

# VISUAL QUICKSTART GUIDE

INCLUDES eBook &  
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# OS X Mountain Lion



MARIA LANGER

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VISUAL QUICKSTART GUIDE

# OS X Mountain Lion

MARIA LANGER

Visual QuickStart Guide

## **OS X Mountain Lion**

Maria Langer

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## **Dedication**

To Michael Chilingirian,  
for finally giving me  
freedom without guilt.

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# Introduction

OS X Mountain Lion is the latest version of the computer operating system that put the phrase *graphic user interface* in everyone's vocabulary. With OS X, 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 Mountain 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 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 OS X, 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 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 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](http://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 Mountain 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](http://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 Mountain Lion

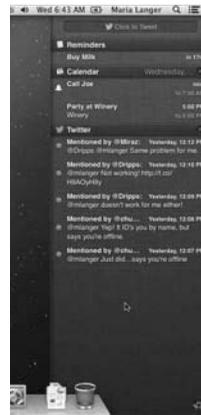
OS X Mountain Lion includes several brand new features, as well as a handful of interface and functionality improvements and “under-the-hood” changes to improve performance.

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

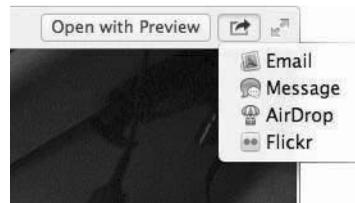
**TIP** You can learn more about the new features of OS X Mountain Lion on Apple's Web site at [www.apple.com/osx/](http://www.apple.com/osx/).

### Brand New Features

- Notification Center **A** offers a customizable interface for receiving notifications from a wide range of applications.
- A new Share button **B** enables you to share items with a variety of appropriate services and apps, including Twitter, Flickr, AirDrop, and Mail.
- Dictation makes it possible to dictate text anywhere it can be typed in.
- Messages **C** combines the features of the old iChat app with the ability to send and receive text messages to other Macs and iOS devices.



**A** Notification Center can display a wide range of notification types in a variety of ways.



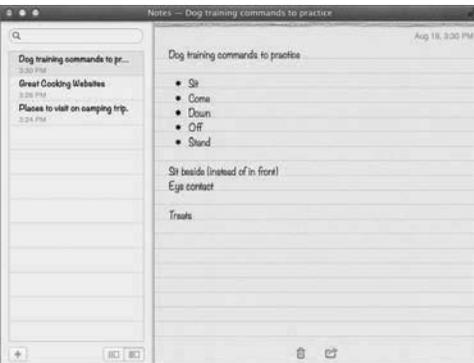
**B** Click the new Share button to access a menu full of sharing options that vary depending on the item you're working with.



**C** Messages combines text messaging with chat features into one interface.



**D** Reminders lets you create to-do lists full of tasks.



**E** Notes offers a simple interface for entering and saving freeform notes.



**F** Game Center makes it easy to find and compete with friends.

- The new Reminders app **D** makes it possible to track to-do items with reminders based on dates, times, and locations—and sync them via iCloud with other Macs and iOS devices on your Apple ID.
- The new Notes app **E** offers a simple but effective interface for keeping freeform notes—and syncing them via iCloud with other Macs and iOS devices on your Apple ID.
- The new Game Center app **F** enables you to personalize your gaming experience by adding friends and tracking your performance on a leaderboard.
- iCloud enables you to store documents and data in “the cloud,” making it easy to synchronize them between computers and devices.
- Gatekeeper enables you to limit the sources of applications you install to help prevent the installation of malware.
- OS X now supports AirPlay Mirroring, so you can wirelessly display what’s on your Mac to Apple TV.
- Twitter and Facebook integration make it possible for you to set up your Twitter and Facebook accounts once and access them from almost any window or app.

## System & Finder Improvements

- Finder copying now displays progress bar for each file being copied, right on the icon.
- Auto Save has been improved to be more intuitive, offer title bar document renaming, and support iCloud for saving documents.
- Launchpad can now be searched **G** to find applications quickly.
- Screen Saver **H** includes new slide show options that include a Photo Stream module.
- Software Update has been integrated into the Mac App Store so you can update all your Apple software and App Store purchases from one screen.
- OS X now checks for security updates every day to keep your Mac secure.
- Power Nap enables your computer to download and install important updates and perform Time Capsule backups while your Mac sleeps.



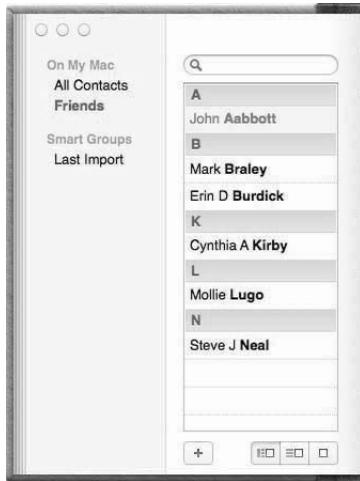
**G** You can now search for apps within LaunchPad.



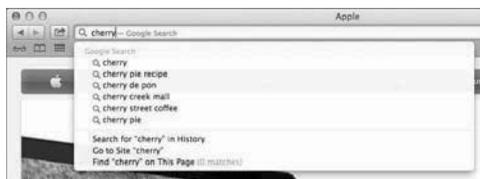
**H** Screen Saver has been completely revised to include more photo screen saver modules.



**I** Calendar's new date picker makes it easy to enter a date.



**I** In Calendar, you can now display groups in a column on the left side of the window.



**K** You can now use the address bar for entering URLs or search phrases.

## Other Improved Features

- Calendar (formerly iCal) now displays a list of all your calendars in a convenient sidebar. A new date picker **I** makes it easier than ever to enter dates.
- Contacts (formerly Address Book) has an improved interface that unifies groups **I** and contacts onto one screen.
- Mail now lets you tag certain people as VIPs and organizes messages from them into a VIPs smart folder.
- Safari's address bar and search box are now combined into one field **K** that you can use to search for Web content or go right to a URL.
- TextEdit now supports a pinching gesture to zoom.
- Dashboard has a new widget browser to make it easier to find widgets when you need them.
- The Dictionary app now supports swiping between pages and includes new dictionaries for Chinese, Spanish, and German.
- Time Machine supports multiple backup locations.
- The Accessibility preferences pane has been improved to add more features and make it easier to customize them.

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# 4

## Window Views

The OS X 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.

OS X 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 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.

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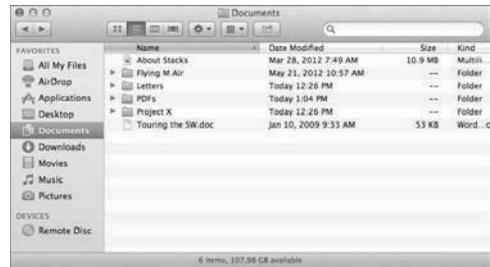
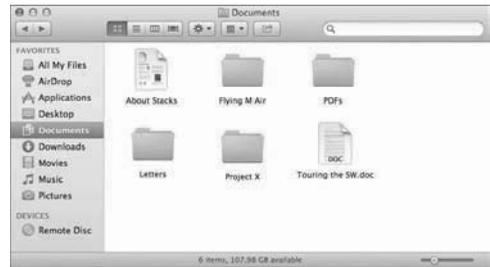
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# Window Views

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

- **Icon** 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.

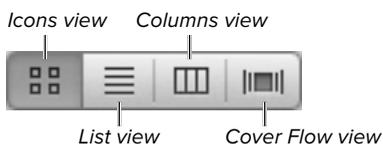
You can switch from one view to another with the click of a button, making it easy to use any view you like for any window you're viewing. You can also set the view for each window separately.



**A B C D** 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 **F**. 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 20, 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 477) ensures consistent spacing between icons.

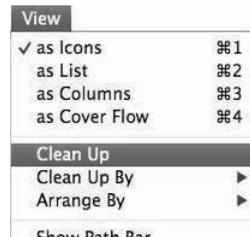
**TIP** You can manually position an icon in the window's invisible grid by holding down the Command key while dragging it within the window.

**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.

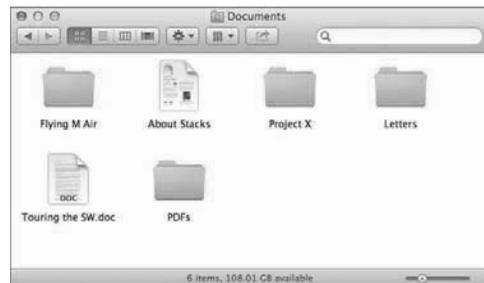
**TIP** You can use the Clean Up By submenu under the View menu **D** to neaten up a window and place icons in a specific order at the same time.



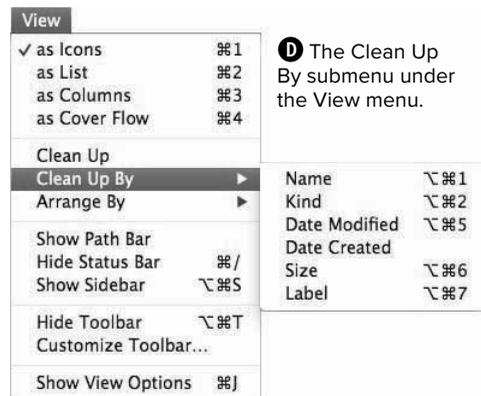
**A** Sometimes windows just get messy.



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

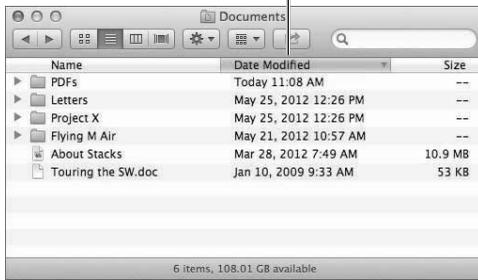


**C** ...to move icons into the window's invisible grid.

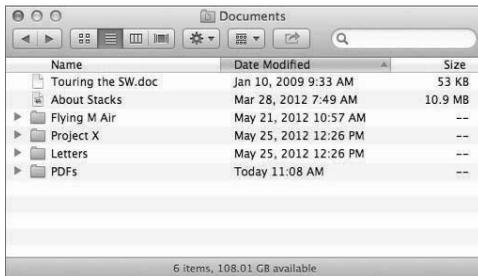


**D** The Clean Up By submenu under the View menu.

## 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 480).

**TIP** You can specify which columns should appear in a window by setting view options (page 480).

## 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.

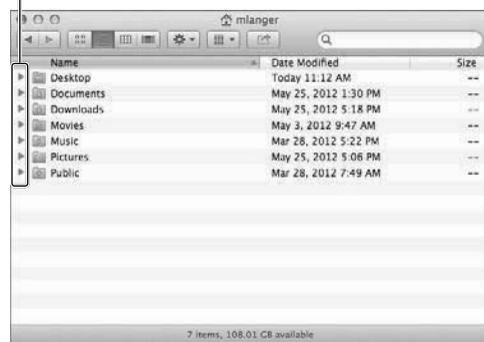
The items within that folder are listed below it, slightly indented **D**.

- 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**.

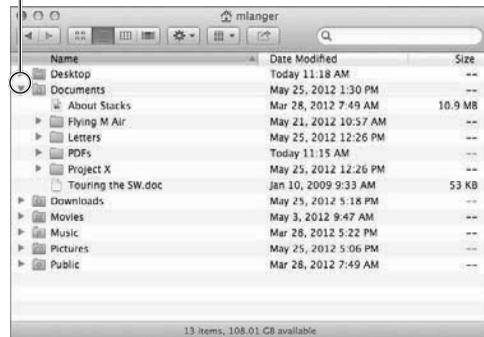
**TIP** You can use this technique to display multiple levels of folders in the same window **E**.

### Disclosure triangles

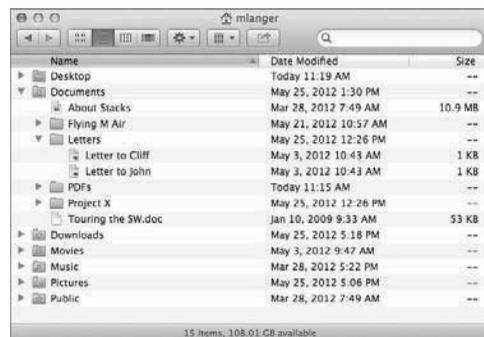


**C** Disclosure triangles that point to the right indicate hidden content.

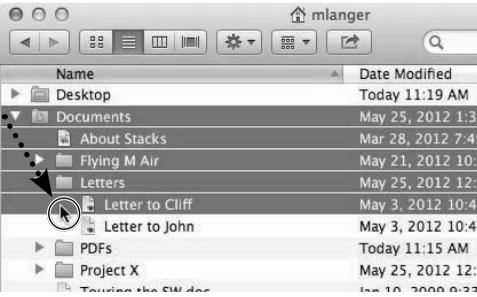
### Disclosure triangle



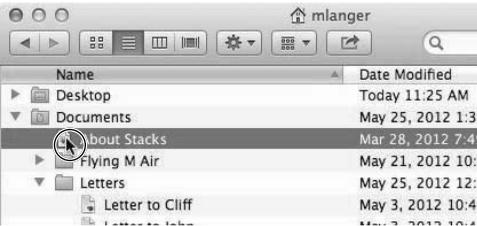
**D** A disclosure triangle that points down indicates displayed content. In list view, this displays folder contents as an outline.



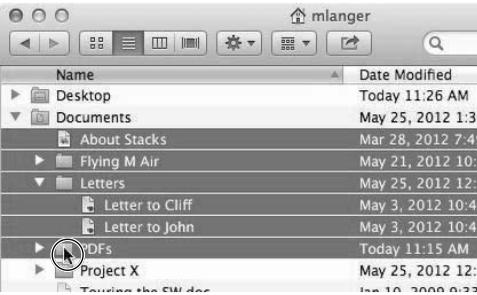
**E** In list view, you can display multiple levels of folders as an outline.



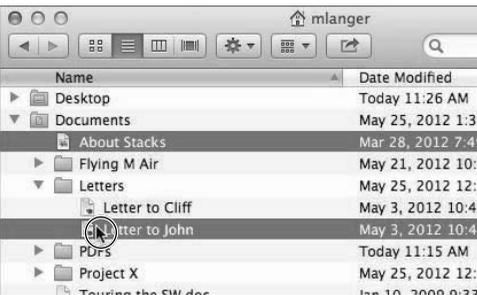
**F** Drag over the other icons you want to select.



**G** Select the first icon.



**H** Hold down Shift and click the last icon.



**I** Command-click additional icons to select them.

## To select multiple contiguous icons in list view:

Use one of the following techniques:

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

## To select multiple noncontiguous icons in list view:

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

## To deselect icons:

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

## 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 **J**.

2. Press the button down and drag:
  - ▶ To make the column narrower, drag to the left **K**.
  - ▶ 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 **K**.

## To change a column's position:

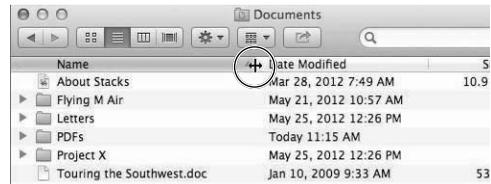
1. Position the pointer on the heading for the column you want to move.
2. Press the button down and drag:
  - ▶ To move the column to the left, drag to the left **L**.
  - ▶ To move the column to the right, drag to the right.

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

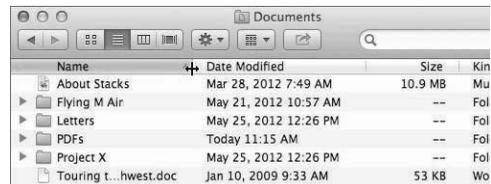
3. When the column is in the desired position, release the button.

The column changes its position **M**.

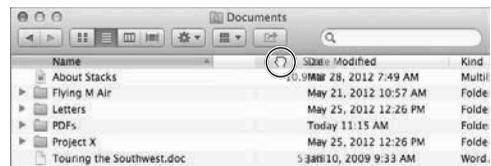
**TIP** You cannot change the position of the Name column.



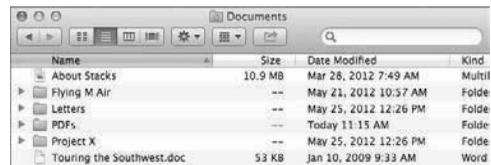
- J** Position the pointer on the column border.



- K** When you press the button down and drag, the column's width changes.



- L** You can drag a column heading...



- M** ...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 (page 28) or gestures (page 28):

- 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 26):

- ▶ 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.

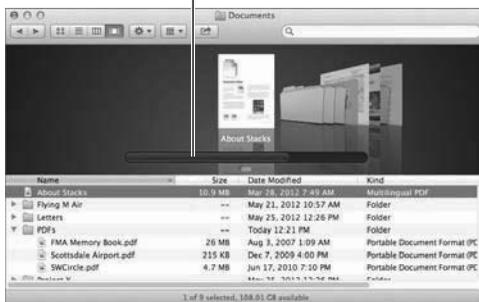


**F** When you drag a border to the right, the column to the left of the border gets wider.



**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.
- Select an item in the item list 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.

# 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**.

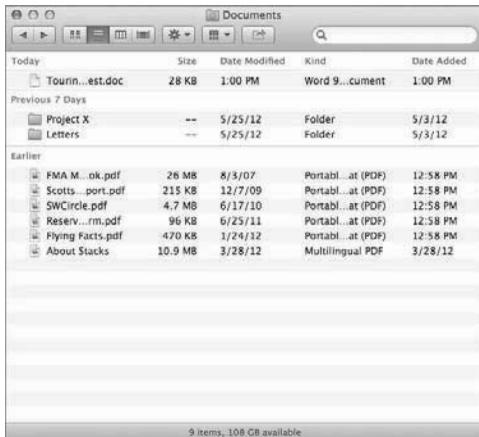
You can arrange a window's contents by nine different fields of information:

- **Name** (Control-Command-1) arranges items alphabetically by name.
- **Kind** **A** (Control-Command-2) arranges items alphabetically by the kind of file.
- **Application** arranges items alphabetically by the application that will open them.

*continues on next page*



**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 date modified.

## 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.

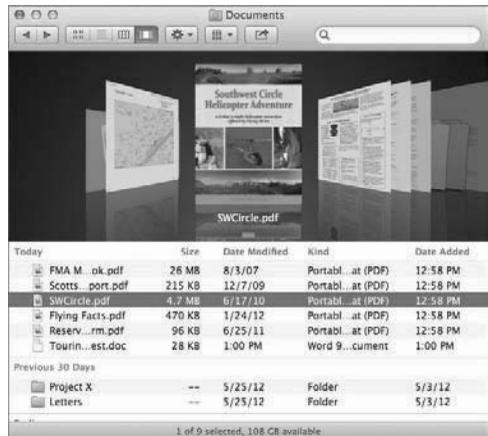
- *Arranging* groups items by the Arrange By option you specify. Within each group, items can also be sorted by another field. So, for example, you can arrange (and group) items by kind and, within each group, sort by name **A**.
- *Sorting* simply sorts items by the column or sort option you specify. There's no grouping. Sorting is most often done in list or Cover Flow view by clicking a column heading (page 480), but you can also sort a window's contents by choosing a command from the Sort By submenu under the View menu.

- **Date Last Opened** (Control-Command-3) arranges items in reverse chronological order by the date they were last opened.
- **Date Added** (Control-Command-4) arranges items in reverse chronological order by the date they were added.
- **Date Modified** **B** (Control-Command-5) arranges items in reverse chronological order by the date they were last modified.
- **Date Created** arranges items in reverse chronological order by the date they were created.
- **Size** (Control-Command-6) 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 480).
- **Label** (Control-Command-7) arranges items by color-coded label (if applied; page 80).
- **None** (Control-Command-0) removes any applied arrangement option.

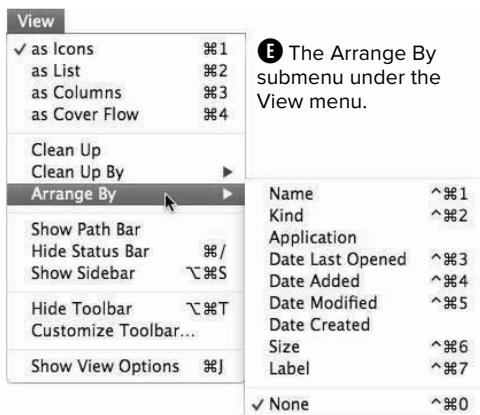
As shown on these pages, the Arrange feature works in all window views.



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



**D** In this example, the Documents folder is displayed in Cover Flow view and arranged by date added.



## 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**.
  - ▶ Press the appropriate keyboard shortcut (page 18).

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 65 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.

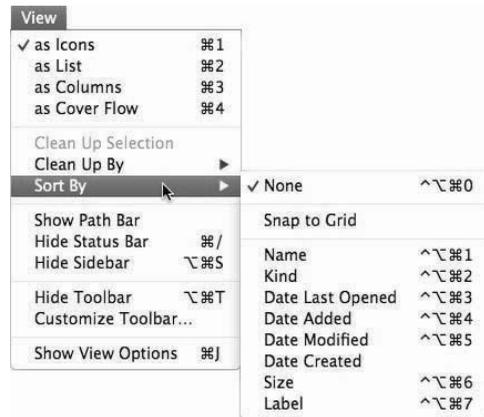
4. Follow the instructions on page 65 to apply an arrangement option to the window.

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 name **A** 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, OS X sorts by size **C**.

**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.

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