents as preview images at the top of the window **D**. If you have a multi-touch device, you can use gestures to scroll through the preview icons.

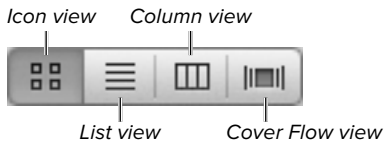
You can switch from one view to another with the click of a button, making it easy to use any view you like for any window you're viewing. You can also set the view for each window separately.



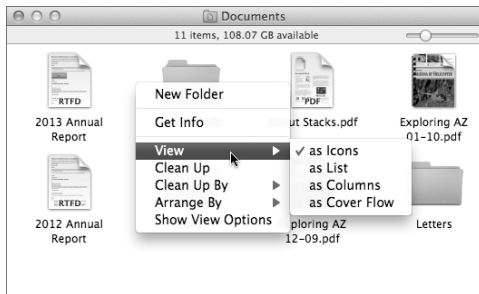
A B C D Mac OS X's four window views: icon view, list view, column view, and Cover Flow view.



E You can choose an option from the top of the View menu to change the active window's view.



F Use the View buttons on the toolbar to switch from one view to another.



G Right-clicking in a window displays a contextual menu you can use to change the view. This is particularly handy when the toolbar is not showing.

To set a window's view:

1. If necessary, activate the window for which you want to change the view.
2. Do one of the following:
 - Choose the view option you want from the View menu **E**, or press the corresponding shortcut key:
Icon view: Command-1
List view: Command-2
Column view: Command-3
Cover Flow view: Command-4
 - Click the toolbar's view button for the view you want **E**. The button will appear "pushed in" when selected.
 - Right-click in the window to display a contextual menu and choose the view you want from the View sub-menu **G**.

The view of the window changes.

TIP Commands on the View menu **E** work on the active window only.

TIP A check mark appears on the View menu beside the name of the view applied to the active window **E**.

TIP If the toolbar is not showing for a window, you can choose View > Show Toolbar, or press Option-Command-T to display it.

Working with Icon View

Icon view displays a window's contents as icons. Unlike some other views, a window in icon view displays the contents of only one disk or folder at a time.

As discussed on page 24, icons can be dragged to reposition them in a window. You can also use commands under the View menu to align icons in the window.

TIP Chapter 2 explains the basics of working with icons in the Finder.

To clean up a window:

1. Activate the window that you want to clean up **A**.
2. Choose View > Clean Up **B**.

The icons are moved into the nearest unoccupied space in the window's invisible grid **C**.

TIP A window's invisible grid (page 463) ensures consistent spacing between icons.

TIP You can manually position an icon in the window's invisible grid by holding down the Command key while dragging it within the window.

TIP If one or more icons in the window are selected when you display the View menu, the Clean Up command appears as Clean Up Selection. You can use this command to reposition just the selected icons in a window.

TIP You can use the new Clean Up By sub-menu under the View menu to neaten up a window and place icons in a specific order at the same time.



A Sometimes windows just get messy.

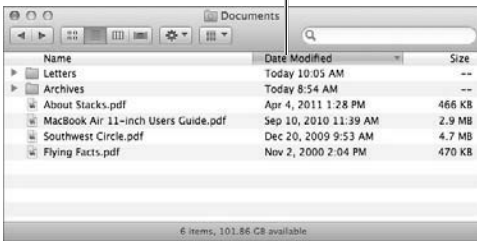


B You can choose the Clean Up command under the View menu...

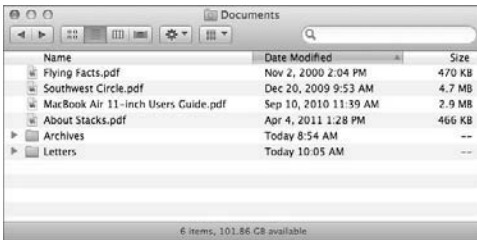


C ...to move icons into the window's invisible grid.

Sort Column



A Click a column heading to sort by that column.



B Click the same column heading to reverse that column's sort order.

Working with List View

List view displays a window's contents in an ordered list. Items cannot be manually moved around so there's no need for a Clean Up command.

Windows displayed in list view also have a feature not found in other views: They can display the contents of folders within the window as an outline. This makes it possible to see and select the contents of more than one folder at a time.

To sort a window's contents:

Click the column heading for the column you want to sort by.

The list is sorted by that column **A**.

TIP You can identify the column by which a list is sorted by its colored column heading **A**.

TIP You can reverse a window's sort order by clicking the sort column's heading a second time **B**.

TIP You can determine the sort direction by looking at the arrow in the sort column. When it points up, the items are sorted in ascending order **B**; when it points down, the items are sorted in descending order **A**.

TIP To properly sort by size, you must turn on the Calculate all Sizes option for the window (page 466).

TIP You can specify which columns should appear in a window by setting view options (page 466).

To display or hide a folder's contents in outline list view:

- To display a folder's contents, use one of the following techniques:
 - ▶ Click the right-pointing disclosure triangle beside the folder **C**.
 - ▶ Click the folder once to select it, and press Command-Right Arrow.

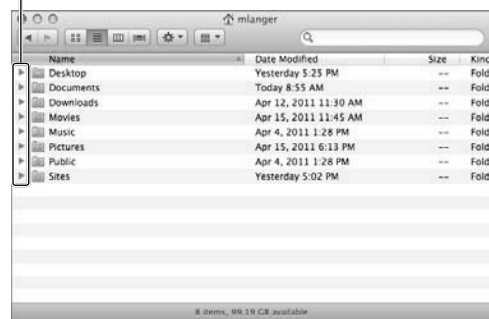
The items within that folder are listed below it, slightly indented **D**.

- To hide a folder's contents, use one of the following techniques:
 - ▶ Click the down-pointing disclosure triangle beside the folder **E**.
 - ▶ Click the folder once to select it, and press Command-Left Arrow.

The outline collapses to hide the items in the folder **D**.

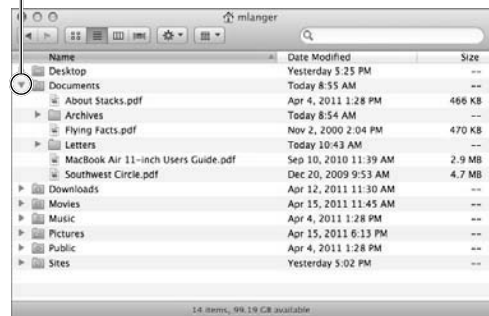
TIP You can use this technique to display multiple levels of folders in the same window **F**.

Disclosure triangles

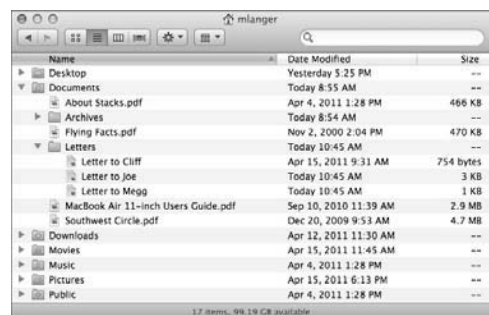


C Disclosure triangles that point to the right indicate hidden content.

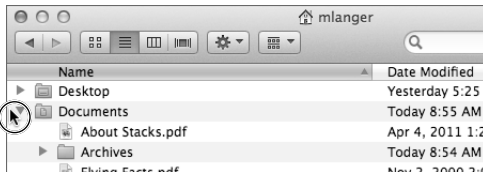
Disclosure triangle



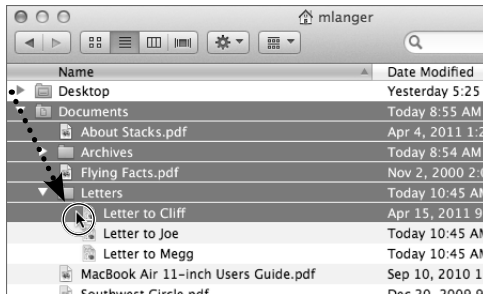
D A disclosure triangle that points down indicates displayed content. In list view, this displays folder contents as an outline.



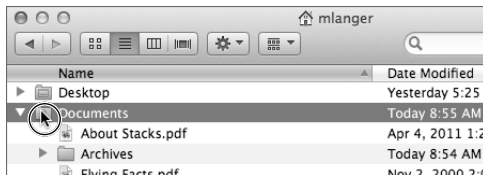
E In list view, you can display multiple levels of folders as an outline.



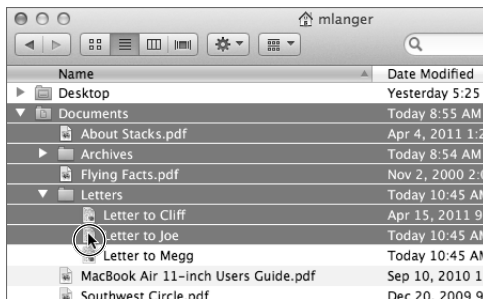
F Position the pointer in front of the first icon you want to select.



G Drag over the other icons you want to select.



H Select the first icon.



I Hold down Shift and click on the last icon.

To select multiple contiguous icons in list view:

Use one of the following techniques:

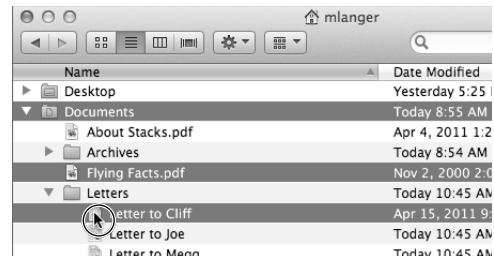
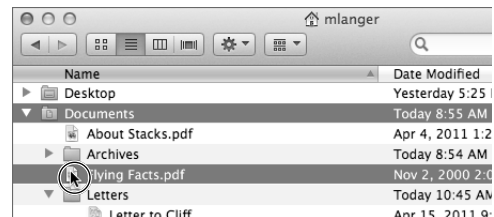
- Position the pointer in front of the first icon **F** and drag over the other icons you want to select **G**.
- Click to select the first icon **H**, hold down the Shift key, and click the last icon in the group you want to select **I**.

To select multiple noncontiguous icons in list view:

1. Click to select an icon **H**.
2. Hold down the Command key and click another icon.
The icon is also selected **J**.
3. Repeat step 2 until all icons have been selected **K**.

To deselect icons:

Click anywhere in the window other than on an icon's line of information.



J K Command-click icons to select them.

To change a column's width:

1. Position the pointer on the line between the heading for the column whose width you want to change and the column to its right.

The pointer turns into a vertical bar with two arrows **L**.

2. Press the button down and drag:
 - ▶ To make the column narrower, drag to the left **M**.
 - ▶ To make the column wider, drag to the right.
3. When the column is displayed at the desired width, release the button.

TIP If you make a column too narrow to display all of its contents, information may be truncated or condensed **M**.

To change a column's position:

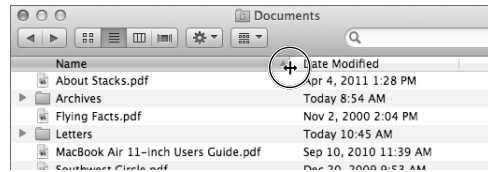
1. Position the pointer on the heading for the column you want to move.
2. Press the button down and drag:
 - ▶ To move the column to the left, drag to the left **N**.
 - ▶ To move the column to the right, drag to the right.

As you drag, the pointer turns into a grasping hand and the other columns shift to make room for the column you're dragging **N**.

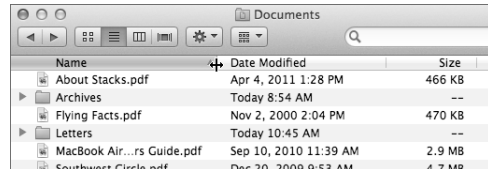
3. When the column is in the desired position, release the button.

The column changes its position **O**.

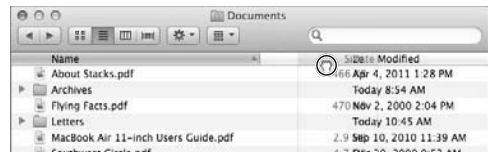
TIP You cannot change the position of the Name column.



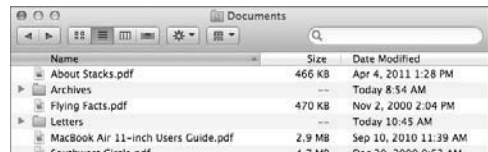
L Position the pointer on the column border.



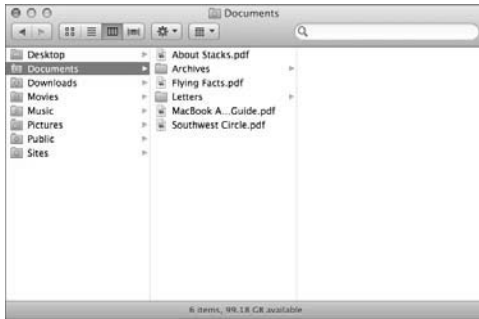
M When you press the button down and drag, the column's width changes.



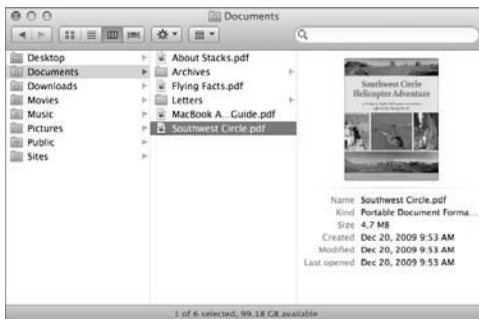
N You can drag a column heading...



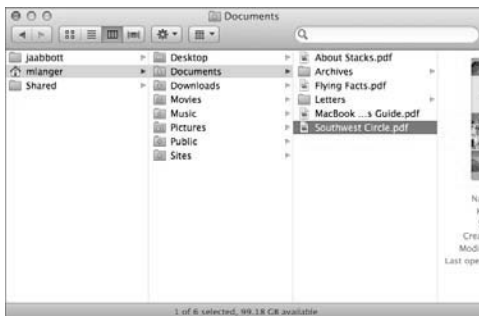
O ...to change the column's position.



A Clicking a folder name in one column displays the contents of that folder in the column to its right.



B Selecting a document in column view can display a preview and additional information in the column to the right.



C Scrolling to the left moves backward through the file hierarchy to display parent folders.

Working with Column View

Column view displays the contents of a window in multiple columns. Clicking a folder in one column displays the contents of that folder in the column to its right. Clicking a document or application in a column displays a preview or information about the item in the column to its right.

To display a folder's contents:

Click the name of the folder you want to view the contents of.

The contents of the folder appear in the column to the right of the one you clicked in **A**.

To display a document preview:

Click the icon for the document you want to preview.

One of two things happens:

- If a preview for the document is available, it appears in the column to the right of the one you clicked in, along with additional information about the file **B**.
- If a preview is not available, the icon for the item appears in the column to the right of the one you clicked.

To move through the folder hierarchy:

To move through the folder hierarchy, scroll left or right in the window using the scroll bar or gestures (page 32):

- Scroll left to move backward and view parent folders **C**.
- Scroll right to move forward and view child folders.

To change column width:

1. Position the pointer on the divider between two columns or, if column scroll bars are displayed, on the handle at the bottom of the scroll bar between two columns.

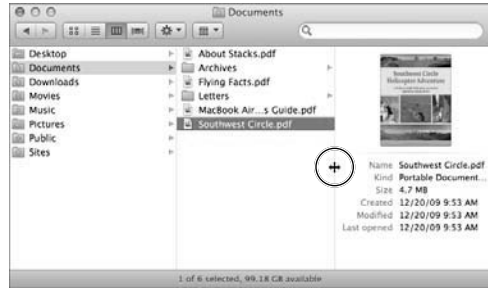
The pointer turns into a vertical line with two arrows **D E**.

2. Press the button down and drag:
 - ▶ To make the column wider, drag to the right **F**.
 - ▶ To make the column narrower, drag to the left.
3. When the column is the desired size, release the button.

To view more or fewer columns:

Change the width of the window (page 30):

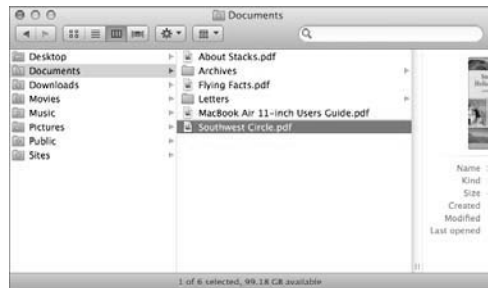
- ▶ To show more columns, make the window wider **G**.
- ▶ To show fewer columns, make the window narrower.



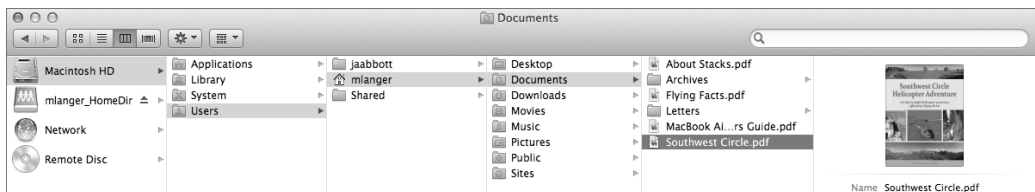
D Position the pointer anywhere on a column border if scroll bars are not displayed...



E ...or on the column width handle at the bottom of the column if scroll bars are displayed.

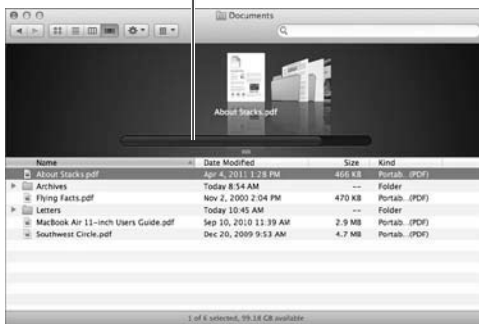


F When you drag a border to the right, the column to the left of the border gets wider.

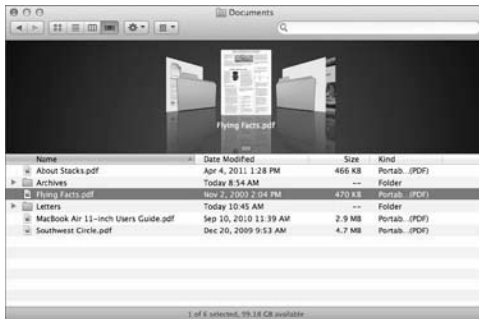


G You can view more columns by making the window wider.

Scroll bar scroller



A You can drag the scroll bar in the Cover Flow pane to flip through icons and previews.



B You can also flip through items in Cover Flow if scroll bars are not displayed.

Working with Cover Flow

Cover Flow splits the window into two panes:

- The Cover Flow pane at the top of the window displays each item in the window as an icon or a preview of its first page.
- The item list pane at the bottom of the window displays a sortable list of the items in the window.

When you select an item in the item list, its icon or preview appears in the Cover Flow pane.

You can use either pane to flip through the contents of a window to see item previews. This makes it possible to scroll through files to find one you're looking for, even if you don't know its name.

To flip through documents in Cover Flow:

Use one of the following techniques:

- If the scroll bar is displayed in the Cover Flow pane **A**, drag the scroller to the left or right to display different icons or previews.
- If you have a multi-touch device (page 13), use gestures to scroll icons and previews in the Cover Flow pane to the right or left. This works even if scroll bars are not displayed **B**.
- Click the icon or preview for an item in the Cover Flow pane.
- Press the Up Arrow or Down Arrow key to display the previous or next item.

To change the size of the Cover Flow pane:

1. Position the pointer on the resize box beneath the scroll bar in the Cover Flow pane.

The pointer turns into a hand.

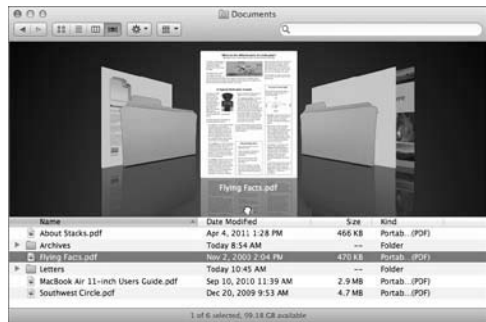
2. Press the button and drag:

- ▶ To make the Cover Flow pane smaller, drag up.
- ▶ To make the Cover Flow pane larger, drag down **C**.

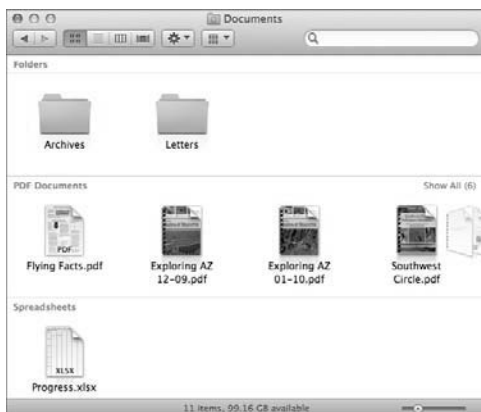
As you drag, the hand pointer seems to grasp the resize box **C** as the pane's bottom border moves.

3. When the pane is the desired size, release the button.

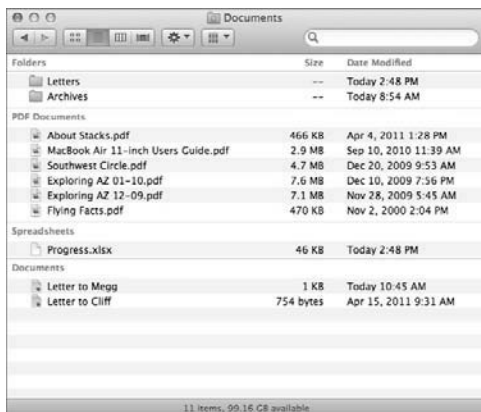
TIP The larger the Cover Flow pane is, the larger the icons and previews within it are **C**.



C Drag the resize handle down to make the Cover Flow pane larger, thus increasing the size of the icons and previews within it.



A In this example, the Documents folder is displayed in icon view and arranged by kind of file.



B Here's the Documents folder again, displayed in list view and arranged by kind of file.

Arranging Window Contents

In addition to moving icons and sorting lists, you can also use menu commands to arrange window icons by specific fields of information, such as kind, size, or date. Items are then grouped in the window by the arrange field you chose **A B C D**.

TIP Although previous versions of Mac OS also had the ability to arrange items by a specific field of information, OS X Lion adds the grouping feature and fine-tunes the way items are displayed in various views.

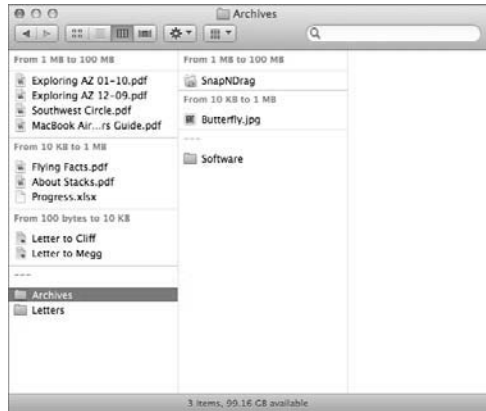
You can arrange a window's contents by nine different fields of information:

- **Name** (Control-Command-1) arranges items alphabetically by name (page 48).
- **Kind** **A B** (Control-Command-2) arranges items alphabetically by the kind of file.
- **Application** (Control-Command-3) arranges items alphabetically by the application that will open them (page 147).
- **Date Last Opened** (Control-Command-4) arranges items in reverse chronological order by the date they were last opened.
- **Date Added** (Control-Command-5) arranges items in reverse chronological order by the date they were added.
- **Date Modified** (Control-Command-6) arranges items in reverse chronological order by the date they were last modified.
- **Date Created** (Control-Command-7) arranges items in reverse chronological order by the date they were created.

continues on next page

- **Size** (Control-Command-8) arranges items in reverse size order. Folders have a size of 0 for this option unless you have set the window to calculate folder sizes (page 466).
- **Label** (Control-Command-9) arranges items by color-coded label (if applied; page 87).

As shown on these pages, the Arrange feature works in all window views.

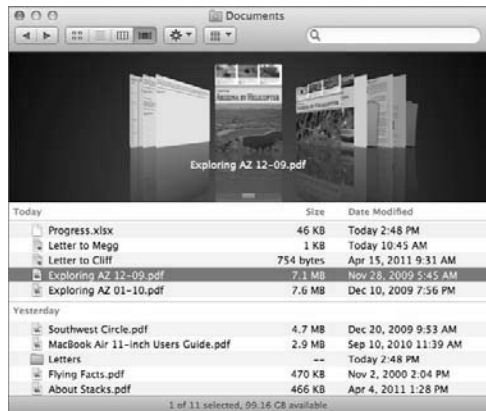


C The same Documents folder, this time in column view arranged by size.

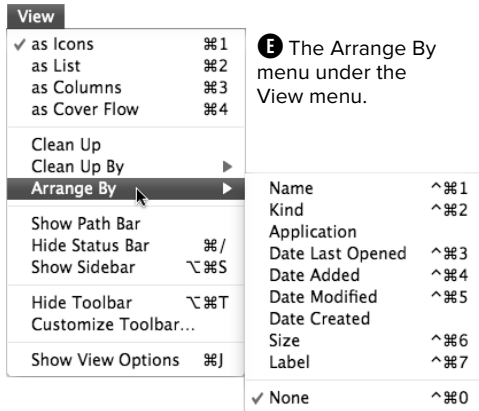
Arranging vs. Sorting:

Although both the arranging and sorting feature put window icons in a specific order—usually the same order—there is a difference.

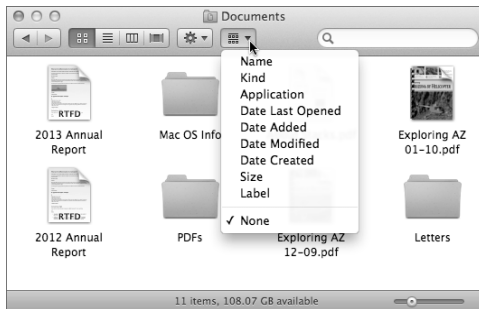
- *Arranging* groups items by the Arrange By option you specify. Within each group, items can also be sorted by another field. So, for example, you can arrange (and group) items by kind and, within each group, sort by creation date **A B**.
- *Sorting* simply sorts items by the column or sort option you specify. There's no grouping. Sorting is most often done in list or Cover Flow view by clicking a column heading (page 61), but you can also sort a window's contents by choosing a command from the Sort By submenu under the View menu (page 72).



D In this example, the Documents folder is displayed in Cover Flow view and arranged by Date Last Added.



E The Arrange By menu under the View menu.



F The new Arrange menu on the toolbar.

To arrange window contents:

1. Activate the window you want to arrange.
2. Use one of the following techniques:
 - ▶ Choose a command from the Arrange By submenu under the View menu **E**.
 - ▶ Choose a command from the Arrange pop-up menu on the window's toolbar **F**, which is new in OS X Lion.
 - ▶ Press the appropriate keyboard shortcut (page 20).

The icons are grouped in the window based on the Arrange By option you chose.

To remove arrangement settings from a window:

1. Activate the window you want to remove arrangement settings from.
2. Do one of the following:
 - ▶ Choose View > Arrange By > None **E**.
 - ▶ Choose None from the Arrange pop-up menu on the window's toolbar **F**.
 - ▶ Press Control-Command-0 (zero).

To sort and arrange a window's contents:

1. Activate the window you want to sort and arrange.
2. Follow the instructions on page 71 to remove any arrangement settings applied to the window.
3. Hold down the Option key and choose an option from the Sort By submenu under the View menu **G**.

The items are sorted in the order you specified.

4. Follow the instructions on page 71 to apply an arrangement option to the window.

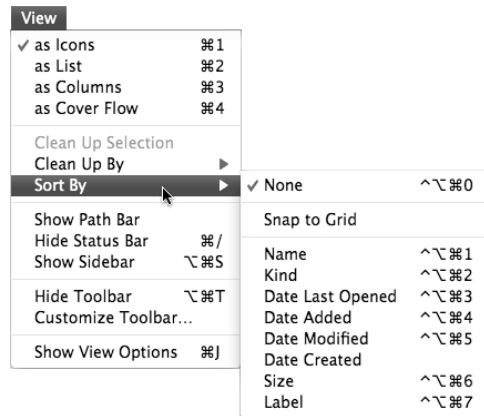
The items are grouped by the arrangement option and, if possible, sorted within each group by the sort option you chose in step 3.

TIP This doesn't always work. It depends on which arrangement option is selected in step 4 and whether it allows sorting. For example, you can arrange by kind and, within each group, sort by a date option **B** because the kind option has distinct groups and no sorting within each group. But you cannot arrange by size and then sort by another field because within each size group, Mac OS sorts by size **C**.

TIP The sort feature works just like the Keep Arranged By submenu that appeared in previous versions of Mac OS when you held down the Option key and displayed the View menu.

TIP You can also sort a window's contents by pressing one of the Sort By shortcut keys **G**.

TIP In icon view, you must disable the window's sort option by choosing None from the Sort By submenu **G** to be able to move icons out of their sorted positions.



G Holding down the Option key turns the Arrange By submenu into a Sort By submenu.

Index

A

- About command, 160
- About This Mac window, 5
- access
 - computers, Back to My Mac, 444
 - user, limiting
 - applications, 560
 - email, 562
 - system functions, 560
 - time limits, 563
 - Web, 561
- access logs, reviewing, 565
- Account Name option (Users & Groups preferences pane), 581
- Account pane (MobileMe), 536
- accounts
 - adding users to, 581–582
 - email, setting up in Mail, 419–421
 - guest user accounts, 580
 - iChat, 428
 - mail
 - adding, 534
 - modifying, 535
 - removing, 535
 - user, deleting, 587
- Action pop-up menus, 33
- Active Screen Corners dialog, 483
- Activity Monitor, 354–355
- Add Fonts command (File menu), 309
- Address Book, 143, 203
 - adding sender to, 426
 - contact cards, 206–208
 - organizing, 211–215
 - printing, 216–217
 - launching, 204–205
 - vCards, 209–210
 - widgets, 288
- Administrator option (Users & Groups preferences pane), 581
- advanced firewalls, 499
- Advanced option (Finder's Preferences window), 448
- advanced preferences, Finder Preferences window, 451
- AirDrop, 404–405
- AirDrop command (Go menu), 46
- Airport, 380
 - Express network, 384–385
 - launching, 381
 - manually setting base station options, 386–387
 - Time Capsule network, 381–383
- Airport Express Base Station, 380
- Airport Extreme Base Station, 380
- Alert volume option (Sound preferences pane), 530
- aliases, 88–90
- All My Files command (Go menu), 46
- All My Files option (New Finder window), 449
- Allow user to administer this computer option (Users & Groups preferences pane), 584
- Allow user to reset password using Apple ID option (Users & Groups preferences pane), 584

- Always option (General preferences pane), 486
- Animate opening applications option (Dock preferences pane), 485
- answering calls (FaceTime), 437
- antialiasing, 488
- App Store, 143, 175
 - browsing, 180–181
 - buying & installing applications, 182–183
 - launching, 176
 - signing in & out, 177–179
 - updating applications, 184
- Appearance option (General preferences pane), 486
- Apple ID
 - creating, 177–178
 - set up, 5
- Apple ID option (Users & Groups preferences pane), 584
- Apple menu commands, 592
- Apple Mouse, 13
- Apple Support website, 80
- AppleScript, 373
- application modal dialogs, 172
- applications, 21, 141–142
 - folders, 42
 - force quitting, 157–158
 - full-screen, 152–153
 - hiding, 162
 - Internet
 - FaceTime, 434–437
 - iChat, 427–433
 - Mail, 418–426
 - Safari, 438–441
 - launching, 147–149
 - Launchpad, 150–151
 - limiting user access, 561
 - Mac OS X, 143–144
 - multitasking, 145–146
 - preferences, 161
 - saving documents, 154–156
 - shortcuts, 515
 - standard menus, 159
 - application menu, 160–162
 - dialogs, 172–174
 - Edit menu, 170
 - File menu, 163–169
 - Help menu, 171
 - Window menu, 171
 - uninstalling, 151
 - utility
 - Activity Monitor, 354–355
 - automation tools, 373
 - Boot Camp Assistant, 356–357
 - ColorSync Utility, 358–360
 - Console, 361
 - DigitalColor Meter, 362
 - Grab, 363–364
 - Grapher, 365
 - Keychain Access, 366–367
 - Migration Assistant, 368
 - System Information, 369
 - Terminal, 370
 - VoiceOver, 371–372
- Applications command (Go menu), 46
- Applications folders, 135
- Apps option (Parental Controls preferences pane), 558
- Arrange By command (View menu), 71
- Arrange pop-up menus, 33
- Ask what to do option (CDs and DVDs pane), 506
- audio files, 248
- Auto Save, 154–155
- autocorrection feature, 198
- automated backups, 124
- Automatic login option (User & Groups preferences pane), 588
- automatic updates (software), 566
- Automatically adjust brightness option (Displays pane), 507
- Automatically based on input device option (General preferences pane), 486

- Automatically hide and show the Dock option (Dock preferences pane), 485
- Automatically rearrange spaces based on most recent use option (Mission Control pane), 494
- Automatically reduce the brightness before display goes to sleep option (Energy Saver), 510
- Automatically update safe downloads option (Security & Privacy pane), 496
- automation tools, 373
- Automator, 143, 373

B

- Back button, 33
- Back command (Go menu), 46
- Back to My Mac
 - computer access, 444
 - enabling, 539
- backups, 123–124
 - recovery partition, 130
 - restoring files, 128–129
 - Time Machine, 125–129
- batteries, status, 510
- Bluetooth, 379, 390–394
 - disabling, 543
 - enabling, 543
 - preferences, 544
 - sharing, 552
- Bluetooth File Exchange, 390
- Bluetooth preferences pane, 390, 543–545
- Bluetooth Setup Assistant, 545
- Bluetooth Sharing option (Sharing preferences pane), 547
- bookmarks (Safari), 439–440
- Boot Camp Assistant, 356–357
- Brightness option (Displays pane), 507
- Bring All to Front command (Window menu), 29, 171
- Browse All Version option, 154
- buddies (iChat), 429
- burn folders, 49

C

- Calculator, 143, 260–262, 288
- calendars
 - iCal, 143, 219
 - creating calendars, 232–233
 - events, 223–228, 426
 - launching, 220
 - reminders, 229–231
 - sharing calendars, 234–238
 - window, 221–222
- calibration, microphones, 571
- calls, FaceTime, 436–437
- cameras, FaceTime, 585
- Carbon Copy Cloner website, 124
- CDs, 112
 - burning, 118–121
 - limiting burning, 564
 - mounting, 114
- CDs and DVDs preferences pane, 506
- character keys, 19
- Characters palette, 305, 320
- check boxes, 173
- Chess, 143, 263–264
- Clean Up command (View menu), 60
- Clear command (Edit menu), 170
- Click in the scroll bar option (General preferences pane), 487
- clicking, 14
- Clipboard, 195
- Clock option (Date and Time preferences pane), 554
- clocks
 - adding to screen savers, 483
 - options (Date and Time preferences pane), 554
 - setting options, 557
- Close All command (File menu), 28
- close button, 27
- Close command (File menu), 165
- Close Quick Look command (File menu), 93

- Close Window command (File menu), 28, 165
- clouds, 124
- colors, display options, 508
- Colors Palettes model, 489
- Colors panel, 489
- Colors Sliders model, 489
- Colors Wheel model, 489
- ColorSync Utility, 358–360
- Column headings, 27
- Column view settings (Finder windows), 462, 467
- columns
 - viewing, 66
 - views, 58–59, 65–66
 - width change, 66
- combination boxes, 173
- Command keys, 19
- command sets, setting options, 571
- commands
 - Apple menu, 592
 - Edit menu, 593
 - File menu, 593
 - Finder menu, 592
 - Go menu, 595
 - Help menu, 596
 - View menu, 594
 - Voice, speakable items, 572
 - Window menu, 596
- Compress command (File menu), 97
- compressing files & folders, 97
- Computer command (Go menu), 46
- Computer name option (New Finder window), 449
- computers
 - access, Back to My Mac, 444
 - Activity Monitor, 354–355
 - identity, setting, 548
 - limiting user time on, 563

- configuring
 - computers to send/receive faxes, 528
 - file sharing, 548–549
 - Internet sharing, 551
 - Mac OS X Lion, 3, 9–10
 - Magic Mouse, 517–518
 - printers, 526
 - screen savers, 482–483
 - speech recognition, 569–570
 - trackpad gestures, 520–521
- Connect to Server command (Go menu), 46, 402
- connection methods, Internet, 412
- Console, 361
- contact cards, 206–208
 - organizing, 211–215
 - printing, 216–217
- contacts, Address Book, 203
- contextual menus, 17–18
- Control keys, 19
- Copy command (Edit menu), 170, 195–196
- Cover Flow pane, 68
- Cover Flow view settings (Finder windows), 462, 466, 468
- Cover Flow views, 26
- cover flow views, 58–59
- crashes, kernel panics, 510
- Crayons model, 489
- Create Account command (Store menu), 177
- Create Your Computer Account window, 10
- criteria filters, 103–104
- customizing
 - Dock, 453–455
 - Finder windows, view options, 462–468
 - Input menu, 493
 - keyboard shortcuts, 514
 - labels, Finder Preferences window, 450
 - preference settings (System Preferences panes), 478
 - sidebar, 471–472

- stack folders, 455
- System Preferences panes, 478
- toolbar, 469–470
- Cut command (Edit menu), 170, 195–196
- Cycle Through Windows command (Window menu), 29

D

- Dashboard, 143, 281
 - opening/closing, 282
 - widgets
 - bar, 282
 - installation, 286
 - Mac OS X overview, 288–289
 - management, 287
 - using, 284–285
- Data & Time preferences pane, 554–557
- Data fork suitcase format, 306
- data formats (Language & Text preferences pane), 492
- date setting
 - automatically, 554
 - manually, 555
- Date & Time option (Date and Time preferences pane), 554
- Delay option (Speech preferences pane), 573
- Delay Until Repeat option (Keyboard preferences pane), 512
- Delete command (Edit menu), 170
- Delete keys, 19
- deleting
 - calendars, 232–233
 - contact cards, 207
 - contact groups, 214
 - events, 228
 - files, 54–56
 - playlist, 248
 - printer pools, 527
 - printers, 524
 - reminders, 231

- smart folders, 108
- user accounts, 587
- Desktop
 - Finder, 12
 - folders, 135
 - management, 291
 - Exposé, 297–298
 - Mission Control, 295–296
 - Spaces, 299–301
 - Stacks, 292–294
 - pictures, setting in Desktop & Screen Saver pane, 480–481
 - printers, 527
- Desktop & Screen Saver pane, 479–483
 - configuring screen savers, 482–483
 - setting pictures in, 480–481
- Desktop command (Go menu), 46
- Desktop option (New Finder window), 449
- desktop printers, 334
- Desktop view settings (Finder windows), 462, 468
- devices, pairing, 545
- dial-up connections, 412
- dialogs, 172–174
- Dictionary, 143, 265–266, 288
- DigitalColor Meter, 362
- direct connections, Internet, 412
- Disable automatic login option (Security & Privacy pane), 496
- Disable remote control infrared receiver option (Security & Privacy pane), 496
- disabling
 - Bluetooth, 543
 - FileVault, 498
 - parental controls, 559
 - password changes, 564
- Disk Utility, 339
 - disk image files, 348–352
 - erasing disk or volume, 344–345
 - getting disk or volume information, 341
 - launching, 340

- partitioning disk or volume, 346–347
 - repairing, 342–343
 - verifying, 342–343
 - disks, 339
 - burning from disk image, 352
 - Disk Utility, 339
 - disk image files, 348–352
 - erasing disk or volume, 344–345
 - getting disk or volume information, 341
 - launching, 340
 - partitioning disk or volume, 346–347
 - repairing, 342–343
 - verifying, 342–343
 - Mac OS X organization, 42–43
 - mounting, 114–115
 - names, 48
 - partitioning, 346–347
 - Display Calibrator Assistant, 508
 - Display login window as option (User & Groups preferences pane), 588
 - displaying
 - folder content, 65
 - sidebar, 35
 - status bar, 37
 - toolbars, 34
 - top sites, 440
 - Displays preferences pane, 507–508
 - DNS screen, 541
 - Doc preferences pane, 484–485
 - Dock
 - customizing, 453–455
 - Finder, 12, 38
 - stack folders, customizing, 455
 - document modal dialogs, 172
 - documents, 21
 - cover flow, 67
 - displaying preview, 65
 - faxing, 333
 - launching applications, 147–149
 - locking & unlocking, 155
 - opening, 202
 - previewing, 330
 - saving, 154–156, 200–201
 - Documents command (Go menu), 46
 - Documents folders, 135
 - Documents option (New Finder window), 449
 - Double-click a window's title bar option (General preferences pane), 487
 - Double-Click slider
 - Mouse preferences pane, 516
 - Trackpad preferences pane, 519
 - double-clicking, 15
 - downloads, Mac OS X Lion, 6
 - Downloads command (Go menu), 46
 - Downloads folders, 135
 - drag & drop, opening documents, 149
 - dragging, 16
 - files, 54
 - icons, 23
 - Driver pane (Options & Supplies dialog), 526
 - drivers, printers, 322–323
 - Drop Box folders, 136
 - Dropbox website, 124
 - DUN (dial-up networking), Internet connections, 412
 - Duplicate command (File menu), 53, 168
 - duplicate options, 154–155
 - DVD or CD Sharing option (Sharing preferences pane), 546
 - DVDs, 112
 - burning, 118–121
 - limiting burning, 564
 - mounting, 114
 - player, 143, 257–258
- ## E
- Edit menu commands, 170, 593
 - editing
 - contact cards, 208
 - smart folders, 108
 - TextEdit, 144

- cut, copy, & past commands, 195–196
- entering text, 187–189
- formatting text, 190–193
- launching, 186
- opening documents, 202
- redoing actions, 194
- saving documents, 200–201
- spell check, 197–199
- undoing actions, 194
- effects, sound, 530
- email (Mail)
 - accounts, setting up, 419–421
 - adding sender to Address Book, 426
 - creating messages, 422
 - enhancing messages, 423
 - forwarding, 425
 - reading, 424
 - replying, 425
 - retrieving, 424
 - sending messages, 422
 - user access, 562
- Empty Trash command (Finder menu), 56
- Enable parental controls option (Users & Groups preferences pane), 584
- enabling
 - Back to My Mac, 539
 - Bluetooth, 543
 - FaceTime, 435
 - file sharing, 548–549
 - FileVault, 497–498
 - firewalls, 499
 - Internet sharing, 551
 - parental controls, 559
 - speech recognition, 569–570
- Enclosing Folder command (Go menu), 46
- Energy Saver
 - screen savers, 483
 - shutting down, 511
 - starting, 511
- Energy Saver preferences pane, 509–511

- enhanced icon view, 26
- Enter Your Apple ID window, 9
- entry fields, 173
- ESPN widgets, 288
- Ethernet, 379, 395
- events, iCal, 223–228
- Export command (File menu), 274
- exporting photos, 274
- Exposé, 297–298
- Express network, 384–385
- external backups, 125
- external storage devices, 113

F

- FaceTime, 143, 434–437
 - calls, 436–437
 - opening, 435
 - turning off, 437
- FaceTime cameras, 585
- faxes, configuring computers for, 528
- faxing documents, 333
- File menu commands, 163–169, 593
- file sharing
 - configuring, 548–549
 - enabling, 548–549
- File Sharing option (Sharing preferences pane), 546
- files
 - compressing, 97
 - management, 41
 - copying items, 51–53
 - folders, 49–50
 - Go menu, 46–47
 - icon names, 48
 - Mac OS X disk organization, 42–43
 - moving items, 51–53
 - pathnames, 44–45
 - Trash, 54–56
 - names, 48
 - restoring, 128–129

- searching, 99
 - Find command, 103–105
 - Finder Search field, 102
 - smart folders, 106–108
 - Spotlight menu, 100–101
 - working with results, 109
 - sharing, 136–138, 400–403
 - FileVault
 - enabling, 497–498
 - turning off, 498
 - FileVault option (Security & Privacy pane), 495
 - Find command (File menu), 103–105
 - Finder, 11–12, 447
 - advanced techniques
 - aliases, 88–90
 - compressing files & folders, 97
 - Info window, 94–96
 - labels, 86–87
 - Quick Look, 92–93
 - recent items, 91
 - spring-loaded folders, 84–85
 - undoing Finder actions, 98
 - Dock, 38
 - file management, 41
 - copying items, 51–53
 - folders, 49–50
 - Go menu, 46–47
 - icon names, 48
 - Mac OS X disk organization, 42–43
 - moving items, 51–53
 - pathnames, 44–45
 - Trash, 54–56
 - icons, 21–26
 - keyboard, 19–20
 - menus, 17–18
 - mouse, 13–16
 - opening iDisk storage, 443
 - preferences, 448–452
 - Print command, 337
 - restarting, 39–40
 - Search field, 102
 - shutting down, 39–40
 - sidebar, 35–36
 - sleeping, 39–40
 - status bar, 37
 - System Preferences panes, 476
 - toolbar, 33–34
 - trackpad, 13–16
 - windows, 27–32
- Finder menu commands, 592
 - Finder Preferences window
 - advanced preferences, 451–452
 - customizing Dock, 453–455
 - customizing labels, 450
 - opening, 448
 - sidebar preferences, 451
 - Finder windows
 - customizing sidebar, 471–472
 - customizing toolbar, 469–470
 - view options, 462–468
 - Firewall option (Security & Privacy pane), 495
 - firewalls
 - advanced, 499
 - enabling, 499
 - FireWire, 379, 396
 - flash drives, 112
 - Flight Tracker, widgets, 288
 - folders, 21. *See also* files
 - applications, 42
 - compressing, 97
 - creating disk image file, 350
 - displaying content, 65
 - hierarchy, 65
 - Launchpad names, 458
 - library, 42
 - management, 49–50
 - names, 48
 - public (iDisk), opening, 443
 - restoring, 128–129
 - Speakable Items, 572

- spring-loaded, 84–85
 - system, 42
 - users, 42–43
 - Font Book, 143, 305, 307
 - adding collection, 312
 - changing preview text, 311
 - disable collection, 314
 - enable collection, 315
 - installing font from within, 309
 - launching, 308
 - previewing fonts, 311
 - removing collection, 313
 - resolving conflicts, 315
 - uninstall fonts, 310
 - validating fonts, 316
 - viewing fonts, 310
 - Font panel, 317–318
 - font smoothing, antialiasing, 488
 - fonts, 305
 - Characters palette, 320
 - Font Book, 307
 - adding collection, 312
 - changing preview text, 311
 - disable collection, 314
 - enable collection, 315
 - installing font from within, 309
 - launching, 308
 - previewing fonts, 311
 - removing collection, 313
 - resolving conflicts, 315
 - uninstall fonts, 310
 - validating fonts, 316
 - viewing fonts, 310
 - Font panel, 317–318
 - formats, 306
 - formatting, 191
 - Fonts panel, 305
 - Force Quit command (Apple menu), 157
 - force quitting applications, 157–158
 - formats, fonts, 306
 - Formats pane (Language & Text preferences pane), 492
 - formatted storage media, 113
 - formatting text, 190–193
 - Forward button, 33
 - Forward command (Go menu), 46
 - forwarding messages (Mail), 425
 - Full Name option (Users & Groups preferences pane), 581, 584
 - full-screen applications, 152–153
 - function keys, 19
- ## G
- General option (Finder's Preferences window), 448
 - General option (Security & Privacy pane), 495
 - General pane (Options & Supplies dialog), 526
 - General preference pane, 486–489
 - general preferences (Finder), 449–450
 - Genius playlists, 248
 - gestures, 13
 - scrolling windows content, 32
 - trackpad, 520
 - Get Info command (File menu), 96
 - Go menu, 46–47, 595
 - Go to Date command (View menu), 222
 - Go to Folder command (Go menu), 46
 - Go to Folder dialog, 47
 - Go to Today command (View menu), 222
 - Google, 80
 - Grab, 363–364
 - grammar check, 197–199
 - Grapher, 365
 - Group option (Users & Groups preferences pane), 581
 - groups
 - contact cards, 213
 - creating, 583

- networking, 397
- smart, 215

guest user accounts, 580

H

Hard Disk name option (New Finder window), 449

hard disks, 112

- disconnecting, 117
- mount external, 115
- unmounting, 116
- window, 42

hardware preferences, 475

- CDs & DVDs pane, 506
- Displays pane, 507–508
- Energy Saver pane, 509–511
- Keyboard pane, 512–515
- Mouse pane, 516–518
- Print & Scan pane, 522–528
- Sound pane, 530–531
- Trackpad pane, 519–521

Hardware screen, 541

Hearing panel (Universal Access preferences pane), 504

Help, 73–80

Help Center, 73–79

Help Center window, 79

Help menu, 79, 171, 596

Help Tags, 73–74

HFS (hierarchical filing system), 42

Hide Sidebar command (View menu), 35

Hide Status Bar command (View menu), 37

Hide Toolbar command (View menu), 34

Hide/Show command, 160

hiding

- applications, 162
- path bar, 45
- profanity, 564
- sidebar, 35
- status bar, 37
- toolbars, 34

hierarchical filing system (HFS), 42

Highlight Color option (General preferences pane), 486

Home command (Go menu), 46

Home folders, 42, 135

hotspots (Wi-Fi), 416

I

iCal, 143, 219

- creating calendar events, 426
- creating calendars, 232–233
- events, 223–228
- launching, 220
- reminders, 229–231
- sharing calendars, 234–238
- widgets, 289
- window, 221–222

iChat, 144, 427–433

- accounts, 428
- adding buddies, 429
- opening, 428
- removing buddies, 429
- text chats, 430, 432
- video chats, 431, 433

Icon view settings (Finder windows), 462–465

icons

- Finder, 12, 21–26
- Launchpad, 457
- menu bar, 459
- names, 48
- views, 58–60

identity (computer), setting, 548

iDisk command (Go menu), 46–47

iDisk options

- MobileMe, 538
- New Finder window, 449

iDisk storage, opening from Finder, 443

Ignore option (CDs and DVDs pane), 506

Image Capture, 144, 267–270

Image Palettes model, 489

- images
 - contact cards, 208
 - cropping, 278
 - disk files, 348–352
 - Photo Booth, 274
- Incoming Mail Server dialog, 419
- indentations, 193
- Info window, 94–96
- initialized storage media, 113
- input devices, setting options, 531
- Input menu, 493
- Install Mac OS X window, 7
- installation
 - App Store applications, 182–183
 - Mac OS X Lion, 3–8
 - software updates, 567–568
 - widgets, 286
- internal storage devices, 112
- Internet
 - applications
 - FaceTime, 434–437
 - iChat, 427–433
 - Mail, 418–426
 - Safari, 438–441
 - connection methods, 412
 - Network Diagnostics, 413, 415
 - Network Setup Assistant, 413–414
 - Wi-Fi hotspots, 416
 - sharing, 551
- Internet preferences, 475
 - Bluetooth pane, 543–545
 - Mail, Contacts & Calendar pane, 534–535
 - MobileMe pane, 536–539
 - Network pane, 540–542
 - Sharing pane, 546–552
- Internet Sharing option (Sharing preferences pane), 547
- iTunes, 144, 240
 - adding songs to library, 242–243
 - album art, 243
 - browsing source list, 244

- burning to disc, 249
- launching, 241
- playing content, 245
- playlists, 246–248
- quitting, 241
- sharing content, 250
- window view, 245

J

- Jump to the next page option (General preferences pane), 487
- Jump to the spot that's clicked option (General preferences pane), 487

K

- kernel panics, 510
- Key Repeat Rate option (Keyboard preferences pane), 512
- keyboard, Finder, 19–20
- Keyboard option (Keyboard preferences pane), 512
- Keyboard panel (Universal Access preferences pane), 504
- Keyboard preferences pane, 512–515
- keyboard shortcuts, 20
 - customizing, 514
 - setting (Spotlight), 503
- Keyboard Shortcuts option (Keyboard preferences pane), 512
- Keychain Access, 366–367

L

- labels, 86–87, 450
- Labels option (Finder's Preferences window), 448
- Language & Text preference pane, 490–493
- Languages (Info window), 95
- launching
 - Address Book, 204–205
 - App Store, 176
 - applications, 147–149

- Calculator, 260
- Chess, 263
- Dictionary, 265
- Disk Utility, 340
- DVD player, 257–258
- Font Book, 308
- iCal, 220
- iTunes, 241
- Photo Booth, 271
- Preview, 276
- QuickTime Player, 251
- Stickies, 279
- TextEdit, 186
- Launchpad, 144, 150–151
 - folder names, 458
 - organizing, 456–458
- libraries
 - adding songs, 242–243
 - folders, 42
- Library command (Go menu), 47
- Library folders, 135
- links, Safari, 439
- Lion installer icon, 7
- List view settings (Finder windows), 462, 466
- Listening Key option (Speech preferences pane), 569
- Listening Method option (Speech preferences pane), 570
- lists, views, 58–59, 61–64
- local snapshots, 125
- lock options, 154–155
- locking
 - documents, 155
 - System Preferences panes, 477
- Log out after n minutes of inactivity option (Security & Privacy pane), 496
- Log Out command (Apple menu), 132
- logging into FaceTime, 435
- login items (Users & Groups preferences panes), 586
- login options (User & Groups preferences pane), 588

- logs, reviewing access logs, 565

M

- Mac OS X Hints website, 80
- Mac OS X Lion
 - configuring, 3, 9–10
 - disk organization, 42–43
 - installation, 3–8
- MacLife website, 80
- MacBook Air, 13
- MacBook Pro, 13
- MacFixIt website, 80
- Macworld website, 80
- magazines, 80
- Magic Mouse, 13, 517–518
- Magic Trackpad, 13
- Magnification option (Dock preferences pane), 484
- Mail, 144, 418–426
 - adding senders to Address Book, 426
 - calendar events, creating, 426
 - creating messages, 422
 - enhancing messages, 423
 - forwarding messages, 425
 - opening, 419
 - reading email, 424
 - replying to messages, 425
 - retrieving email, 424
 - sending messages, 422
 - setting up email accounts, 419–421
- mail accounts, 534–535
- Mail, Contacts & Calendar preferences pane, 534–535
- Make Alias command (File menu), 88
- Managed with Parental Controls option (Users & Groups preferences pane), 581
- media, 111–113
- memory, 113, 145
- menu bar
 - changing to opaque, 481

- Finder, 12
 - rearranging icons, 459
- menus
 - Apple commands, 592
 - Edit commands, 593
 - File commands, 593
 - Finder, 17–18
 - Go commands, 595
 - Help commands, 596
 - Input
 - creating, 493
 - customizing, 493
 - Spotlight Search Results, setting preferences, 501
 - View commands, 594
 - Window commands, 596
- messages. *See* email
- Microphone Calibration dialog, 571
- Microphone option (Speech preferences pane), 569
- microphones, calibration, 571
- Microsoft Windows, Boot Camp Assistant, 356–357
- Mighty Mouse, 13
- Migration Assistant, 368
- minimize button, 27
- Minimize command (Window menu), 171
- Minimize Window command (Window menu), 31
- Minimize windows into application icon (Dock preferences pane), 485
- Minimize windows using option (Dock preferences pane), 484
- minimizing windows, 31
- Mission Control preference pane, 144, 295–296, 494
- Mobile, Back to My Mac, 444
- MobileMe, 124, 442–444
 - iDisk options, 538
 - signing in to, 536
 - sync options, 537
 - MobileMe preferences pane, 536–539
 - modeless dialogs, 172
 - modems, 379, 412
 - modifier keys, 19
 - More Info (Info window), 95
 - mounted storage media, 113
 - mounting
 - disk image, 351
 - disks, 114–115
 - mouse, 13–16
 - Mouse & Trackpad panel (Universal Access preferences pane), 504
 - Mouse preferences pane, 516–518
 - Move to Trash command (File menu), 55
- Movies
 - folders, 135
 - widgets, 289
- moving menu bar icons, 459
- multi-touch devices, 13
- Multiple Master, 306
- multiple users, 131
 - fast switching, 134
 - Home folder, 135
 - logging out & in, 132–133
 - sharing files, 136–138
- multitasking applications, 145–146
- music, iTunes, 144, 240
 - adding songs to library, 242–243
 - album art, 243
 - browsing source list, 244
 - burning to disc, 249
 - launching, 241
 - playing content, 245
 - playlists, 246–248
 - quitting, 241
 - sharing content, 250
 - window view, 245
- Music folders, 135
- Mute option (Sound preferences pane), 529

N

- Name & Extension (Info window), 95
- names, Launchpad folders, 458
- Network Account Server option (User & Groups preferences pane), 588
- Network command (Go menu), 46, 401
- Network Diagnostics, 413, 415
- Network preferences pane, 540–542
- Network Setup Assistant, 413–414
- Network Utility, 407–409
- networking, 377
 - AirDrop, 404–405
 - Airport, 380
 - Express network, 384–385
 - launching, 381
 - manually setting base station options, 386–387
 - Time Capsule network, 381–383
 - Bluetooth, 390–394
 - connecting for file sharing, 400–403
 - Ethernet, 395
 - FireWire, 396
 - groups, 397
 - interfaces, 378–379
 - Network Utility, 407–409
 - privileges, 398–399
 - remote disc, 406
 - users, 397
 - Wi-Fi Status menu, 388–389
- networks
 - Internet connections, 412
 - saving settings, 542
 - Wi-Fi settings, 541–542
- New Buddy dialog, 429
- New Burn Folder command (File menu), 120
- New Calendar command (File menu), 232
- New Card command (File menu), 206
- New command (File menu), 163
- New Event command (File menu), 224
- New Finder Window command (File menu), 28

- New Folder command (File menu), 50
- New Folder with Selection command (File menu), 50
- New Game dialog, 264
- New Group command (File menu), 213
- New Note command (File menu), 280
- New Reminder command (File menu), 230
- New Smart Folder command (File menu), 106
- New Smart Group command (File menu), 215
- New Smart Playlist command (File menu), 247
- New Window command (File menu), 163
- number formats (Language & Text preferences pane), 492
- Number of Recent Items option (General preferences pane), 487

O

- off-site backups, 124
- opaque, changing menu bar to, 481
- Open application name option (CDs and DVDs pane), 506
- Open command (File menu), 25, 164
- Open dialog, 164
- Open Enclosing command (File menu), 109
- Open other application option (CDs and DVDs pane), 506
- Open with (Info window), 95
- Open With command (File menu), 25, 149
- OpenDocument Text format, 201
- opening
 - FaceTime, 435
 - Finder Preferences window, 448
 - iChat, 428
 - iDisk public folders, 443
 - iDisk storage from Finder, 443
 - Mail, 419
 - print queues, 525
 - Safari, 438
 - System Preferences panes, 475
- opening documents, 202

- OpenType font format, 306
- optical drives
 - accessing on another computer, 406
 - mounting CD or DVD, 114–115
 - unmounting, 117
- Options & Supplies dialog, 526
- organizing Launchpad, 456–458
- Other option
 - New Finder window, 450
 - Parental Controls preferences pane, 558
- Outgoing Mail Server dialog, 420
- output devices, setting options, 531
- Output volume option (Sound preferences pane), 529

P

- Page Setup command (File menu), 324
- Page Setup dialog, 324
- pairing devices, 545
- pane button, 173
- panes
 - Account (MobileMe), 536
 - Back to My Mac (MobileMe), 536
 - Bluetooth, 543–545
 - CDs & DVDs, 506
 - Date & Time, 554–557
 - Desktop & Screen Saver, 479–483
 - Displays, 507–508
 - Doc, 484–485
 - Energy Saver, 509–511
 - General, 486–489
 - iDisk (MobileMe), 536
 - Keyboard, 512–515
 - Language & Text, 490–493
 - Mail, Contacts & Calendar, 534–535
 - Mission Control, 494
 - MobileMe, 536–539
 - Mouse, 516–518
 - Network, 540–542
 - Parental Controls, 558–565
 - Print & Scan, 522–528
 - Security & Privacy, 495–500
 - Sharing, 546–552
 - Software Update, 566–568
 - Sound, 530–531
 - Speech, 569–574
 - Spotlight, 501–503
 - Startup Disk, 575–576
 - Sync (MobileMe), 536
 - Time Machine, 577–578
 - Trackpad, 519–521
 - Universal Access, 504
 - Users & Groups, 579–588
- paper, setting default size, 525
- parental controls, user accounts, 559
- Parental Controls preferences pane, 558–565
- Password Assistant, 582
- password dialog, 8
- Password Hint fields, 10
- Password hint option (Users & Groups preferences pane), 582
- Password option (Users & Groups preferences pane), 582
- passwords, disabling changes, 564
- Paste command (Edit menu), 170, 195–196
- pathnames, files, 44–45
- paths, 44–45
- PDFs, saving documents as, 331–333
- People option (Parental Controls preferences pane), 558
- permissions (user), setting, 549
- personal preferences, 475, 479–504
 - Desktop & Screen Saver pane, 479–483
 - Doc pane, 484–485
 - General pane, 486–489
 - Language & Text pane, 490–493
 - Mission Control pane, 494
 - Security & Privacy pane, 495–500
 - Spotlight pane, 501–503
 - Universal Access pane, 504
- Photo Booth, 144, 271–274
- photos, exporting, 274

- Phrase option (Speech preferences pane), 573
- pictures
 - desktop, setting in Desktop & Screen Saver pane, 480–481
 - users, changing, 585
- Pictures folders, 135
- Play feedback when volume is changed
 - option (Sound preferences pane), 530
- Play sound effects through option (Sound preferences pane), 530
- Play user interface sound effects option (Sound preferences pane), 530
- playlists, iTunes, 246–248
- Pointer, Finder, 12
- pointing, 14
- pop-up menus, 17, 173
- Position on screen option (Dock preferences pane), 484
- PostScript Type 1 fonts, 306
- preemptive multitasking, 145
- preference settings (System Preferences panes), locking, 477–478
- preferences
 - applications, 161
 - Bluetooth, 544
 - Finder, 448–452
 - hardware, 475
 - CDs & DVDs pane, 506
 - Displays preferences pane, 507–508
 - Energy Saver preferences pane, 509–511
 - Keyboard preferences pane, 512–515
 - Mouse preferences pane, 516–518
 - Print & Scan preferences pane, 522–528
 - Sound preferences pane, 530–531
 - Trackpad preferences pane, 519–521
 - Internet, 475
 - Bluetooth preferences pane, 543–545
 - Mail, Contacts & Calendar preferences pane, 534–535
 - MobileMe preferences pane, 536–539
 - Network preferences pane, 540–542
 - Sharing preferences pane, 546–552
 - personal, 475, 479–504
 - Desktop & Screen Saver pane, 479–483
 - Doc pane, 484–485
 - General pane, 486–489
 - Language & Text pane, 490–493
 - Mission Control pane, 494
 - Security & Privacy pane, 495–500
 - Spotlight, 501–503
 - Universal Access, 504
 - sidebar, 451
 - system, 475
 - Date & Time pane, 554–557
 - opening, 475
 - Parental Controls pane, 558–565
 - Software Update pane, 566–568
 - Speech pane, 569–574
 - Startup Disk pane, 575–576
 - Time Machine pane, 577–578
 - Users & Groups pane, 579–588
 - wireless, 475
 - Bluetooth preferences pane, 543–545
 - Mail, Contacts & Calendar preferences pane, 534–535
 - MobileMe preferences pane, 536–539
 - Network preferences pane, 540–542
 - Sharing preferences pane, 546–552
- Preferences command, 160
- presets, printing, 327–329
- Preview, 144, 275–278
- Preview (Info window), 95
- previewing documents, 330
- Print & Scan preferences pane, 522–528
- Print command (File menu), 280, 325, 337
- Print dialog
 - previewing documents, 330
 - setting options, 325–329
- print queues, opening, 525

- printer pools, 527
- Printer Sharing option (Sharing preferences pane), 546
- printers
 - adding, 523–524
 - configuring, 526
 - default, 525
 - deleting, 524
 - desktop, 334, 527
 - drivers, 322–323
 - limiting administration, 564
 - sharing, 323, 550
- printing, 321–322
 - contact cards, 216–217
 - desktop printers, 334
 - documents, 334
 - Finder Print command, 337
 - Page Setup dialog, 324
 - Print dialog
 - previewing documents, 330
 - setting options, 325–329
 - printer drivers, 322–323
 - queues, 335–336
 - saving documents as PDF, 331–333
 - sharing printers, 323
- Privacy option (Security & Privacy pane), 495
- privacy options, setting, 500
- privacy policies, 10
- profanity, hiding, 564
- protected memory, 145
- Proxies screen, 541
- Public folders, 135, 136
- public folders (iDisk), opening, 443
- publishing calendars, 234–235
- pull-down menu, 17
- purchasing Mac OS X Lion, 6
- Put Back command (File menu), 55
- Put the hard disk(s) to sleep when possible option (Energy Saver), 509

Q

- queues (print), opening, 525
- Quick Look, 92–93
- Quick Look command (File menu), 92
- QuickTime Player, 144
 - controlling play, 253
 - launching, 251
 - opening movie files, 252
 - quitting, 252
 - recording movie, 254
 - sharing, 255–256
- Quit Address Book command (Address Book menu), 205
- Quit App Store command (App Store menu), 176
- Quit Calculator command (Calculator menu), 260
- Quit Chess command (Chess menu), 263
- Quit command, 160
- Quit Dictionary command (Dictionary menu), 265
- Quit Disk Utility command (Disk Utility menu), 340
- Quit Font Book command (Font Book menu), 308
- Quit iCal command (iCal menu), 220
- Quit Photo Booth command (Photo Booth menu), 271
- Quit Stickies command (Stickies menu), 279
- Quit TextEdit command (TextEdit menu), 186
- quitting, System Preferences panes, 476

R

- radio button, 173
- RAID devices, 112
- RAM (random access memory), 113
- random access memory (RAM), 113
- reading
 - email, Mail, 424
 - Safari pages, 441

- rearranging
 - Dock items, 454
 - Launchpad icons, 456
 - menu bar icons, 459
 - sidebar items, 472
- receiving faxes, 528
- Recent Folders command (Go menu), 46–47
- recent items, 91
- Recent Items command (Apple menu), 91
- recoveries, 123–124
- recovery partitions, 130
- Redo command (Edit menu), 98, 170, 194
- Registration information window, 9
- reinstalling applications, 183
- reminders, iCal, 229–231
- Remote Apple Events option (Sharing preferences pane), 547
- Remote Login option (Sharing preferences pane), 546
- Remote Management option (Sharing preferences pane), 546
- removing
 - accounts (mail), 535
 - application shortcuts, 515
 - Dock items, 454
 - iChat buddies, 429
 - Launchpad folder items, 458
 - reading list items (Safari), 441
 - search locations (Spotlight), 502
 - sidebar items, 472
- renaming icons, 48
- replying to messages (Mail), 425
- Require an administrator password to access system... option (Security & Privacy pane), 496
- Require password after sleep or screen saver begins option (Security & Privacy pane), 496
- Reset Password option (Users & Groups preferences pane), 584
- resizing windows, 30
- resolutions, desktop pictures, 481

- Resolutions option (Displays pane), 507
- responding
 - to iChat text chat invitations, 432
 - to iChat video chat invitations, 433
- Restart automatically after the computer freezes option (Energy Saver), 510
- Restart command (Apple menu), 40
- restarting, 39–40
- Restore windows when quitting and re-opening apps option (General preferences pane), 487
- restoring files, 128–129
- Resume features, 39, 154–156
- retrieving email, 424
- Revert to Last Opened Version option, 154
- Revert to Last Saved Version option, 154
- reverting versions, 154–156
- reviewing access logs, 565
- Rich Text Format (RTF), 201
- right-clicking, 15
- RTF (Rich Text Format), 201
- Run script option (CDs and DVDs pane), 506

S

- Safari, 144, 438–441
 - bookmarks, 439–440
 - opening, 438
 - reading pages, 441
 - removing reading list items, 441
 - saving pages, 441
 - viewing URLs, 439
- Save a Version command (File menu), 167
- Save As dialog, 166
- Save command (File menu), 166–167, 167
- Save dialog, 167
- saving
 - documents, 154–156
 - documents as PDFs, 331–333
 - network settings, 542
 - Safari pages, 441
- saving documents, 200–201

- Scanner Sharing option (Sharing preferences pane), 546
- scanning documents, 270
- screen savers, configuring, 482–483
- Screen Sharing option (Sharing preferences pane), 546
- screen shots, Grab, 363–364
- scroll bars, 27
- scrolling, 16, 32
- scrolling lists, 173
- Scrolling slider (Mouse preferences pane), 516
- Scrolling slider (Trackpad preferences pane), 519
- SD cards, 112
- Search fields, 33
- search fields, 27
- searches
 - Spotlight, 501–503
- searching
 - contact cards, 212
 - files, 99–101
 - Spotlight, 501–503
- Secure Empty Trash command (Finder menu), 56
- Security & Privacy preference pane, 495–500
- Seeing panel (Universal Access preferences pane), 504
- Select a Picture for This Account window, 10
- Select All command (Edit menu), 23, 170
- Select New Original dialog, 90
- Select Time Zone window, 10
- Select Your Keyboard window, 9
- Select Your Wi-Fi Network window, 9
- selecting
 - icons, 22–23
 - startup disks, 576
- seminars, 80
- sending
 - faxes, 528
 - messages (Mail), 422
- Services command, 160
- Set Date and Time window, 10
- Shared folders, 136
- sharing
 - Bluetooth, 552
 - files, 548–549
 - Internet, 551
 - printers, 323, 550
- Sharing & Permissions (Info window), 95
- sharing calendars, 234–238
- sharing files, 136–138
- Sharing Only option (Users & Groups preferences pane), 581
- Sharing preferences pane, 546–552
- shortcuts. *See* keyboard shortcuts
- Show a message when the screen is locked option (Security & Privacy pane), 496
- Show Dashboard as a Space option (Mission Control preferences pane), 494
- Show displays in menu bar option (Displays pane), 507
- Show fast user switching menu as option (User & Groups preferences pane), 588
- Show indicator lights for open applications option (Dock preferences pane), 485
- Show input menu in login window option (User & Groups preferences pane), 588
- Show Original command (File menu), 89
- Show password hints option (User & Groups preferences pane), 588
- Show Path Bar command (View menu), 45
- Show scroll bars option (General preferences pane), 486
- Show Sidebar command (View menu), 35
- Show Status Bar command (View menu), 37
- Show the Restart, Sleep, and Shut Down buttons option (User & Groups preferences pane), 588
- Show volume option (Sound preferences pane), 529
- showing System Preferences panes, 475
- Shut Down command (Apple menu), 40
- shutting down, 39–40, 511

- sidebar
 - customizing, 471–472
 - preferences, 451
- Sidebar icon size option (General preferences pane), 487
- Sidebar option (Finder's Preferences window), 448
- sidebars, 27, 35–36
- Sign In dialog, 179
- Sign Out command (Store menu), 179
- signing into MobileMe, 536
- Sites folders, 135
- size, desktop pictures, 481
- Size option (Dock preferences pane), 484
- Ski Report, widgets, 289
- Sleep command (Apple menu), 40
- sleeping, 39–40
- sleeping display, waking, 510
- slide shows, screen savers, 483
- slider controls, 173
- Slightly dim the display when using this power source option (Energy Saver), 510
- smart folders, 49, 106–108
- smart groups, 215
- Smart Quotes option (Language & Text preferences pane), 491
- Snow Leopard, latest version update, 5
- software
 - automatic updates, 566
 - updates, installing, 567–568
- Software Update preferences pane, 566–568
- solid state drive (SSD), 112
- sorting
 - contact cards, 211
 - versus arranging, 70
 - window content, 61, 72
- sound effects, 530
- Sound preferences pane, 530–531
- sound volume, 529
- Spaces, 299–301
- Speakable Items folder, 572
- Special Characters command (Edit menu), 320
- special effects, 273
- speech options, text, 573
- Speech preferences pane, 569–574
- speech recognition
 - configuring, 569–570
 - enabling, 569–570
- spell check, 197–199
- Spelling and Grammar dialog, 172
- Spelling option (Language & Text preferences pane), 491
- Spotlight, 501–503
- Spotlight Comments (Info window), 95
- Spotlight menu, searching files, 100–101
- Spotlight preferences pane, 100, 495–500
- Spotlight Search Results menu, setting preferences, 501
- spring-open folders. *See* spring-loaded folders
- SSD (solid state drive), 112
- stack folders, customizing, 455
- Stacks, 292–294
- standard menus, applications, 159
 - application menu, 160–162
 - dialogs, 172–174
 - Edit menu, 170
 - File menu, 163–169
 - Help menu, 171
 - Window menu, 171
- Standard option (Users & Groups preferences pane), 581
- Start up automatically after a power failure option (Energy Saver), 510
- starting
 - Energy Saver, 511
 - iChat text chats, 430
 - iChat video chats, 431
- Startup Disk preferences pane, 575–576
- startup disks, selecting, 576
- status bars, 27, 37

- Stickies, 144, 279–280, 289
- Stocks, widgets, 289
- storage devices, 111–113, 339
 - burning CDs & DVDs, 118–121
 - Disk Utility, 339
 - disk image files, 348–352
 - erasing disk or volume, 344–345
 - getting disk or volume information, 341
 - launching, 340
 - partitioning disk or volume, 346–347
 - repairing, 342–343
 - verifying, 342–343
 - mounting disks, 114–115
 - unmounting disks, 116–117
- submenus, 17
- Subscribe command (Calendar menu), 236
- subscribing to calendars, 236–237
- SuperDuper website, 124
- Supply Levels pane (Options & Supplies dialog), 526
- sync options, MobileMe, 537
- system folders, 42
- System fork suitcase format, 306
- system functions, limiting user access, 561
- System Information, 369
- system preferences, 144, 475
- System Preferences panes
 - Bluetooth, 543–545
 - CDs & DVDs, 506
 - customizing, 478
 - Date & Time, 554–557
 - Desktop & Screen Saver, 479–483
 - Displays, 507–508
 - Doc, 484–485
 - Energy Saver, 509–511
 - finding panes, 476
 - General, 486–489
 - Keyboard, 512–515
 - Language & Text, 490–493
 - locking, 477
 - Mail, Contacts & Calendar, 534–535

- Mission Control, 494
- MobileMe, 536–539
- Mouse, 516–518
- Network, 540–542
 - opening, 475
- Parental Controls, 558–565
- Print & Scan, 522–528
- quitting, 476
- reorganizing panes, 476
- Security & Privacy, 495–500
- Sharing, 546–552
 - showing, 475
- Software Update, 566–568
- Sound, 530–531
- Speech, 569–574
- Spotlight, 501–503
- Startup Disk, 575–576
- Time Machine, 577–578
- Trackpad, 519–521
- Universal Access, 504
 - unlocking, 477
- Users & Groups, 579–588
- system volume, setting, 529

T

- tab stops, 192–193
- Target Disk Mode, 575
- target disk mode, 576
- TCP/IP screen, 541
- Terminal, 370
- text
 - Help Center window, 78
 - smoothing, antialiasing, 488
 - speech options, 573
 - substitution options, 491
- text chats, iChat, 430, 432
- TextEdit, 144
 - cut, copy, & past commands, 195–196
 - entering text, 187–189
 - Font panel, 317

- formatting text, 190–193
- launching, 186
- opening documents, 202
- redoing actions, 194
- saving documents, 200–201
- spell check, 197–199
- undoing actions, 194
- Thank you, window, 10
- The Unofficial Apple Weblog website, 80
- thumb drives, 112
- Tile Game widgets, 289
- time
 - limiting user time on computers, 563
 - options, 557
 - setting
 - automatically, 554
 - manually, 555
- Time Capsule, 380
- Time Capsule networks, 381–383
- time formats (Language & Text preferences pane), 492
- Time Limits option (Parental Controls preferences pane), 558
- Time Machine, 125–129, 144
- Time Machine preferences pane, 577–578
- time zone setting
 - automatically, 555
 - manually, 556
- Time Zone option (Date and Time preferences pane), 554
- title bars, 27
- toolbar, customizing, 469–470
- toolbar button, 34
- toolbars, 27, 33–34
- top sites, displaying, 440
- Tracking slider (Mouse preferences pane), 516
- Tracking slider (Trackpad preferences pane), 519
- Trackpad preferences pane, 519–521
- Trackpads, 13–16, 520–521

- Transfer Information to This Mac window, 9
- Translation widgets, 289
- Trash, 21, 54–56
- troubleshooting, 73–80
- TrueType font, 306
- TrueType font collections, 306
- Turn off text smoothing for font size option (General preferences pane), 488
- turning off
 - FaceTime, 437
 - FileVault, 498
- typefaces, 305
 - Characters palette, 320
 - Font Book, 307
 - adding collection, 312
 - changing preview text, 311
 - disable collection, 314
 - enable collection, 315
 - installing font from within, 309
 - launching, 308
 - previewing fonts, 311
 - removing collection, 313
 - resolving conflicts, 315
 - uninstall fonts, 310
 - validating fonts, 316
 - viewing fonts, 310
 - Font panel, 317–318
 - formats, 306
 - formatting, 191

U

- Undo command (Edit menu), 98, 170, 194
- uninstalling applications, 151
- Unit Converter widgets, 290
- Universal Access preference pane, 504
- unlock options, 154–155
- unlocking
 - preference settings (System Preferences panes), 477–478
 - System Preferences panes, 477

- unlocking documents, 155
- unmounting, disk image, 351
- updates, software, 8, 566–568
- updating applications, 184
- Upon Recognition option (Speech preferences pane), 570
- URLs, viewing, 439
- Use LCD font smoothing option when available option (General preferences pane), 488
- Use smooth scrolling option (General preferences pane), 487
- Use VoiceOver in the login window option (User & Groups preferences pane), 588
- user access, limiting
 - applications, 560
 - email, 562
 - system functions, 560
 - time limits, 563
 - Web, 561
- user accounts
 - deleting, 587
 - guest, 580
 - parental controls, 559
- user groups, 80
- user permissions, setting, 549
- user settings, modifying, 584
- users
 - adding to accounts, 581–582
 - folders, 42–43
 - multiple, 131
 - fast switching, 134
 - Home folder, 135
 - logging out & in, 132–133
 - sharing files, 136–138
 - networking, 397
 - pictures, changing, 585
- Users & Groups preferences pane, 579–588
- Utilities command (Go menu), 46
- Utilities pane (Options & Supplies dialog), 526
- utility applications

- Activity Monitor, 354–355
- automation tools, 373
- Boot Camp Assistant, 356–357
- ColorSync Utility, 358–360
- Console, 361
- DigitalColor Meter, 362
- Grab, 363–364
- Grapher, 365
- Keychain Access, 366–367
- Migration Assistant, 368
- System Information, 369
- Terminal, 370
- VoiceOver, 371–372

V

- vCards, 209–210
- Verify option (Users & Groups preferences pane), 582
- verifying Disk Utility, 342–343
- versions, 154–156
 - Mac OS X Lion, 5
 - reverting, 154–156
 - Snow Leopard, 5
- video chats (iChat), 431, 433
- videos
 - DVDs, 112
 - burning, 118–121
 - mounting, 114
 - player, 143, 257–258
 - iTunes, 144, 240
 - adding songs to library, 242–243
 - album art, 243
 - browsing source list, 244
 - burning to disc, 249
 - launching, 241
 - playing content, 245
 - playlists, 246–248
 - quitting, 241
 - sharing content, 250
 - window view, 245
- View buttons, 33

- View menu commands, 594
- view options, Finder windows, 462–468
- viewing URLs, Safari, 439
- views, windows, 57–59
- virtual address cards, 209–210
- voice commands, speakable items, 572
- Voice option (Speech preferences pane), 573
- VoiceOver feature, 10, 371–372
- volumes, 21
 - Disk Utility, 339
 - disk image files, 348–352
 - erasing disk or volume, 344–345
 - getting disk or volume information, 341
 - launching, 340
 - partitioning disk or volume, 346–347
 - repairing, 342–343
 - verifying, 342–343
 - partitioning, 346–347

W

- Weather widgets, 290
- Web, limiting user access, 561
- Web Archive format, 201
- Web Clip widgets, 290
- Web option (Parental Controls preferences pane), 558
- Web Page format, 201
- Web Sharing option (Sharing preferences pane), 546
- websites, 80
- When scrolling option (General preferences pane), 486
- When switching to an application, switch to space... option (Mission Control pane), 494
- Wi-Fi, 379
 - Airport, 380
 - Express network, 384–385
 - launching, 381

- manually setting base station options, 386–387
 - Time Capsule network, 381–383
- hotspots, 416
- network settings, 541–542
- Wi-Fi Status menu, 388–389
- Wi-Fi screen, 541
- Widget Manager, 288
- widgets, 281
 - bar, 282
 - installation, 286
 - Mac OS X overview, 288–289
 - management, 287
 - using, 284–285
- Window menu commands, 171, 596
- Windows (Microsoft), Boot Camp Assistant, 356–357
- windows
 - Activity Monitor, 354–355
 - Finder, 12, 27–32
 - customizing sidebar, 471–472
 - customizing toolbar, 469–470
 - view options, 462–468
 - Finder Preferences
 - advanced preferences, 451–452
 - customizing Dock, 453–455
 - customizing labels, 450
 - opening, 448
 - sidebar preferences, 451
 - System Preferences, customizing, 478
 - views, 57–59
 - arranging content, 69–72
 - column, 65–66
 - cover flow, 67–68
 - icon, 60
 - list, 61–64
- WINS screen, 541
- wireless preferences, 475
 - Bluetooth pane, 543–545
 - Mail, Contacts & Calendar pane, 534–535
 - MobileMe pane, 536–539

- Network pane, 540–542
- Sharing pane, 546–552
- Word 2007 format, 201
- Word Break option (Language & Text preferences pane), 491
- word wrap, 187
- World Clock widgets, 290

X

- Xgrid Sharing option (Sharing preferences pane), 547

Y

- Your account name option (New Finder window), 449

Z

- zoom button, 27
- Zoom command (Window menu), 171
- Zoom using scroll ball while holding option (Mouse preferences pane), 517
- zooming, windows, 31

This page intentionally left blank