

Mac OS® X Lion



IN DEPTH

que®

Robyn Ness



Mac OS® X Lion™ IN DEPTH

Robyn Ness

que®

800 East 96th Street
Indianapolis, Indiana 46240

MAC OS® X LION™ IN DEPTH

Copyright © 2012 by Que Publishing

All rights reserved. No part of this book shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the publisher. No patent liability is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this book, the publisher and author assume no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein.

ISBN-13: 978-0-7897-4831-7

ISBN-10: 0-7897-4831-2

Library of Congress Cataloging-in-Publication data is on file.

Printed in the United States of America

First Printing: October 2011

Trademarks

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Que Publishing cannot attest to the accuracy of this information. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.

Mac OS is a registered trademark of Apple, Inc.

Mac OS X Lion is a trademark of Apple, Inc.

Warning and Disclaimer

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The information provided is on an “as is” basis. The author and the publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damages arising from the information contained in this book.

Bulk Sales

Que Publishing offers excellent discounts on this book when ordered in quantity for bulk purchases or special sales. For more information, please contact

U.S. Corporate and Government Sales

1-800-382-3419

corpsales@pearsontechgroup.com

For sales outside the United States, please contact

International Sales

international@pearson.com

Editor-in-Chief

Greg Wiegand

Acquisitions Editor

Laura Norman

Development Editor

Charlotte Kughen

Managing Editor

Sandra Schroeder

Senior Project Editor

Tonya Simpson

Copy Editor

Keith Cline

Indexer

Heather McNeill

Proofreader

Paula Lowell

Technical Editor

Jennifer Ackerman-Kettell

Publishing Coordinator

Cindy Teeters

Book Designer

Anne Jones

Compositor

Bronkella Publishing, LLC

CONTENTS AT A GLANCE

Introduction 1

I Exploring Mac OS X

- 1 Working on the Mac OS X Desktop 5
- 2 Getting to Know the Dock 27
- 3 Getting to Know Mac OS X Finder Windows 39
- 4 Managing Files and Folders 69
- 5 Searching Your Mac 89
- 6 Setting System Preferences 101
- 7 Installing and Using Lion Apps 123
- 8 Working with Mission Control, Spaces, and Dashboard 137

II Getting Things Done with Lion's Applications

- 9 Playing and Managing Music with iTunes 151
- 10 Playing Digital Video and DVD Media 191
- 11 Managing Your Contacts 207
- 12 Managing Your Schedule 225
- 13 Working with Text and Graphics 241

III Living in a Connected World

- 14 Connecting to Wired and Wireless Networks 261
- 15 Using the Safari Web Browser 279
- 16 Managing Your Email with Apple Mail 307
- 17 Chatting with Text, Audio, and Video 339
- 18 Sharing Files in OS X Lion 355

IV Delving Deeper into Mac OS X

- 19 Working with User Accounts 367
- 20 Managing and Using Fonts 387
- 21 Making Your Mac Accessible to Everyone 403
- 22 Automating Your Mac 423
- 23 Working with the Mac OS X Command Line 437
- 24 Using Lion's Mobile Features 455
- 25 Running Windows on Your Mac 465

V Working with Devices in Mac OS X

- 26 Working with Mice, Keyboards, and Other Input Devices 479
- 27 Working with Your Mac's Display 497
- 28 Working with Your Mac's Sound 507
- 29 Installing, Configuring, and Using Printers 517
- 30 Using Data Storage Devices 533

VI Maintaining, Protecting, and Repairing Your Mac

- 31 Maintaining Your Mac 549
- 32 Backing Up and Restoring Your Files 563
- 33 Securing Your Mac 575
- 34 Solving Mac Problems 599
- A Using iCloud 627
- Index 633

CONTENTS

Introduction 1

- Welcome to Mac OS X 1
- Welcome to *Mac OS X Lion In Depth* 2
 - How This Book Is Organized 2
 - Special Features 3
 - Conventions 3
 - Who Should Use This Book 4

I Exploring Mac OS X

1 Working on the Mac OS X Desktop 5

- The Mac OS X Desktop 5
- Working with Mac OS X Menus 6
 - The Mac OS X Apple Menu 7
 - Mac OS X Application Menus 8
 - Mac OS X File Menus 9
 - Mac OS X Edit Menus 11
 - Finder's View Menu 11
 - Finder's Go Menu 12
 - Finder's Window Menu 12
 - Mac OS X Help Menus 13
 - The Spotlight Menu 15
 - Menu Extras 15
 - Mac OS X Contextual Menus 15
 - Finder's Action Menu 17
- Working with the System Preferences Application 17
- Customizing the Mac OS X Desktop 19
 - Changing the Clock Display 19
 - Changing the Desktop's Appearance 21
- Restarting Your Mac 23
- Shutting Down Your Mac 24
- Using Desktop Keyboard Shortcuts 24

2 Getting to Know the Dock 27

- Introducing the Dock 27
- Using the Dock 31
 - Opening Items with the Dock 31
 - Switching Windows 31
 - The Dock and Minimizing Windows 32
 - Working with Icon Pop-Up Menus 32
- Customizing the Dock 33
 - Moving Icons on the Dock 33
 - Adding an Icon to the Dock 34
 - Removing Items from the Dock 34
 - Adding Folders to the Dock 34
- Customizing the Appearance and Behavior of the Dock 35
- Using Dock Keyboard Shortcuts 38

3 Getting to Know Mac OS X Finder Windows 39

- Learning Finder Window Basics 39
 - Opening Finder Windows 39
 - Resizing Finder Windows 43
 - Resizing the Panes of Finder Windows 44
 - Closing, Minimizing, and Maximizing Finder Windows 44
 - Moving Finder Windows 44
 - Viewing All My Files 44
 - Using the Finder Window Views 45
- Navigating Finder Windows 51
 - Using the Keyboard to Select Items in a Finder Window 51
 - Navigating Up and Down the Folder Structure 52
- Customizing Finder Windows 55
 - Customizing the Sidebar 55
 - Customizing the Toolbar 57

Using the Status Bar 59
Customizing the Finder Window
Views 61

Working with the Finder Window's Action
Pop-Up Menu 65

Organizing Folder Items with Labels 66
Setting Up Labels 66
Applying Labels 66

Finder Window Keyboard Shortcuts 67

4 Managing Files and Folders 69

Working with Files and Folders 69
Moving Files and Folders 69
Copying Files and Folders 70
Creating and Naming Folders 70
Naming Files 70
Creating and Using Aliases 72
Trashing Files and Folders 72
Creating and Using Burn Folders 73

Getting Information on Items 75
Working with the Spotlight Comments
Information 76
Working with General Information 77
Working with More Info Information 77
Working with Name and Extension
Information 78
Working with "Open With"
Information 78
Working with Preview Information 78
Working with Sharing & Permissions
Information 79
Working with the Inspector 79

Getting a Quick Look at Things 80

Understanding the Standard Mac OS X
Folders 81
Mac OS X User Folders 81
Mac OS X System Folders 85

Understanding and Setting Permissions 86

5 Searching Your Mac 89

Looking for Things on Your Mac: A Modern
Approach 89

Searching Your Mac with Spotlight 89
Searching with Spotlight 90
Saving Spotlight Searches 92
Using Spotlight to Create Complex
Searches 93
Adding Spotlight Information to Folders
and Files 94
Configuring Spotlight 94

Searching Your Mac with Smart Folders 95
Creating and Saving a Smart Folder 95
Using Smart Folders 98
Changing Smart Folders 98

Keeping Your Mac Organized 99

6 Setting System Preferences 101

Taking a Tour of the System
Preferences 101

Setting General Preferences 105
Using the General Pane 105
Using the Color Picker to Choose
Colors 107

Setting Desktop Pictures and Choosing a
Screen Saver 108
Choosing Desktop Pictures 108
Configuring a Screen Saver 110

Setting Language & Text Preferences 113
Setting Language Options 113
Setting Text Options 114
Setting Formats for Dates, Times, and
Numbers 114
Setting the Input Sources Tab
Options 117

Setting Default Disc Behaviors 117

Configuring Your Mac's Date and Time **118**

Controlling System Startup **120**
 Choosing a Startup Volume with System Preferences **120**
 Choosing a Startup Volume During Startup **121**
 Starting Up in Target Disk Mode **121**

7 Installing and Using Lion Apps 123

Understanding Lion Application Types **123**

Installing Apps from the Mac App Store **124**
 Browsing the Store for Apps **125**
 Searching the Store for Apps **126**
 Purchasing an App from the Mac App Store **126**
 Checking for Updates **126**
 Reinstalling Apps and Installing Purchases on Other Macs **128**

Installing Non-App Store Applications **129**
 Installing Applications with Drag and Drop **129**
 Installing Applications Using an Installer **131**

Working with Applications in Launchpad **131**
 Starting Launchpad **131**
 Finding Your Way Around Launchpad **132**
 Managing Your Launchpad **132**

Common Application Conventions **134**
 Launching Apps via Drag and Drop **134**
 Application Menus and Services **134**
 File Dialogs **135**
 Opening Files in Alternate Applications **136**

8 Working with Mission Control, Spaces, and Dashboard 137

Managing the "Big Picture" with Mission Control **137**

 Launching Mission Control **138**
 Configuring Mission Control **138**

Using Spaces **140**
 Viewing Spaces **140**
 Adding and Removing Spaces **140**
 Moving Between Spaces **141**
 Assigning Applications to Spaces **141**
 Moving Windows Between Spaces **142**

Configuring Spaces **142**

Using Dashboard and Widgets **142**
 Activating and Deactivating Dashboard **143**
 Configuring the Widgets That Open When You Activate Dashboard **144**
 Using and Customizing Useful Widgets **145**

Configuring Widgets **146**

Finding and Installing More Widgets **147**
 Building Your Own Widgets with Web Clips **147**
 Finding and Downloading Widgets **149**
 Installing Third-Party Widgets **149**

Configuring Dashboard **149**
 Setting Dashboard's Hot Key and Active Screen Corner **150**

II Getting Things Done with Lion's Applications

9 Playing and Managing Music with iTunes 151

Listening to Music **151**
 Viewing Information While Listening to Tunes **153**
 Controlling iTunes from the Dock **154**

- Customizing iTunes **155**
 - Setting General iTunes Preferences **155**
 - Setting iTunes Playback Preferences **157**

Adding Music Files to Your iTunes Music Library **158**

- Purchasing Music from the iTunes Store **158**
- Importing Audio Files into Your Library **159**

- Importing Music from Audio CDs **159**
 - Configuring iTunes to Import Music **159**
 - Adding Audio CDs to Your Library **162**
 - Adding Audio CDs to the iTunes Library Quickly **163**

Removing Tunes from the Music Library **164**

Searching Your Music Library **165**

Building and Listening to Standard Playlists **165**

- Creating a Standard Playlist **166**
- Adding Songs to a Playlist **167**
- Removing Songs from a Playlist **168**
- Setting the Order in Which a Playlist's Songs Play **168**
- Listening to a Standard Playlist **168**
- Deleting a Standard Playlist **168**

Building and Using Smart Playlists **169**

- Understanding Why Smart Playlists Are Called Smart **169**
- Creating a Smart Playlist **170**
- Listening to a Smart Playlist **172**
- Changing a Smart Playlist **172**

Creating Genius Playlists and Genius Mixes **173**

Managing Playback **173**

- Controlling the Order of Tunes **173**
- Playing Music Randomly **174**
- Repeating Tracks **175**

Understanding and Using Tags **175**

- Viewing Tags in the Info Window **177**
- Labeling a Track in the Info Window **178**
- Tagging Multiple Tracks at the Same Time **179**
- Setting Tags in the Content Pane **180**
- Changing Sorting Tags **180**

Configuring a Track's Options **181**

- Configuring Track Options in the Info Window **182**
- Rating Tracks in the Content Pane **183**

Working with Lyrics **183**

- Adding Lyrics to a Track **183**
- Viewing Lyrics for a Track **185**

Adding and Viewing Album Artwork **185**

- Configuring iTunes to Download Album Artwork Automatically **185**
- Adding Artwork for Songs Manually **185**
- Viewing Album Artwork **187**

Customizing the Content Pane **188**

10 Playing Digital Video and DVD Media **191**

Playing and Recording Digital Video with QuickTime **191**

- Opening QuickTime Player **192**
- Watching QuickTime Movies Stored Locally **192**
- Watching Web Videos with QuickTime **193**
- Using QuickTime Player Keyboard Shortcuts **195**
- Recording Video, Audio, and Screen Actions **195**
- Transferring Movies to iTunes, Email, or Online Services (Including YouTube) **196**

Watching DVD Movies with DVD Player **196**

- Using Closed Captioning **198**
- Working with Chapters and Bookmarks **199**
- Using the DVD Player Timer **200**
- Setting a Custom Zoom Size **201**
- Adjusting Video Color **201**
- Fine-Tuning DVD Player Audio **201**
- Enabling Parental Controls **202**
- Using DVD Player Keyboard Shortcuts **202**
- Configuring DVD Player **203**

11 Managing Your Contacts 207

Getting to Know Address Book **207**

- Exploring Address Book **208**
- Finding Information in Address Book **209**
- Viewing Your Own Address Card **210**

Adding Contacts to Your Address Book **210**

- Adding Contacts Manually **210**
- Adding a Contact from an Email Message **213**
- Using vCards to Add Contacts to Your Address Book **213**
- Importing Contacts from Another Application **214**

Editing Contacts in Your Address Book **215**

Working with Address Groups **215**

- Creating and Configuring a Basic Address Group **216**
- Creating a Smart Group in Contacts **217**

Getting More Out of Address Book **218**

- Addressing Email **218**
- Printing Your Address Book **218**

Configuring Your Address Book **220**

- Configuring Address Book General Preferences **221**
- Configuring Address Book Accounts Preferences **221**
- Customizing Your Address Book Card Template **222**
- Configuring Address Book's Phone Number Format **223**
- Choosing vCard Preferences **223**
- Using Address Book Keyboard Shortcuts **224**

12 Managing Your Schedule 225

Managing Your Calendar with iCal **225**

Getting to Know iCal **225**

- Navigating the Calendar **226**
- Configuring iCal **227**

Creating, Configuring, and Working with Calendars **230**

Working with Events **231**

Working with Reminders **234**

Printing from iCal **236**

Publishing Your iCal Calendar **237**

Subscribing to Other Calendars **239**

- Subscribing to Personal Calendars **239**
- Subscribing to Public Calendars **239**

13 Working with Text and Graphics 241

Word Processing with TextEdit **241**

Previewing Documents **245**

- Working with Images in Preview **245**
- Using Preview to Read PDFs **250**
- Viewing a Slideshow in Preview **252**
- Using Preview to Convert Files to Different Formats **253**
- Setting Preview Preferences **254**
- Capturing Images **256**

Using Image Capture to Download
Images from a Camera to Your Mac **256**
Troubleshooting Image Capture **258**

Capturing Screen Images **258**
Capturing Screen Images with Keyboard
Shortcuts **258**
Capturing Screen Images with Grab **259**

III Living in a Connected World

14 Connecting to Wired and Wireless Networks 261

Gathering Your Network Information **261**

Configuring Your Mac for Wired (Ethernet)
Networks **263**
 Configuring TCP/IP Using a DHCP
 Server **263**
 Configuring Static TCP/IP Settings **265**
 Configuring a PPPoE Account **266**

Configuring Your Mac for Wi-Fi
Networks **268**
 Setting Your Wi-Fi Options **268**
 Using the Wi-Fi Status Menu **269**

Configuring Proxy Servers for Wired and
Wireless Networks **270**

Troubleshooting a Network Connection **271**

Sharing an Internet Connection **272**
 Configuring Connection Sharing **273**

Using the Network Utility **275**
 Checking Network Connections with
 Ping **277**
 Tracing a Route with Traceroute **278**

15 Using the Safari Web Browser 279

Navigating in Safari **279**
 Using Gestures **280**

Using Tabbed Browsing **281**
 Enabling Tabs **281**
 Using Cool Safari Tab Tricks **282**

Searching with Safari **283**
 Using Safari SnapBack **284**

Using Safari Bookmarks **284**
 Setting Safari Bookmarks **285**
 Accessing Safari Bookmarks **285**
 Organizing Safari Bookmarks **285**
 Configuring Safari Bookmarks
 Preferences **287**

Creating a Reading List **288**

Using Safari AutoFill **289**
 Configuring AutoFill **289**
 Using AutoFill **290**

Viewing (and Not Viewing) Browser
History **292**
 Browsing Privately **292**

Downloading Files **292**
 Configuring a Downloads Folder **293**
 Preparing Files for Use **294**

Browsing and Configuring RSS Feeds **295**
 Browsing RSS Feeds **296**
 Configuring Safari's RSS
 Preferences **297**

Working with Plug-Ins **298**
 Installing Internet Plug-Ins **298**

Configuring Safari Preferences **300**
 Configuring Safari's General
 Preferences **300**
 Configuring Safari's Appearance
 Preferences **301**
 Configuring Safari's Security and Privacy
 Preferences **301**
 Working with Browser Extensions **304**
 Configuring Safari's Advanced
 Preferences **304**

Using Safari Keyboard Shortcuts **304**

16 Managing Your Email with Apple Mail 307

- Configuring Apple Mail **307**
 - Configuring General Mail Preferences **308**
 - Configuring Email Accounts **309**
 - Setting Fonts & Colors Preferences **314**
 - Setting Viewing Preferences **314**
 - Setting Composing Preferences **316**
 - Setting Signature Preferences **317**
 - Setting Rules **319**
- Receiving, Sending, and Replying to Email **319**
 - Retrieving and Reading Email **320**
 - Writing and Sending Email **323**
 - Replying to Email **326**
- Organizing Your Email **327**
 - Using Mailboxes to Organize Your Email **327**
 - Using Smart Mailboxes to Organize Your Email **328**
 - Using Smart Mailbox Folders to Organize Your Smart Mailboxes **329**
 - Configuring and Using Rules for Email **330**
 - Handling Junk Mail **331**
- Sending and Receiving Files with Email **333**
 - Attaching Files to Your Email **334**
 - Using Mail's Photo Browser **334**
 - Using Files Attached to Email You Receive **334**
- Working with RSS Feeds **335**
 - Adding RSS Feeds and Configuring Mail to Manage Them **335**
 - Reading RSS Feeds **337**
- Apple Mail Keyboard Shortcuts **337**

17 Chatting with Text, Audio, and Video 339

- Chatting with iChat **339**
- Configuring a Mac for iChat **339**
 - Getting Started with iChat **340**
 - Setting Up Chatting Buddies **340**
 - Chatting with Text **342**
 - Chatting with Audio **343**
 - Chatting with Video **344**
 - More iChat Ideas **346**
 - Configuring iChat Preferences **347**
- Conducting Video Calls with FaceTime **349**
 - Setting Up FaceTime **349**
 - Placing FaceTime Calls **350**
 - Receiving a FaceTime Call **352**
 - Accessing Your Call List **353**
 - Shutting Off FaceTime **353**
 - Updating Account Information and FaceTime Addresses **354**

18 Sharing Files in OS X Lion 355

- Configuring File Sharing **355**
 - Using AirDrop to Wirelessly Share Files and Folders Between Macs **355**
 - Activating Traditional File Sharing **357**
 - Choosing Windows/Mac File-Sharing Protocols **360**
 - Setting Shared Folders **361**
 - Setting Folder Access Permissions **361**
- Accessing Shared Files **362**
 - Browsing Shared Files **362**
 - Connecting to a Share via URL **364**
- File-Sharing Tips and Tricks **365**

IV Delving Deeper Into Mac OS X

19 Working with User Accounts 367

- Understanding Mac OS X User Accounts 367
 - Understanding Administrator Accounts 368
 - Understanding Standard User Accounts 368
 - Understanding Managed Accounts 369
 - Understanding Sharing-Only Accounts 369
 - Understanding the Guest Account 369
 - Understanding the Root Account 369
 - Understanding User Groups 369
- Creating and Configuring User Accounts 370
 - Creating User Accounts 370
 - Configuring User Accounts 374
- Creating a Sharing-Only Account 379
 - Creating Groups of Users 379
 - Resetting Your Password If You Forget Your Administrator Password 380
- Logging Out and Configuring Login Options 381
 - Configuring Automatic Login 381
 - Controlling How User Accounts Appear in the Login Window 382
 - Hiding the Sleep, Restart, and Shut Down Buttons 383
 - Enabling and Using Fast User Switching 383
- Enabling the Root User Account 385

20 Managing and Using Fonts 387

- Using the Fonts Panel 387
 - Previewing Fonts 389
 - Using Font Favorites 390
 - Creating or Removing Font Collections 390
 - Applying Effects to Fonts 390

Editing the Sizes That Appear on the Size Pane 391

Applying Typography Effects to Fonts 392

Working with the Character Viewer 393

- Opening the Character Viewer from the Fonts Panel 393
- Using the Character Viewer 393
- Adding the Character Viewer to the Finder Menu Bar 395

Installing and Managing Mac OS X Fonts 396

- Configuring Fonts with the Font Book 396
- Working with Font Collections 397
- Working with Font Libraries 399
- Configuring the Font Book Window 400
- Installing Fonts with Font Book 400
- Choosing a Location for Mac OS X Fonts 401
- Deleting Fonts 402

21 Making Your Mac Accessible to Everyone 403

- Understanding Universal Access 403
- Configuring and Using Seeing Assistance 404
 - Understanding and Using VoiceOver 404
 - Understanding and Using Zoom 412
 - Understanding and Using Display Options 413
- Configuring and Using Hearing Assistance 413
- Configuring Keyboard Assistance 414
- Configuring and Using Mouse Assistance 415

- Configuring and Using Speech Recognition **416**
 - Configuring Your Mac for Voice Control **416**
 - Using Speech Recognition **419**
 - Using Text to Speech **420**

22 Automating Your Mac 423

- Getting to Know Automator **423**
 - Understanding Automator's Workflows **423**
 - Understanding the Automator Utility **424**
 - Exploring Automator Actions **426**
 - Understanding Action Inputs and Outputs **427**
 - Understanding Application Variables **428**
- Creating Your Own Workflows **428**
 - Designing a Workflow **428**
 - Building a Workflow Manually **429**
 - Recording a Workflow **429**
 - Testing and Debugging a Workflow **430**
 - Saving a Workflow as an Application **430**
- Automation by Example **431**
 - Opening Websites **431**
 - Sending Files via Email **433**

23 Working with the Mac OS X Command Line 437

- Using the UNIX Command Line with Mac OS X **437**
 - Running Terminal **438**
 - Understanding Shells **438**
 - Understanding UNIX Command Structure **439**
 - Understanding UNIX Applications **440**
 - Understanding Shell Scripts **441**
 - Understanding UNIX Flavors **441**

- Learning UNIX by Example **441**
 - Learning About the Environment **442**
 - Viewing the Contents of Directories **443**
 - Changing the Contents of Directories **445**
 - Using the Manual **446**
 - Using Superuser Commands **447**
 - Killing a Process **448**

- Working with Basic UNIX Applications **450**
 - Editing Text with vi **450**
 - Compressing, Uncompressing, and Extracting Files **451**
- UNIX Resources **452**
 - Using Terminal Keyboard Shortcuts **452**
 - Learning UNIX **453**

24 Using Lion's Mobile Features 455

- Managing Your MacBook's Power **455**
 - Monitoring Battery Status **455**
 - Using the Battery Status Menu **456**
 - Maximizing Battery Life **457**
 - Configuring Power Use **458**
- Controlling Your MacBook with Function Keys **459**
- Using and Configuring the MacBook Trackpad **460**
- Configuring and Using Locations **462**
 - Creating a New Location **462**
 - Changing Your MacBook's Location **463**
 - Editing or Deleting Locations **463**
- Keeping Your Files in Sync **464**

25 Running Windows on Your Mac 465

- Choosing How to Run Windows on a Mac **465**
 - Understanding Boot Camp **466**
 - Understanding Virtualization Software **466**

Using Boot Camp to Run Windows on a Mac **467**

Running the Boot Camp Assistant and Installing Windows **468**

Switching Between OS X Lion and Windows **471**

Setting OS X Lion as the Default OS **472**

Using VirtualBox for Mac to Run Windows **472**

Installing VirtualBox **473**

Configuring a Virtual Machine and Installing Windows **474**

Running Windows **477**

Protecting Windows on a Mac from Attack **478**

V Working with Devices in Mac OS X

26 Working with Mice, Keyboards, and Other Input Devices **479**

Installing and Configuring a Keyboard **480**

Installing a Keyboard **480**

Configuring a Keyboard **480**

Configuring Keyboard Shortcuts **482**

Configuring Your Keyboard's Language

Settings and the Input Menu **482**

Installing and Configuring a Mouse **484**

Installing a Mouse **485**

Configuring a Mouse **485**

Installing Bluetooth Devices **489**

Configuring Bluetooth on Your Mac **489**

Installing a New Bluetooth Device **490**

Getting the Most from Keyboard Shortcuts **492**

Using Keyboard Navigation **492**

Adding Keyboard Shortcuts for

Application Commands **494**

27 Working with Your Mac's Display **497**

Configuring a Mac's Display **497**

Configuring Resolution **498**

Using the Displays Menu in the Menu Bar **499**

Setting Up and Using Multiple Displays **500**

Installing a Display **500**

Working with Two (or More) Displays **501**

Calibrating Displays **504**

Using the Display Calibrator Assistant **504**

Using ColorSync **505**

Configuring ColorSync **505**

28 Working with Your Mac's Sound **507**

Understanding Mac Audio **507**

Controlling a Mac's Audio **507**

Configuring Sound Effects **508**

Installing Additional Alert Sounds **509**

Understanding Audio Output Options **511**

Choosing Speakers **511**

Installing Speakers **512**

Installing Analog Speakers **512**

Installing Digital Speakers Using the Mac's mini-Toslink Digital Audio Out Port **512**

Installing Digital Speakers with a Mac Pro **513**

Installing Digital Speakers Using USB **513**

Installing Digital Speakers Using a PCI Express Card (Mac Pro) **513**

Controlling Sound Output **513**

Understanding Audio Input Options **514**

Controlling Sound Input **515**

29 Installing, Configuring, and Using Printers 517

Installing and Using Printers 517

Configuring Printers 518

Configuring a Local USB Printer 518

Configuring a Network Printer 520

Configuring Other Types of
Printers 521

Managing Printers 522

Working with Shared Printers 524

Sharing a Printer Connected to Your
Mac 524

Adding Shared Printers to Your
Mac 525

Printing Under Mac OS X 525

Creating a PDF File 529

Scanning Images with Mac OS X 531

30 Using Data Storage Devices 533

Using Disks and Discs 533

Using an External Hard Drive 534

Partitioning a Hard Drive 534

Working with Optical Discs 538

Assessing Your Mac's Disc Drive 538

Burning Discs from the Finder 539

Creating Burn Folders 542

Burning CDs/DVDs with Disk Utility 543

Creating a Disk Image to Burn 543

Burning a Single Disk Image on CD or
DVD 545

Burning a Folder on CD or DVD 546

VI Maintaining, Protecting, and Repairing Your Mac

31 Maintaining Your Mac 549

Basic Mac Maintenance 549

Using Software Update to Maintain Your
System Software 550

Configuring Software Update 550

Working with Software Update 551

Cleaning Up Your Drives 553

Maintaining Your Disk Drives 554

Checking and Repairing Disks with Disk
Utility 554

Erasing Disks with Disk Utility 558

Going Further with Disk Utility 559

Maintaining Alternate Startup
Volumes 560

Building and Maintaining a Mac
Toolkit 561

32 Backing Up and Restoring Your Files 563

Defining a Backup Strategy 564

Backing Up Your Mac with Time
Machine 565

Configuring Time Machine 566

Restoring Files with Time Machine 568

Manually Navigating Your Time Machine
Backups 570

Saving and Recovering File
Versions 571

Third-Party Backup Solutions 572

Backup System Best Practices 573

33 Securing Your Mac 575

Securing Your Mac with the Security & Privacy Pane 576

 Securing Your Mac with FileVault 576

 Securing Your Mac with the Mac OS X

 Firewall 578

 Securing Your Mac with Security

 Settings 580

Securing Your Mac by Removing Trash Securely 581

Securing Your Mac with Keychains 581

 Viewing and Configuring Your Keychains and Keychain Items 582

 Adding Items to a Keychain 584

 Adding a Keychain 586

 Using Keychains 586

 Going Further with Keychains 587

Defending Your Mac from Internet Attacks 588

 Defending Your Mac Against Internet Hackers 588

 Defending Your Mac from Virus Attacks 588

Using Parental Controls to Safeguard a Mac 590

 Using Parental Controls to Limit a User's Access to the Mac 591

 Limiting the Web Content Your Mac's Users Can Access 594

 Limiting Email and Chat Access of Others to Your Mac's Users 595

 Viewing Logs of User Activity 597

34 Solving Mac Problems 599

Handling Mac Problems 599

Understanding the Causes of Problems 600

 User Error 600

 Bugs 601

 Conflicting Software 601

 Attacks on Your System 601

 Hardware Failures 602

Preventing Problems 602

Assessing Your Mac 603

 Using System Information to View a System Profile 603

 Using Activity Monitor to Understand and Manage Processes 609

 Using the Activity Monitor to Monitor System Activity 612

 Using the Console to View Logs 615

Solving Problems 618

 Implementing a Workaround 618

 Troubleshooting and Describing Your Problem 619

 Fixing Problems Yourself 620

 Starting Up in Single-User Mode 624

 Starting Up in Verbose Mode 625

 Starting Up in Safe Mode 625

Getting Help for Your Problem 626

A Using iCloud 627

Setting Up iCloud 627

Activating iCloud Services 628

Managing iCloud Storage 630

Accessing Your Mac Remotely with Back to My Mac 630

Index 633

ABOUT THE AUTHOR

Robyn Ness has been using and writing about Mac OS X since 2001. Over the years, she has contributed to more than a dozen books about the Mac, web development software, and digital media. A glutton for punishment, she often helps family, friends, and colleagues diagnose and correct their computer problems and has learned the hard way what regular people understand and don't understand about Mac OS X, and computers in general. Robyn currently works as a web developer at Ohio State University, focusing on user-centered design, information architecture, and content development. In her spare time, she tests the bounds of iPhoto by taking a ridiculous number of digital photographs, the best of which can be seen at www.floraphotographs.com. She also really likes dogs.

DEDICATION

To all creatures great and small, except ants. I hate ants.

ACKNOWLEDGMENTS

I never realized how many people were involved in book publishing book until I started writing books. It might seem obvious when you stop to think about it, but writing is merely one step in the process. I would like to acknowledge the dedicated people at Que Publishing who made this book possible. Specifically, Acquisitions Editor Laura Norman, Development Editor Charlotte Kughen, Project Editor Tonya Simpson, Copy Editor Keith Cline, and their production team members were instrumental in bringing this book to press. I also offer a sincere thank you to Technical Editor Jennifer Ackerman-Kettell for a thorough review. This was a great team to work with—I can't express enough how much I appreciate the magic they work.

WE WANT TO HEAR FROM YOU!

As the reader of this book, you are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

As an editor-in-chief for Que Publishing, I welcome your comments. You can email or write me directly to let me know what you did or didn't like about this book—as well as what we can do to make our books better.

Please note that I cannot help you with technical problems related to the topic of this book. We do have a User Services group, however, where I will forward specific technical questions related to the book.

When you write, please be sure to include this book's title and author as well as your name, email address, and phone number. I will carefully review your comments and share them with the author and editors who worked on the book.

Email: feedback@quepublishing.com

Mail: Greg Wiegand
Editor-in-Chief
Que Publishing
800 East 96th Street
Indianapolis, IN 46240 USA

READER SERVICES

Visit our website and register this book at quepublishing.com/register for convenient access to any updates, downloads, or errata that might be available for this book.



INTRODUCTION

Welcome to Mac OS X

Macs are easy to use, their integrated apps are intuitive, and they just work. That's all true, certainly, but it misses something important about the Mac, and particularly about Mac OS X, the Mac operating system: *Easy* is not the same as *simple*. Easy means that you can accomplish tasks (and, importantly, *figure out* how to accomplish tasks) with a minimum of fuss and with no sign of bother. *Simple*, on the other hand, implies a kind of shallowness, a superficiality where all you get is a pretty interface. It implies, in other words, that Mac OS X has no depth.

Friend, I'm here today to tell you that Mac OS X most definitely has depth. We're talking about one of the world's most sophisticated operating systems, with millions of lines of programming code behind it, dozens of free and powerful applications installed by default, an App Store of other applications to explore, and *thousands* of options, settings, and preferences for users to make their computer suit them.

Beyond that, Apple has spent untold millions of dollars and tens of thousands of hours designing an interface that seems to serve just one purpose: to hide the depths of Mac OS X from view. That's fine if you just want to use your Mac to accomplish a few simple goals, such as surfing the Web, managing email, sending texts, and perhaps writing a thing or two. But if your goal is to get the most out of your Mac and to make your computing more efficient and more effective, you need to go under the surface of Mac OS X and dive head first into its depths. And the best way to do that is to have a guide at your side to show you the nooks and crannies, light up the dark corners, and dig up the buried treasures. This book is your guide to hidden depths of Mac OS X.

Welcome to *Mac OS X Lion In Depth*

This book has two fundamental purposes:

- To help you make the jump to Mac OS X Lion as efficiently as possible
- To provide a reference for you to use as you continue to grow in your Mac OS X use

To accomplish the first purpose, this book is written in a straightforward style; you won't find any fluff here. The book is designed to help you *use* Mac OS X as efficiently and effectively as possible. Everything about the book is an attempt to make specific information accessible and applicable to your daily Mac life. You will find only the background information you need to understand how to apply specific techniques and technologies; the focus is on the information you need to apply what you learn to your own Mac.

To accomplish the second purpose, this book covers an extremely broad range of topics. In addition to coverage of the core functionality of the desktop, you get extensive coverage of topics to enable you to accomplish productive work with your Mac, such as surfing the Net, burning discs, and using Mac OS X's applications to accomplish specific tasks. This book also contains substantial amounts of information to help you add devices to expand your system so you can accomplish even more. Because Mac OS X has been designed to be networked, you learn how to use its capabilities in this area to connect with other Macs, as well as to Windows networks. You learn how to both prevent and solve OS X problems along the way.

How This Book Is Organized

This book consists of six parts, each of which contains at least four chapters. The following list provides an overview of this book's contents:

- **Part I, “Exploring Mac OS X”**—This part gets you started on the right foot. You learn the core operations of the OS, including the desktop, the Dock, and Finder. You also learn how to manage files and folders, search your Mac, set system preferences, install applications, and take control of your desktop with Mission Control and Spaces.
- **Part II, “Getting Things Done with Lion's Applications”**—Mac OS X includes a number of useful applications, such as Safari, iTunes, QuickTime Player, Address Book, Mail, iCal, and others. In this part, you learn how to take advantage of these great applications.
- **Part III, “Living in a Connected World”**—Mac OS X has been designed to facilitate your interaction with networks and with the Internet. This part of the book explains how to configure Mac OS X for the Internet and how to use the tools it provides after you are connected.
- **Part IV, “Delving Deeper into Mac OS X”**—After Parts I to III, you're ready to take your Mac OS X skills to a new level. In Part IV you learn how to manage user accounts; use and install fonts; set accessibility options; use the powerful Automator application; take advantage of the Mac OS X notebook features; and run UNIX and Windows on your Mac.

- **Part V, “Working with Devices in Mac OS X”**—No Mac is an island; this part of the book helps you understand the input and output technologies supported by Mac OS X to enable you to select and add the peripheral devices you need.
- **Part VI, “Maintaining, Protecting, and Repairing Your Mac”**—As great as Mac OS X is, you still need to know how to minimize problems with good preventive maintenance actions and be able to effectively solve any problems you do experience. You should also learn how to use Mac OS X’s extensive security features to protect your Mac.

Special Features

This book includes the following special features:

- **Notes**—Notes provide additional commentary or explanation that doesn’t fit neatly into the surrounding text. You will find detailed explanations of how something works, alternative ways of performing a task, and comparisons between Mac OS X and previous versions of the OS.
- **Tips**—Tips help you work more efficiently by providing shortcuts or hints about alternative and faster ways of accomplishing a task.
- **Cautions**—These sidebars provide a warning to you about situations that involve possible danger to your Mac or its data.
- **Cross references**—Many topics are connected to other topics in various ways. Cross references help you link related information together, no matter where that information appears in the book. When another section is related to one you are reading, a cross reference directs you to a specific page in the book on which you can find related information.

Conventions

To make things as clear as possible, this book doesn’t use many special conventions or formatting techniques to identify specific kinds of information. However, you need to be aware of a few things:

- Menu commands are referred to by starting with the menu name and moving down to the specific command while separating each layer with a comma. For example, rather than writing, “Open the Terminal menu, then select the Services command, then select the Mail command, and then select Mail Text,” I use a shorthand technique. In this example, I would write, “Select Terminal, Services, Mail, Mail Text.” This shorthand makes the command structure more clear and cuts back on the number of words you have to read.
- Variables that stand for text that is specific to you are usually in brackets. For example, if I need to refer to your username in a specific location, I write, “[Username]” to indicate that you should look for your own information in place of the bracketed phrase.
- When you are working in the Terminal, the commands you enter and the output you see are in a monospace font like this.



Wondering what Terminal commands are? That’s covered in Chapter 23, “Working with the Mac OS X Command Line.”

Who Should Use This Book

In this book, I've made certain assumptions about your specific experience with the Mac OS and your general comfort level with technology. The biggest assumption is that you are quite comfortable with how to use a mouse, how to copy and move files, the basics of drag and drop, and so on. When there are significant differences in these basic tasks under Mac OS X, you will find those differences explained, but probably not in enough detail to teach you how to do them if you have never done them before.

If you are completely new to computers, you will still find this book very useful, but you will also need a companion book that explains the fundamentals of using a Mac in more detail than is provided in this book, such as *Easy Mac OS X Lion*.

If you are coming to the Mac as an experienced user of Windows PCs, this book will help you learn where all the goodies are in Mac OS X so that you'll quickly get up to speed.

If you have used previous versions of the Mac OS X and are comfortable with basic tasks, this book will help you make the jump to Mac OS X version 10.7 in a short time. It also will serve as a comprehensive reference for you as you explore this amazing operating system.

And if you're already used to iOS used on the iPhone, iPad, or iPod touch, you'll see aspects of their interfaces in Mac OS X Lion in the App Store and options for multitouch commands with trackpad-connected Macs.

RUNNING WINDOWS ON YOUR MAC

Over the past few years, the Macintosh has risen in popularity among both home and business users. Applications that, for a long time, have been PC-only (such as Outlook and AutoCAD) are finding their way back to the Mac. And, unlike the early years of incompatibility, it is easy to integrate Mac OS X Lion into a Windows network. On top of all that, the Mac's capability to actually run Windows applications is just another reason to love Mac OS X's versatility.

Choosing How to Run Windows on a Mac

Despite the Mac's power and range of software, there are still quite a few reasons that you might need to run Windows:

- **No Mac version of the software you need**—Windows has by far the largest collection of desktop applications. Some developers don't create Mac versions of their software, especially in specialty markets. In that case, you need Windows to run one of those non-Mac programs.
- **The Mac equivalent just isn't the same for you**—If you use Windows at work, or if you used to run Windows at home, you might have a favorite Windows program that doesn't have a Mac version. There might be Mac applications that do something similar, but you really like the version you were using on Windows. In that case, you need Windows in order to install and run that program.

- **Better gaming opportunities**—If you like to play games, you probably already know that the Mac isn't the top gaming platform. Windows is very game-friendly, and many games don't have Mac versions. In that case, you need Windows for the optimum gaming experience.
- **Access to the full Microsoft Office suite**—If you're an Office user, you already know that the Mac version of Office doesn't come with the popular Access database program or OneNote. If you really need to use those applications, you need Windows to run the latest version of Microsoft's Office suite.

In all these examples, you probably only need to use Windows every now and then, or just for short periods each day. Buying a separate PC to run Windows will set you back hundreds of dollars (at least), which is more than likely wasteful for something that you won't be using all that often. On the other hand, each of the methods for running Windows on your Mac that I talk about in this chapter is entirely *free* (although you might also need a copy of Windows, so be sure to add that into your budget). Either way, running Windows on your Mac is much more economical than using a separate PC, and you don't have to clutter your desk with multiple monitors, keyboards, and mice.

Understanding Boot Camp

The option that is native to OS X Lion is running Windows via Boot Camp. When you use this option, you can choose to boot your Mac in the Mac OS or in Windows. When you boot in Windows, you have a fully functional Windows PC on your hands. (It will probably outperform many dedicated Windows machines, too.) This option is great because it enables you to run Windows and its applications on your Mac. However, this method has one significant flaw: You have to restart your computer each time you want to switch from Mac to Windows and then back again. If you run Windows applications only rarely, this might not be so bad, but if you regularly run a couple of Windows applications, you waste a lot of time restarting the computer.



You might get better game play when running PC games on a Mac—especially a MacBook—by switching to lower resolution graphics options, as your computer's processing power is split between running the game and running the Windows environment.



To run Windows on a Mac, you do have to purchase a *full* copy of Windows 7 to install whether you use Boot Camp or a virtualization application. The cost for this varies depending on the version of Windows you purchase and how you purchase it. Make sure you get a full version; an upgrade version won't work.

Understanding Virtualization Software

The second option is to use virtualization software. This approach provides a virtual environment (also called a *virtual machine* or VM) in which you install and run Windows. Because the virtualization software is just another application running on the Mac, you can switch to it as easily as moving to any open Mac application. So, you can leave Windows running all the time and jump into it when you need it. This makes using Windows much more convenient than the Boot Camp option. The performance of Windows in the virtual environment isn't noticeably slower than

running it under Boot Camp or even on some Windows hardware. Additionally, popular virtualization software is available *free* on Lion, although you might want to purchase a commercial alternative if you require support.

In the remainder of this chapter, you get information about each of these methods so that you can choose the one that works the best for you.



You can also use virtualization software to run Linux or even additional copies of OS X Lion within a window on Lion.

A Third Option

If virtualization or Boot Camp aren't "Mac-like" enough for you, there is a third option: using a Windows alternative, rather than Windows itself.

The Wine project (Wine Is Not an Emulator) is unique in that *no* copy of Windows needs to be installed to use Windows applications and games. Instead, Wine itself is a complete reimplementation of Windows that runs on top of Lion. When a Windows application runs with Wine, it passes Windows instructions to Wine, which, in turn, asks Lion to do the equivalent operation. For example, if an application wants to display draw something on the screen, it executes the appropriate Windows "draw" command in Wine, which translates the called command into an equivalent Lion "draw" command. The result? Windows applications just run on OS X. Double-click and away they go! Like virtualization software, there are free Wine implementations and commercial offerings if you desire support.

I recommend checking out the commercial application CrossOver (<http://www.codeweavers.com/products/crossover/>) if you want to take this approach. It is the easiest-to-use option, has frequent updates, and excellent support. Note, however, CrossOver performance is not optimal for all games and programs.

Using Boot Camp to Run Windows on a Mac

Following are the general steps to get Windows running under Boot Camp:

1. Run the Boot Camp Assistant to prepare your Mac for Windows and install it.
2. Install Windows.

The next couple of sections take you through the details.



note

To get support for Boot Camp, visit <http://www.apple.com/support/bootcamp/>.

Running the Boot Camp Assistant and Installing Windows

The Boot Camp Assistant prepares your Mac for a Windows installation. It aids you by downloading Windows drivers for your Mac hardware and lets you partition your hard drive to create a Windows volume. To use the Boot Camp Assistant, do the following:

1. Open Finder, select Applications, Utilities, and then open Boot Camp Assistant. You see the first screen of the assistant (see Figure 25.1). Click Continue to begin.



caution

Part of the Boot Camp preparation is to partition your Mac's internal hard drive. Before you do this, make sure you have all your data backed up in case something goes wrong.

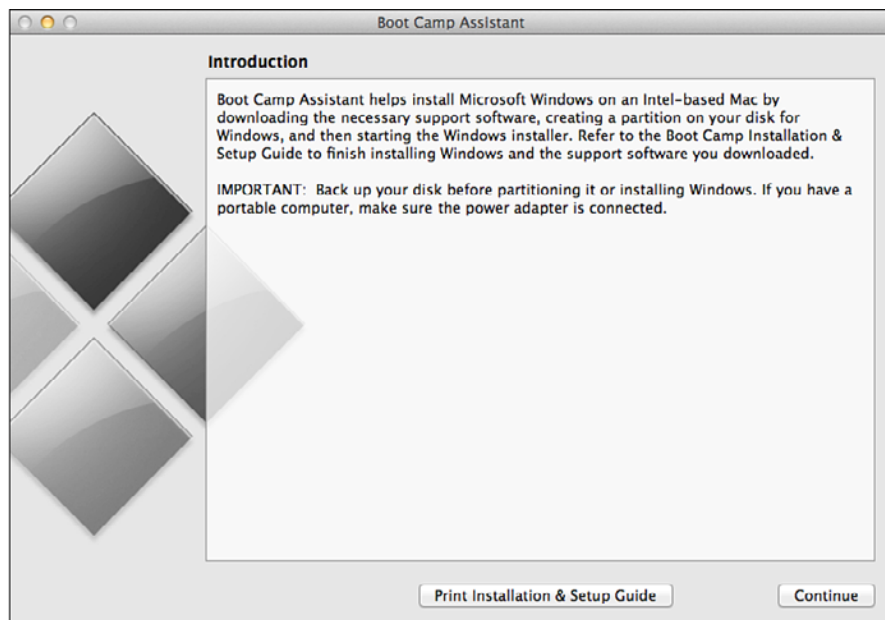


Figure 25.1

The Boot Camp Assistant walks you through the process of preparing for Boot Camp.

2. You are prompted to download Windows support software. Choose the download option and then click Continue.
3. The Windows support software is downloaded. This can take quite awhile, so be patient.
4. When the download is complete, you are prompted to burn the software to CD or DVD (see Figure 25.2). Click Continue, and then insert an optical disk when directed. Note that you are also given the option of storing the files on an external disk; you can use this approach if you do not have access to a CD/DVD burner.
5. After the support software is written to disc, you are taken to the Create a Partition for Windows screen (see Figure 25.3). On the left, you see the partition for OS X Lion while on the right you see the partition for Windows, which is a minimum of 5GB.



Boot Camp setup walks you through creating the necessary partition; however, you can also partition your drive for other reasons. See “Partitioning a Hard Drive,” p. 534, for details.

Figure 25.2
Download and burn the Windows support software disc.

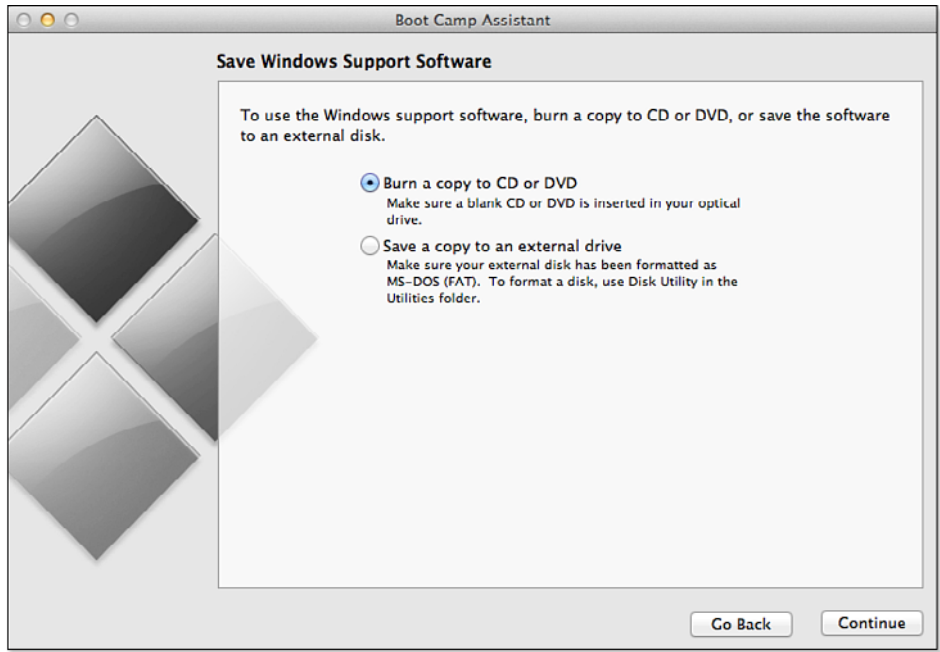
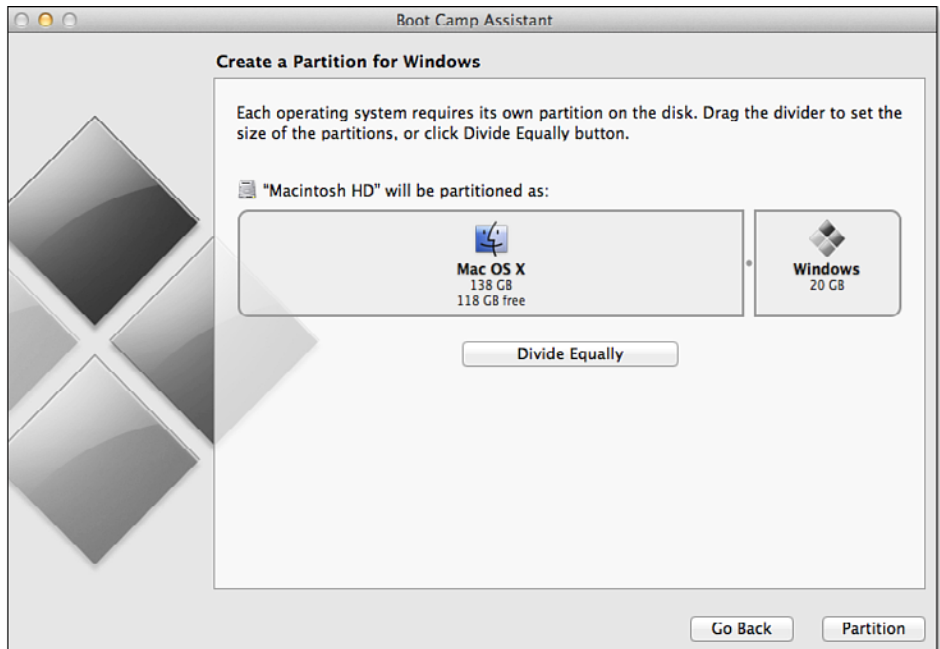


Figure 25.3
To run Windows under Boot Camp, you must create a Windows partition on your Mac's internal hard drive.



6. Set the size of the Windows partition by dragging the Resize handle between the two partitions to the left and clicking the Divide Equally button to divide the disk in two partitions. Remember that you'll be limited to the partition's size when you run Windows, so make sure you allow plenty of space if you are going to install a lot of Windows applications.
7. Click Partition. The partition process starts and you see its status in the window. When the process is complete, you're prompted to insert your Windows installation disc (see Figure 25.4).

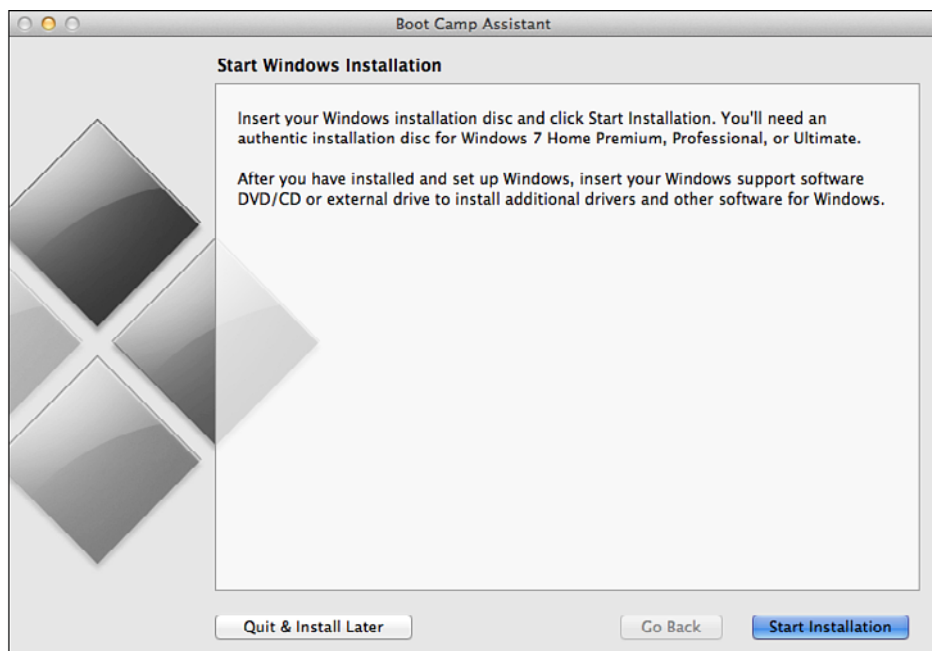


Figure 25.4
When you see this screen, insert your Windows installation disc to start the installation process on the partition you just created.

8. Insert the Windows installation disc, wait until it is mounted on the Mac, and then click Start Installation. The Mac restarts and boots from the Windows installation disc. The installation application starts installing files; you see the progress at the bottom of the blue Windows Setup screen.
9. Follow the Windows installation screens as they appear. Here are some things to bear in mind:
 - When the Windows setup program asks you where you want to install Windows, be sure to choose the BOOTCAMP partition.
 - The Windows Setup program automatically reboots your Mac a few times during the installation, and each time you'll see a screen that says Press any key to boot from CD or DVD. Don't press any key when you see this message, or the installation process will start all over again.



During the Windows 7 installation, when you get to the Where Do You Want to Install Windows? dialog box, click the BOOTCAMP partition, click Drive Options, and then click Format.

- Specify your username, password, time zone, and any other preferences that the setup program asks for.
10. When the Windows installation is complete, insert the Windows support disk you burned in step 4. Windows prompts you to run setup.exe.

Run setup.exe and accept the license agreement when prompted. Click Next to step through the setup.
 11. Make sure the Apple Software Update for Windows check box is selected, and then click Install. Boot Camp installs Apple Software Update for Windows.
 12. Click Finish. Boot Camp lets you know that you need to restart the computer to put the changes into effect. Click Yes to restart your Mac.
 13. Restart the Mac while holding the Option key down.
 14. Choose the OS X Lion startup volume and press the Return key. The Mac starts up under Lion again.

**note**

Some wireless keyboards or mice won't be recognized during the startup process. If yours isn't, connect a wired keyboard to control the startup process.

Switching Between OS X Lion and Windows

In an ideal world, you switch between OS X Lion and Windows by restarting the Mac and then booting into whichever operating system you want to use. Unfortunately, right after you install Windows via Boot Camp, you find that you're living in a Windows world. That's because Windows somewhat rudely sets itself up as the default startup volume. This means that every time you restart your Mac, it always boots you directly into Windows.

Not to worry; you can work around this problem in a couple of ways.

First, you can follow these steps to exit Windows and boot directly to OS X Lion:

1. Click the Boot Camp icon that appears in the Windows notification area.
2. Click Restart in Mac OS X, as shown in Figure 25.5. Boot Camp asks you to confirm.
3. Click OK. Boot Camp shuts down Windows and then boots into OS X Lion.

If your Mac is off and you want to boot into OS X Lion, it seems awfully inefficient to have to boot into Windows first. Fortunately, you don't have to do this. Instead, you can invoke the Startup Manager, and you can then choose whether you want to boot to OS X Lion or Windows.

Here are the steps you need to follow to switch between OS X Lion and Windows using the Startup Manager:

1. Start your Mac.
2. Hold down the Option key until you see the Startup Manager. You should see three hard disk icons: one for Macintosh HD, another for Recovery HD, and one for Windows.
3. Double-click the Macintosh HD icon. Alternatively, if you want to boot into Windows, double-click the Windows icon.

**Figure 25.5**

To get back to the friendly confines of OS X Lion, click the Boot Camp icon, and then click Restart in Mac OS X.

Yes, you have to follow these steps every time you start your Mac. See the next section for a way to avoid this.

Setting OS X Lion as the Default OS

If you usually boot to OS X Lion and only boot to Windows occasionally, it's a hassle to have to invoke Startup Manager every time you want to use OS X Lion. To fix this, follow these steps:

1. Boot to OS X Lion.
2. Click System Preferences in the Dock. The System Preferences appear.
3. Click the Startup Disk icon. The Startup Disk preferences appear.
4. Click Mac OS X 10.7 on Macintosh HD.



If you decide that you don't want to use Boot Camp to run Windows, launch the Boot Camp Assistant, click Continue, choose Create or Remove a Windows Partition, click Continue, and then click Restore. OS X Lion deletes the Windows partition and recovers the hard disk space. Any files you've stored on the Windows partition are lost, so make sure they're backed up before doing this.

Using VirtualBox for Mac to Run Windows

Following are the general steps to get Windows running under a virtual environment:

1. Download and install the virtualization software.
2. Configure a virtual environment and install Windows.
3. Run Windows in the virtual environment.

Several virtualization applications are available, but one of the best is also free: VirtualBox. This open-source application has made great strides in performance and usability in recent years and now offers the same features as commercial virtualization solutions at a \$0 price point. Although this chapter covers VirtualBox for virtualization, you might also be interested in Parallels Desktop (<http://www.parallels.com/products/desktop/>) or VMWare Fusion (<http://www.vmware.com/products/fusion/overview.html>) if you prefer a company-supported option.

note

For more detailed information about VirtualBox and to download a copy, visit <http://www.virtualbox.org/wiki/Downloads>.

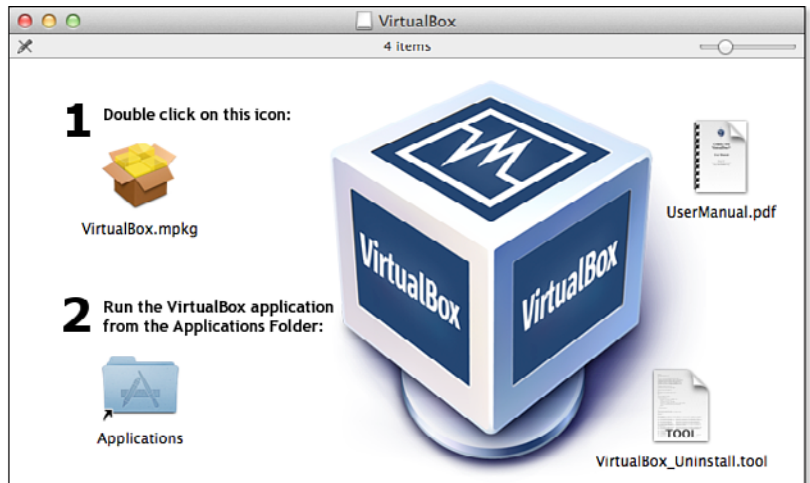
Installing VirtualBox

To install VirtualBox, complete the following steps:

1. Browse to <http://www.virtualbox.org/wiki/Downloads>.
2. Click the VirtualBox for OS X hosts link to download the disk image to your Mac.
3. When the download completes, open the VirtualBox disk image (DMG) file in your Downloads folder. The disk image opens to reveal an installer package (see Figure 25.6).

Figure 25.6

Double-click the VirtualBox.mpkg package to install.



4. Double-click the VirtualBox.mpkg package and follow the onscreen instructions to install VirtualBox. You should not need to change any of the default settings during the install.
5. When the installation finishes, click Close to quit the installer. You're now ready to launch VirtualBox and install Windows.

Configuring a Virtual Machine and Installing Windows

Each OS you run under VirtualBox has its own VM for which you can set various settings, such as the amount of disk space dedicated to that machine, where the machine is stored, and so on. Before you can install Windows, create and configure a VM for it.

To set up a new Windows 7 VM, follow these simple steps:

1. Launch VirtualBox from your Applications folder or Launchpad if you haven't done so already.
2. In the Welcome to VirtualBox window, click New. The New Virtual Machine Wizard window appears. Click Continue to begin the setup process.
3. Provide a name for the VM, choose the operating system type and version, as shown in Figure 25.7, and click Continue.

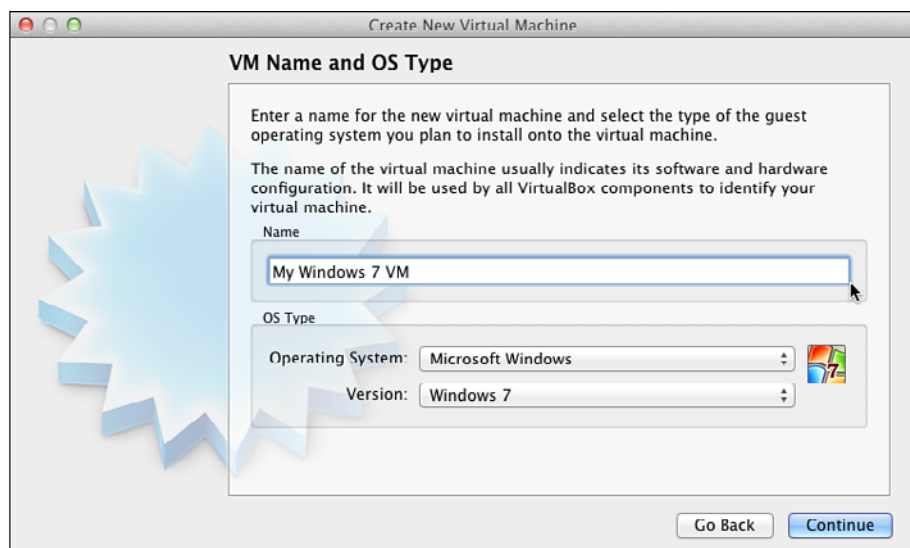


Figure 25.7
Choose the OS
type and ver-
sion.

4. You are prompted to choose the amount of memory to be allocated to the VM. Leave the defaults, unless you know you can spare more. The more memory, the better Windows will perform. Click Continue when ready to move on.
5. Prepare the virtual boot disk that will be used to start your VM, as shown in Figure 25.8. Again, you can just go with the recommended defaults provided by VirtualBox. You are prompted for the maximum disk size later. Click Continue to proceed.
6. Pick the type of file that will be used for the virtual disk. VDI images are the default for VirtualBox and should be your typical selection. If you need to use the disk with VMWare, choose VMDK, or select VHD for compatibility with Microsoft's VM architecture. Click Continue.

Figure 25.8

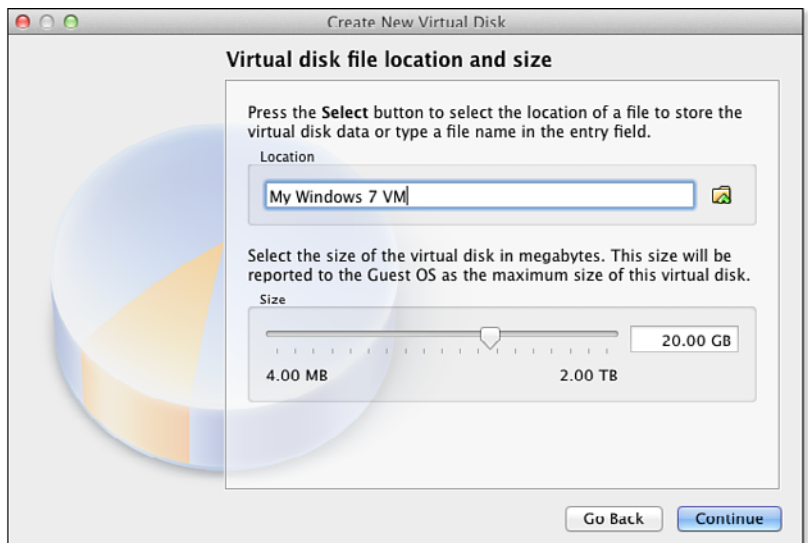
Choose to create a new boot disk for the VM.



7. Choose whether the storage for your virtual disk is dynamically allocated (space is used as needed) or whether the entire space for the drive is taken out of your available storage immediately. Typically, you want dynamically allocated volumes. Click Continue when ready to proceed.
8. Choose a name, save location, and maximum size for the virtual disk, as shown in Figure 25.9. Click Continue to move on.
9. Click Create to build your VM.

Figure 25.9

Choose the size and storage location for your drive.



Your VM is now ready and waiting to be used. You should be looking at the VirtualBox Manager window, as shown in Figure 25.10. From this window, you can choose between any configured VMs, start them, or delete (discard) them.



Figure 25.10
View your VMs from the
VirtualBox Manager.

Of course, your VM isn't going to do much good without a copy of Windows, so it's time to start the VM and install. Follow these steps to start your VirtualBox VM:

1. Within the VirtualBox Manager, select the VM you want to use and then click the Start button.
2. If the VM has been previously configured and has an OS installed, it boots in a new window and is ready to use. If not, the First Run Wizard starts, as shown in Figure 25.11. Click Continue.
3. Insert your Windows CD/DVD installation media and wait until the disk mounts.
4. Choose the location of your Windows media when prompted by the wizard, and then click Continue.
5. Click Start to boot your VM and install windows.

Windows starts and stops a time or two, and you see a variety of messages from Windows itself and from VirtualBox. Read and respond to the messages as seems best; in most cases, you just click OK at various prompts.

Figure 25.11

The First Run Wizard walks you through the installation of Windows.

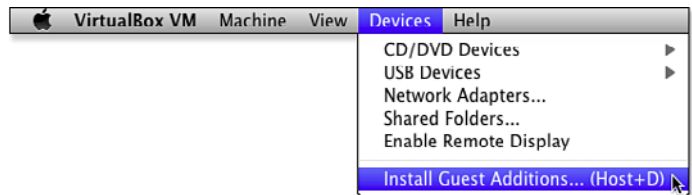


After the basic installation process and initial configuration are complete, you see Windows in the VirtualBox window, exactly as if you were sitting in front of a Windows machine.

6. Log in to Windows and choose Install Guest Additions from the Devices menu, as shown in Figure 25.12. This updates the Windows drivers to dramatically improve the speed of your VM.

Figure 25.12

Choose Install Guest Additions from the menu to improve performance.



Running Windows

After you've installed Windows, there isn't much difference between running Windows in a VM and running it on a Windows PC. You just launch VirtualBox, start the VM you've configured, wait for it to boot, and then use it.

Unlike Boot Camp, however, you can jump back to the Mac at any time by clicking outside of the VM. You can leave Windows running as long as you need to. If you won't be using it for a while, it's a good idea to shut it down to maximize the resources available to the Mac OS.

note

One of the great things about VirtualBox is that the Windows environment gets its network settings from the Mac. So if your Mac is connected to a network and the Internet, the Windows environment is also connected without any additional configuration by you.

VirtualBox offers far more features than can be discussed here. Be sure to read through the accompanying documentation for tips and tricks to maximize your VM efficiency and speed.

**note**

Only one environment can be using a CD or DVD at a time. If you've inserted a CD or DVD, but don't see it on the Mac desktop, the odds are that Windows is running and the disc is mounted there, which makes it unavailable to the Mac. Stop the Windows environment and the disc will appear on the Mac desktop.

Protecting Windows on a Mac from Attack

Running Windows, whether via Boot Camp or a VM, is hazardous. There are thousands and thousands of viruses, Trojan horses, worms, and other threats to the Windows OS and to the files you store under it. One of the first things you should do when you get a Windows environment running is to install security software on it. At the least, you need a package that protects Windows from viruses, but that is really only the basic protection you need.

The application you get should also protect Windows from other threats, such as worms and macro viruses. Because there are so many Windows computers and so many threats to those computers, there are many Windows security applications from which to choose. Here are a few to check out:

- Norton Internet Security (<http://www.symantec.com/index.jsp>)
- McAfee Internet Security Suite (<http://mcafee.com/us>)
- Avast! Antivirus (<http://www.avast.com>)—This option is free for personal accounts.
- AVG Internet Security (<http://free.grisoft.com/>)—This option is free for personal accounts.

Make sure in whichever software you use that you configure it to automatically update its virus definitions frequently; new Windows viruses emerge constantly, and so you need to ensure your security software is as current as possible.

Symbols

- * (asterisks), UNIX, 446
- / (forward slashes), UNIX pathnames, 444
- . (periods), UNIX commands, 443
- | (pipe symbol), UNIX commands, 439
- ;(semicolon), UNIX commands, 439
- ~ (tilde), UNIX pathnames, 444
- 9 option (kill ProcessID command), 449

A

- AAC (Advanced Audio Coding), 160
- About command (Application menu), 8, 135
- About This Mac command (Apple menu), 7, 603
- accessibility. *See* Universal Access
- accessing
 - disk images, 559
 - FaceTime call lists, 353
 - iCal, 230
 - limiting with parental controls, 591-593
 - log files, 560
 - Safari bookmarks, 285
 - shared files
 - deleting, 365

- networks, browsing, 362-364
 - URL connections, 364-365
- smart folders, 98
- Trash files, 73
- accounts, 367**
 - administrator, 368
 - configuring, 374
 - creating, 370-374
 - email, configuring, 309-313
 - fast user switching, 383
 - blocking access, 384
 - enabling, 384
 - logged in users, viewing, 385
 - passwords, 385
 - RAM limitations, 383
 - restarting/shutting down, 385
 - root accounts, 386
- groups
 - creating, 379
 - overview, 369
- guest, 369
- iChat, 348
- IMAP, 313
- logging in/out, 380-381
 - automatic, configuring, 381-382
 - Login window appearance, configuring, 382
 - Sleep, Restart, Shut Down buttons, disabling, 375-383
- managed, 369
- names
 - changing, 374-375
 - creating, 371-372
- passwords
 - changing, 375

- creating, 372-374
 - resetting, 380
- pictures, configuring, 375-377
- PPoE, configuring, 266-268
- root, 369, 385
 - fast user switching, 386
 - logging in, 385-386
 - passwords, 385
 - permissions, 386
 - safety concerns, 385
- sharing-only
 - creating, 379
 - overview, 369
- standard user, 369
- startup items, configuring, 378
- troubleshooting, 619
- types, 367-368
- viewing, 371
- Action menu, 17, 65-66, 388-389**
- actions**
 - defined, 425
 - overview, 426-427
- Actions/Variables pane (Automator), 424**
- activating, Dashboard, 143**
- active screen corners, configuring, 150**
- Activities pane (VoiceOver utility), 411**
- Activity Monitor**
 - hiding, 614
 - opening, 609
 - overview, 609
 - processes
 - finding, 611

- inspecting*, 611
- quitting*, 611
- sorting*, 611
- update speed*, 611
- viewing*, 609-611
- system activities, 612-613
 - CPU*, 612
 - disks*, 612
 - memory*, 612
 - networks*, 612
 - options*, 614
- Add Bookmark command**
(Bookmarks menu), 285
- Add to Dock command** (File menu), 11
- Add to Favorites command**
(Action menu), 388
- Add to Library command** (File menu), 159
- Add to Library dialog box**, 159
- Add to Sidebar command** (File menu), 11
- Address Book**, 207-208
 - configuring
 - accounts*, 221
 - phone number formats*, 223
 - templates*, 222-223
 - contacts
 - adding*, 210
 - editing*, 215
 - email messages*, *adding*, 213
 - importing from other applications*, 213-214
 - importing from vCards*, 213
 - manually adding*, 210
- Dock icon, 29
- email, addressing, 218
- general preferences, 221
- groups, 215
 - cards*, *deleting*, 216
 - creating*, 216
 - exporting as vCards*, 216
 - mailing lists*, *editing*, 216
 - smart groups*, 217-218
 - viewing*, 216

- keyboard shortcuts, 224
- LDAP directories, 221
- opening, 208, 324
- preferences, opening, 220
- printing, 218-220
 - lists*, 219
 - mailing labels*, 220
- searching, 209-210
- vCards
 - configuring*, 223
 - defined*, 208
 - deleting*, 215
 - editing*, 215
 - group exports*, 216
 - personal*, *viewing*, 209-210
 - viewing*, 215
- views, 208-209

administrator accounts, 368

Adobe Reader, 529

Advanced Audio Coding
(AAC), 160

AIFF (Audio Interchange File Format), 160, 509

AirDrop
files

- receiving*, 357
- sending*, 356-357

 requirements, 356

alarms
events

- adding*, 228, 232-233
- turning off*, 229

 iCal, 426
reminders, 235

album artwork, 185
downloading automatically, 185
manually adding, 185-186
viewing, 186-188

alerts
iChat, 348
sounds, installing, 509-510

aliases, 72
broken, 72
creating, 72
networked volumes, 365
originals, finding, 72

alternate startup volumes,
560-561

Always Open With command
(File menu), 10

analog sound, 511

analog speakers
defined, 511
installing, 512

answering text chat requests,
343

antivirus software, 590

App Store
applications

- availability*, 123
- purchasing*, 126
- reinstalling*, 128-129

 browsing, 125
Dock icon, 29
logging in, 124
searching, 126
updates, 127-128

App Store command (Apple menu), 7

appearance
Safari, 301
settings, 105-106

Apple Lossless audio format,
160

Apple menu commands, 7
About This Mac, 7, 603
App Store, 7
Dock, 7
Force Quit, 7
Log Out, 7
Recent Items, 7
Restart, 7
Shut Down, 7
Sleep, 7
Software Update, 7
System Information, 7
System Preferences, 7

application menu commands,
8-17
About, 8
Empty Trash, 9
Hide, 9
Hide Others, 9

- Preferences, 8
- Quit, 9
- Secure Empty Trash, 9
- Services, 9
- Show All, 9
- applications**
 - App Store, 123
 - browsing, 125
 - Dock icon, 29
 - logging in, 124
 - purchasing, 126
 - reinstalling, 128-129
 - searching, 126
 - updates, 127-128
 - Automator, 426
 - actions, 425-427
 - applications, 426
 - defined, 423
 - input, 425, 427-428
 - opening, 424
 - output, 425, 427-428
 - variables, 425, 428
 - window, 424-425
 - workflows. *See* Automator, workflows
 - backing up, 564
 - ColorSync, 505-506
 - conflicting, 600-601
 - Console, 615
 - available logs, 615
 - deleting logs, 617
 - multiple windows, 617
 - problems, troubleshoot-
ing, 616-617
 - reloading logs, 617
 - searching logs, 617
 - selecting logs, 615
 - data restoration, 569-570
 - default file, 136
 - deleting, 133
 - Dock
 - bouncing, 31, 36
 - controlling, 28
 - disappearing, 33
 - feedback, 28
 - indicator lights, 36
 - launching, 27
 - opening, 31
 - opening automatically, 30
 - placement, 31
 - running status, 28
 - switching between, 28, 31-32
 - document recovery, 621
 - DVD Player, 196
 - audio equalizer, 201
 - bookmarks, 199-200
 - chapters, 200
 - closed captioning, 198-199
 - colors, 201
 - Controller, viewing, 196
 - DVD regions, 198
 - keyboard shortcuts, 202-203
 - parental controls, 202
 - playing movies, 196-198
 - preferences, 202-204
 - starting, 196
 - Timer, 200
 - window sizes, 197
 - zoom, configuring, 201
 - file dialog boxes, 135-136
 - folders, organizing, 99
 - Grab, 259
 - hiding, 9
 - installing
 - drag and drop, 130-131
 - Installers, 131
 - locations, 129
 - methods, 129
 - Java, 124
 - launching, 126-134
 - Launchpad, 131
 - configuring, 132
 - deleting applications, 133
 - folders, 133
 - navigating, 132
 - starting, 131-132
 - Mail. *See* Mail
 - menus, 134-135
 - Network Utility, 275
 - connections, testing, 277
 - routes, tracing, 278
 - tools, 276
 - window, 275
 - non-App Store, 123
 - parental controls, 592-593
 - Preview. *See* Preview
 - Safari. *See* Safari
 - spaces, assigning, 141-142
 - speaking (VoiceOver), 406
 - System Information
 - opening, 603
 - overview, 603-604
 - System Report, 603-606
 - window, 459
 - System Preferences, 17-19
 - Dock icon, 29
 - icons, 19
 - opening, 17
 - viewing panes, 19
 - window, 17
 - System Report information, 605-608
 - Terminal
 - keyboard shortcuts, 451
 - overview, 438
 - TextEdit, 241
 - file formats, 242
 - formatting, 242
 - HTML documents, creating, 244
 - lists, 244
 - opening, 241
 - styles, 243-244
 - tables, 242
 - troubleshooting, 620-622
 - Crash Reporter, 621
 - document recovery, 621
 - erratic behaviors, 620, 622
 - hangs, 620-621
 - quitting unexpectedly, 620, 622
 - UNIX, 124, 440, 450
 - compressing/uncom-
pressing/extracting
files, 451
 - vi (text editor), 450-451
 - volume, controlling, 508
 - Windows. *See* Windows, running
 - workflows as, saving, 430-431
- Applications folder, 85, 129**
- Arq, 573**
- Arrange button, 58**
- Arrange By feature, 45**
- As Installed pane, 103**

asterisks (*), UNIX, 446**Attach File command (File menu), 334****attachments**

email

- compressing, 334*
- creating, 333-334*
- details view, 335*
- downloading, 308*
- opening, 335*
- pictures, 334*
- previewing, 335*
- saving, 334*
- uncompressing, 335*

iCal, 233

audio

- alerts, installing, 509-510
- analog versus digital, 511
- chats, 343-344
- controlling
 - applications, 508*
 - keyboard, 508*
 - Sound pane, 508*
- DVD Player, configuring, 201
- input options, 514-515
- new email messages, 308
- output options, 511
- overview, 507
- recording, 195-196
- sound effects, 508-509
- speakers
 - analog, 511*
 - built-in, 511*
 - digital, 511*
 - installing, 512-513*
 - output, controlling, 513-514*
 - selecting, 511-512*
- speech recognition, 416
 - commands, 407-411*
 - configuring, 416-419*
 - listening continuously, 419*
 - listening key, 419*
 - Text to Speech, 420-421*
- time, announcing, 21

Audio Interchange File Format (AIFF), 160, 509**authentication (Software Update), 553****AutoFill (Safari), 289**

- configuring, 289-290
- editing, 290
- personal information, entering, 290
- usernames/passwords, 291

automatic login

- configuring, 381-382
- disabling, 382, 580

Automator

- actions, 425-427
- applications, 426
- defined, 423
- input, 425, 427-428
- opening, 424
- output, 425, 427-428
- variables, 425, 428
- window, 424-425
- workflows
 - building manually, 429*
 - debugging, 430*
 - defined, 425*
 - designing, 428-429*
 - files, emailing, 433-435*
 - folder action, 426*
 - iCal alarms, 426*
 - image capture plugin, 426*
 - overview, 423-424*
 - print plugin, 426*
 - recording, 429*
 - saving as applications, 430-431*
 - service, 426*
 - testing, 430*
 - websites, opening, 431-432*

Avast! Antivirus, 478**AVG Internet Security, 478****B****Back command (Go menu), 12, 54****Back/Forward buttons, 58****backgrounds (desktop)**

- configuring, 22-23
- multiple monitors, 23
- pictures, configuring, 107-108

backups

- applications, 564
- benefits, 563-564
- best practices, 573
- consistency, 574
- data types, 564-565
- ease, 574
- FileVault, 576
- maintenance, 574
- offsite, 574
- refreshing, 574
- short term/long term, 565
- system files, 564
- testing, 574
- third-party solutions, 572-573
- Time Machine
 - configuring, 566-568*
 - overview, 566*
 - restoring application data, 569-570*
 - restoring files/folders, 568-569*
 - storage, 570*
- types, 565
- unattended, 565
- Versions, 571
 - restoring files, 571-572*
 - saving, 571*
 - storage, 572*

batteries (notebooks)

- maximizing, 457-458
- status, monitoring, 455-456
- status menu, 455-456

Bcc (blind carbon copy), 324**.bin file extension, 294****birthday calendars, 228****Bluetooth, 489**

- configuring, 489-491
- devices, installing, 490-492
- pane, 103, 489-491

Blu-ray, 538**bookmarks**

- DVD Player, 199-200
- Preview preferences, 254-255
- Safari, 284
 - accessing, 285*
 - Auto-Click bookmark collection, 283*

creating, 285
organizing, 285-287
preferences, 287

Bookmarks menu commands, Add Bookmark, 285

Boot Camp

configuring, 468-471
partitions, 468-470
Windows installation, 470-471
 discontinuing, 472
 OS X Lion as default, setting, 472
 overview, 466
 support website, 467
 switching between OS X Lion and Windows, 471-472

Braille pane (VoiceOver utility), 411

Bring All to Front command (Window menu), 12

broken aliases, 72

browsers

extensions, 304
 history, 292

browsing the web. See Safari

buddies (iChat), 340

adding, 341-342
 blocking, 347
 groups, 341
 personal information, 340
 profiles, 346
 viewing, 340

bugs, 600

built-in screen savers, 111-112

built-in speakers, 511

Burn button, 58

Burn command (File menu), 11

Burn folders, 73-75, 542

burning discs, 539-542

Burn folders, 542
 Disk Utility, 543-547, 559
benefits, 543
disk images, creating, 543-544

folders, 546-547
single disk images, 545-546

Finder, 540-542
 parental controls, 593

buttons (toolbars)

configuring, 58-59
 deleting, 59
 listing of, 58

C

calendars. See iCal

calibrating displays, 504-505

cameras, syncing, 256-257

capturing images

Image Capture, 256
iPhones, 256
PTP, 256
transferring images from cameras, 256-257
troubleshooting, 258
 plugin workflow, 426
 screen, 258
Grab, 259
keyboard shortcuts, 258

cascading style sheets, 304

causes of problems, 600

bugs, 600
 conflicting software, 600-601
 hardware failures, 602
 system attacks, 601
 user errors, 600

cd pathname command, 443

CDs

burning, 73-75, 559
Disk Utility, 543-547
Finder, 540-542
parental controls, 593
 drives, assessing, 538-539
 ejecting at startup, 103, 169
 music, importing, 162-163
 preferences, setting, 117-118
 SuperDrives, 538
 types, 538
 viewing, 533

CDs & DVDs pane, 103, 117-118

chapters (DVD Player), 200

Character Viewer, 393

categories, 394
 characters, finding, 394
 favorites, 394
 Finder menu bar, adding, 395-396
 opening, 393

Characters command (Action menu), 388

chatting

audio chats, 343-344
 FaceTime, 349
call lists, accessing, 353
configuring, 350
email addresses, adding, 354
placing calls, 350
placing calls from contacts, 351
placing calls from favorites, 352
receiving calls, 352
turning off, 353-354
 multiple chats, 346
 parental controls, 595-597
 screen sharing, 345-346
 status, 346
 text chats
requests, answering, 343
starting, 342
 video chats, 344-345

clock, customizing, 19-21

Close All command (File menu), 10

Close Window command (File menu), 10

closed captioning (DVD Player), 198-199

closing

Dashboard widgets, 145
 Finder windows, 44
 Preview images, 246
 smart folders, 98
 spaces, 141

Collection pane (Font Book), 396

collections (fonts)

- adding/deleting, 390
- creating, 398
- defined, 387-388
- duplicates, 397
- editing, 399
- viewing, 397

Collections pane (Fonts panel), 387-388**Color command (Action menu), 388****Color Picker, 107-108****colors**

- displays, 505-506
- DVD Player, 201
- images, 247
- Mail, 314

ColorSync, 505-506**Column view (Finder), 48-49**

- configuring, 64
- items, selecting, 52

command line

- applications, 124, 440
- case sensitivity, 445
- commands
 - case sensitivity, 439
 - cd pathname, 443
 - cp, 446
 - file filename, 445
 - kill ProcessID, 449
 - ls, 443
 - man, 450
 - manuals, 446-447
 - mkdir, 446
 - mv, 446
 - periods, 443
 - piping, 439
 - pwd, 443
 - rm, 445
 - sequential order, 439
 - structure, 439-440
 - superuser, 447-448
- directories
 - * (asterisks), 446
 - deleting, 446
 - editing, 445-446
 - viewing, 443-445
- environment, 442-443

- hostnames, 438
- modes, 450
- pathnames
 - / (forward slashes), 444
 - ~ (tilde), 444
 - typing, 440
- processes, killing, 448-449
- shell scripts, 441
- shells, 438-439
- spaces, 440
- Terminal application
 - keyboard shortcuts, 451
 - overview, 438
- UNIX
 - books, 453
 - websites, 453

Commanders, Keyboard pane (VoiceOver utility), 411**Commanders, NumPad pane (VoiceOver utility), 411****commands**

- Action menu, 388-389
- Apple menu, 7
 - About This Mac, 7, 603
 - App Store, 7
 - Dock, 7
 - Force Quit, 7
 - Log Out, 7
 - Recent Items, 7
 - Restart, 7
 - Shut Down, 7
 - Sleep, 7
 - Software Update, 7
 - System Information, 7
 - System Preferences, 7
- application menu, 8-9, 134-135
 - About, 8
 - Empty Trash, 9
 - Hide, 9
 - Hide Others, 9
 - Preferences, 8
 - Quit, 9
 - Secure Empty Trash, 9
 - Services, 9
 - Show All, 9
- Bookmarks menu, Add
 - Bookmark, 285
- Edit menu
 - Copy, 70

- Paste Item, 70
- Speech, Start Speaking, 421

File menu, 10-11

- Add to Dock, 11
- Add to Library, 159
- Add to Sidebar, 11
- Always Open With, 10
- Attach File, 334
- Burn, 11
- Close All, 10
- Close Window, 10
- Compress, 10
- Duplicate, 10
- Edit Smart Playlist, 172
- Eject, 11, 365, 534
- Find, 11
- Find by Name, 11
- Get Info, 10
- Import from Scanner, 532
- Label, 11
- Make Alias, 10
- Move to Trash, 11
- New Burn Folder, 10, 74
- New Calendar, 230
- New Collection, 398
- New Finder Window, 10
- New Folder, 10, 70
- New Folder with
 - Selection, 10
- New Library, 400
- New Log Window, 617
- New Message, 323
- New Reminder, 234
- New Smart Folder, 10
- New Smart Playlist, 170
- Open, 10
- Open and Close Window, 10
- Open in New Window, 10
- Open With, 10
- Print, 10, 525
- Quick Look, 10, 80
- Quick Look Attachments, 335
- Reload, 617
- Reveal in Finder, 401
- Save Attachments, 334
- Show Original, 11, 72
- Slideshow, 10

- Go menu, 12
 - Back and Forward*, 54
 - Enclosing Folder*, 54
 - Go to Folder*, 54-55
 - Recent Folders*, 54
- History menu, Search
 - Results SnapBack, 284
- manuals, 446-447
- pop-up menus, 16
 - desktop*, 16
 - files/folders*, 16
 - Finder window*, 16
 - mounted volumes*, 16
 - toolbars*, 16
- printer pop-up menu, 527
- Safari menu, Private
 - Browsing, 292
- speech recognition, 407-411
- UNIX
 - case sensitivity*, 439
 - cd pathname*, 443
 - cp*, 446
 - file filename*, 445
 - kill ProcessID*, 449
 - ls*, 443
 - man*, 450
 - mkdir*, 446
 - mv*, 446
 - options*. See *options*
 - periods*, 443
 - piping*, 439
 - pwd*, 443
 - rm*, 445
 - sequential order*, 439
 - structure*, 439-440
 - superuser*, 447-448
- View menu, View Options, 188
- Window menu, 12-13
 - Bring All to Front*, 12
 - Cycle Through Open Windows*, 12
 - List of Open Windows*, 12
 - Minimize*, 12
 - Minimize All*, 13
 - Zoom*, 12
 - Zoom All*, 13
- comments (Spotlight), 94**
- complex searches, 93-94**
- composing email, 316-317**
- Compress command (File menu), 10**
- compressing files/folders, 10, 294, 334**
 - extensions, 294-295
 - UNIX, 451
- Computer folder, 85**
- computer-to-computer net-works, creating, 270**
- configuring**
 - Address Book
 - accounts*, 221
 - general preferences*, 221
 - phone number formats*, 223
 - templates*, 222-223
 - vCards*, 223
 - AutoFill (Safari), 289-290
 - automatic login, 381-382
 - Bluetooth, 489-491
 - Boot Camp, 468-471
 - partitions*, 468-470
 - Windows installation*, 470-471
 - ColorSync, 505-506
 - Content pane (iTunes), 188-189
 - Dashboard hot keys/active screen corners, 150
 - dates, 116
 - desktop, 19
 - appearance*, 21-23
 - clock*, 19-21
 - pictures*, 107-108
 - Dock, 33
 - adding folders*, 34-35
 - adding icons*, 34
 - bouncing applications*, 36
 - deleting icons*, 34
 - indicator lights*, 36
 - magnification*, 36
 - minimizing*, 36
 - minimized windows, hiding*, 36
 - moving icons*, 33-34
 - placement*, 36
 - sizing*, 36
 - viewing/hiding*, 36
 - Downloads folder, 293-294
 - email accounts, 309-313
 - energy settings, 458-459
 - Ethernet networks, 263
 - DHCP servers*, 263
 - PPoE accounts*, 266-268
 - static IP addresses*, 265-266
 - FaceTime, 350
 - fast user switching, 384
 - filename extensions, 71
 - FileVault, 576-577
 - Finder windows, 61
 - Column*, 64
 - Cover Flow*, 64-65
 - Icon*, 61-63
 - List*, 63
 - opening behaviors*, 41
 - folders, 52-53
 - Font Book window, 400
 - iCal, 227-230
 - access*, 230
 - alarms*, 228
 - birthdays*, 228
 - days per week*, 228
 - default calendars*, 228
 - deleting events/reminders*, 229
 - event permissions*, 229
 - event times*, 228
 - hiding reminders*, 228-229
 - hours, displaying*, 228
 - invitations*, 230
 - opening events in separate windows*, 229
 - scrolling*, 228
 - starting week on*, 228
 - starting/ending times*, 228
 - time zones*, 228
 - turning off alarms*, 229
 - iChat, 340
 - image formats, 253-254
 - input sources, 117
 - Internet connections, sharing, 272-275
 - iTunes, 182-183
 - keyboards, 480-482
 - assistance*, 414-415
 - shortcuts*, 482
 - keychains, 583-584, 588

- labels, 66
- languages, 113
- Launchpad, 132
- Login window appearance, 382
- mice
 - assistance*, 415
 - Magic Mouse*, 485-486
 - Mighty Mouse*, 486-488
- Mission Control, 138-139
- music import options, 160-161
- networks
 - connections*, 261
 - locations*, 462
- numbers, 116-117
- parental controls, 591-593
- Personal File Sharing, 357-359
- printers
 - networks*, 520-521
 - Printer Browser*, 521-522
 - USB*, 518-520
- proxy servers, 270-271
- RAID disks, 560
- resolution, 498-499
- screen savers, 110-112
 - downloading*, 113
 - pictures*, 112
 - RSS feeds*, 112-113
- Sidebar (Finder), 55-56
- sleep time, 110
- Software Update, 550-551
- spaces, 142
- speech recognition, 416-419
- Spotlight, 94-95
- startup items, 378
- system date and time, 117-120
- text options, 114
- Time Machine, 566-568
- times, 116
- toolbars
 - buttons*, 58-59
 - Finder*, 57
- trackpads, 460-461
- user accounts, 374-377
 - names*, 374-375
 - passwords*, 375
 - pictures*, 375-377
 - startup items*, 378
- virtualization environments, 474-476
- VoiceOver utility settings, 407-411
 - Activities*, 411
 - Braille*, 411
 - Commanders, Keyboard pane*, 411
 - Commanders, NumPad pane*, 411
 - general*, 407
 - Navigation*, 409
 - Sound*, 410
 - Speech*, 409
 - Verbosity, Announcements pane*, 409
 - Verbosity, Text pane*, 407
 - Visual, Braille Panel pane*, 411
 - Visual, Caption Panel pane*, 410-411
 - Visuals*, 410
 - Web*, 410
- widgets, 146
- Wi-Fi networks, 268
 - computer-to-computer networks, creating*, 270
 - connection options*, 268
 - hidden networks*, 270
 - network availability*, 269
 - signal strength*, 269
 - turning on/off*, 269
 - Wi-Fi menu*, 269-270
- zoom, 412
- conflicting software, 600-601**
- Connect button, 58**
- Connect to Server command (Go menu), 12**
- Connect to Server dialog box, 363**
- connections**
 - external hard drives, 533
 - Internet, sharing
 - configuring*, 272-275
 - DHCP servers*, 272
 - ports*, 275
 - sleep mode*, 275
 - networks
 - configuring*, 261
 - testing*, 277
 - Thunderbolt, 608
- Console, 615**
 - logs
 - availability*, 615
 - deleting*, 617
 - reloading*, 617
 - searching*, 617
 - selecting*, 615
 - multiple windows, 617
 - problems, troubleshooting, 616-617
- contacts**
 - adding, 210
 - email messages*, 213
 - manually*, 210-212
 - editing, 215
 - FaceTime calls, placing, 351
 - groups, 215
 - cards, deleting*, 216
 - creating*, 216
 - exporting as vCards*, 216
 - mailing lists, editing*, 216
 - smart groups*, 217-218
 - viewing*, 216
 - importing
 - other applications*, 213-214
 - vCards*, 213
 - personal vCards, viewing, 210
- Content pane (iTunes), customizing, 188-189**
- controlling audio**
 - applications, 508
 - iTunes, 181
 - keyboard, 508
 - Sound pane, 508
- conversations (Mail), 322-323**
- cookies, 304-334**
- Copy command (Edit menu), 70**
- copying files/folders, 70**
- Cover Flow view (Finder), 50-51**
 - configuring*, 64-65
 - items, selecting*, 52
- cp command, 446**

CPU activities, monitoring, 612
 Crash Reporter, 621
 CrashPlan, 573
 cropping images, 248-249
 crossfades, 157
 CrossOver, 467
 Cycle Through Open Windows
 command (Window menu), 12

D

Dashboard

activating, 143
 active screen corners, configuring, 150
 deactivating, 143
 hot keys, configuring, 150
 overview, 142
 widgets, 145-146
 closing, 145
 configuring, 146
 deleting, 145
 downloading, 149
 opening upon activation, 144-145
 sharing with other users, 149
 third-party, 149
 web clips, creating, 147-149
 widget bar, 145

database storage (Safari), 304

Date & Time pane, 19-21, 103, 117-120

dates

configuring, 116
 formatting, 114
 system, setting, 117-120
 viewing, 21

deactivating Dashboard, 143

debugging workflows, 430

decoding files, 294

defragmenting disks, 553

Delete button, 58

deleting

address group cards, 216

applications, 133
 calendars, 231
 Dashboard widgets, 145
 disks, 558
 Dock icons, 34
 email downloads, 308
 events, 229
 files/folders, 72-73
 deleting from Trash, 73
 moving to Trash, 72-73
 securely, 73, 581
 fonts, 390, 402
 keychains, 587
 Launchpad folders, 133
 logs, 617
 music, 164
 network locations, 463
 playlists, 169
 reminders, 229
 shared file access, 365
 smart playlists, 172
 songs, 168
 spaces, 141
 toolbar buttons, 59
 UNIX directories, 446
 vCards, 215

Description pane (Automator), 424

desktop, 5-6

backgrounds
 configuring, 22-23
 multiple monitors, 23
 pictures, configuring, 107-108
 configuring, 19
 appearance, 21-23
 clock, 19-21
 menu bar, 6
 menus
 Action, 17
 Apple, 7
 Application, 8-9
 Edit, 11
 extras, 15
 File, 9-11
 Go, 12
 Help, 13-14
 pop-up, 15-16
 Spotlight, 15
 View, 11

Window, 12-13
 screen savers
 built-in, 111-112
 configuring, 110-112
 downloading, 113
 pictures, creating, 112
 RSS feeds, creating, 112-113

Desktop & Screen Saver pane, 103

backgrounds, 22-23
 desktop pictures, 108-110
 screen savers, 110-111

Desktop dialog box, 22

DHCP (Dynamic Host Configuration Protocol), 261

client IDs, 262
 Ethernet networks, configuring, 263
 Internet connections, sharing, 272

diagnostic tools

Activity Monitor
 finding processes, 611
 hiding, 614
 inspecting processes, 611
 opening, 609
 overview, 609
 quitting processes, 611
 sorting processes, 611
 system activities, 612-613
 update speed, 611
 viewing processes, 609-611

Console, 615

available logs, 615
 deleting logs, 617
 logs, selecting, 615
 multiple windows, 617
 problems, troubleshooting, 616-617
 reloading logs, 617
 searching logs, 617

System Information

application
 opening, 603
 overview, 603-604
 System Report, 603-606
 window, 459

dialog boxes

- Add to Library, 159
- Connect to Server, 363
- Desktop, 22
- files, 135-136
- Go to Folder, 55
- Multiple Item Information, 180
- New Image from Folder, 547
- PDF Security Options, 529
- Preferences.
 - See preferences
- Print, 219, 525
- Smart Playlist, 170
- Trash warning before emptying, 73
- View Options, 188

dictionary profanity, hiding, 593**digital sound, 511****digital speakers**

- defined, 511
- installing
 - Mac Pro, 513
 - mini-Toslink ports, 512-513
 - PCI Express cards, 513
 - USB, 513

directories (UNIX)

- * (asterisks), 446
- deleting, 446
- editing, 445-446
- viewing, 443-445

disabling

- automatic login, 382, 580
- DVD Player parental controls, 202
- fonts, 399
- remote control infrared receivers, 581
- restarting, 581
- Sleep, Restart, Shut Down buttons, 375-383
- Trash warning before emptying dialog box, 73

Disc Setup preferences (DVD Player), 204**discs**

- Blu-ray, 538
- burning, 539-542
 - Burn folders, 542
 - Disk Utility, 543-547
 - Finder, 540-542
 - parental controls, 593
- drives, assessing, 538-539
- ejecting, 103, 153
- preferences, setting, 117-118
- SuperDrives, 538
- types, 538
- viewing, 533

Disk Utility, 553

- CDs/DVDs, burning, 543-547, 559
 - benefits, 543
 - disk images, creating, 543-544
 - folders, 546-547
 - single disk images, 545-546

disks

- checking/repairing, 554-557
- erasing, 558
- images, accessing, 559
- images, creating, 559
- partitioning, 535-538
- RAID, 560
- removing, 559
- log files, 560
- mounting/unmounting/ ejecting, 559
- restoration, 559
- toolbar, 558
- volume permissions, 557-558

disks

- checking/repairing, 554-557
- cleaning, 553
- defragmenting, 553
- ejecting, 534
- erasing, 533, 558
- external hard drives
 - connecting, 533
 - initializing, 534
- images, 533
 - accessing, 559
 - burning, 545-546
 - creating, 543-544, 559
- monitoring, 612

- mounting/unmounting, 559
- partitioning, 534-538, 554
- RAID, configuring, 560
- restoring, 559
- viewing, 533
- volumes, 554
 - permissions, repairing, 557-558
 - pop-up menus, 16

Display Calibrator Assistant, 504-505**Display pane, 103, 497-498**

- calibration, 504-505
- Displays menu, 499-500
- multiple displays, 501-502
- resolution, 498-499

displays

- calibrating, 504-505
- ColorSync, 505-506
- Displays menu, 499-500
- multiple
 - desktop backgrounds, 23
 - display mirroring, 503
 - Dock, 503
 - installing, 500-501
 - menu bar, 503
 - moving between, 503
 - viewing items, 501-502
- options (Seeing tab), 413
- resolution, 498-499

Displays menu, 499-500**DJ playlist (iTunes), 173****.dmg file extension, 294****DNS (domain name server), 262****Dock**

- applications
 - bouncing, 36
 - controlling, 28
 - feedback, 28
 - indicator lights, 36
 - launching, 27
 - opening automatically, 30
 - placement, 31
 - running, 28
 - switching between, 28, 31-32
- configuring, 33
- folders, adding, 34-35

- icons
 - adding, 34
 - Address Book, 29
 - App Store, 29
 - bouncing, 31, 36
 - default, 29-30
 - deleting, 34
 - disappearing, 33
 - Documents, 30
 - Downloads folder, 30
 - Eject, 30
 - FaceTime, 29
 - Finder, 29
 - iCal, 29
 - iTunes, 29
 - Launchpad, 29
 - Mail, 29
 - moving, 33-34
 - Photo Booth, 29
 - pop-up menus, 28, 32-33
 - Safari, 29
 - Stacks view, 30
 - System Preferences, 29
 - Trash, 30
 - items, opening, 31
 - iTunes, controlling, 154-155
 - keyboard shortcuts, 38
 - magnification, 36
 - minimized windows
 - hiding, 36
 - restoring, 27
 - minimizing, 36
 - multiple displays, 503
 - placement, 36
 - separator, 27
 - sizing, 36
 - Stacks view, 30
 - System Preferences pane, 36-38, 103
 - unread email message
 - count, 308
 - viewing/hiding, 36
 - windows, minimizing, 32
- Dock command (Apple menu), 7**
- documents**
- Dock
 - disappearing, 33
 - icon, 30
 - opening, 31
 - HTML, creating, 244
 - previewing. *See* Preview
 - recovering, 621
- Dolly Drive, 573**
- domain name server (DNS), 262**
- downloading**
- album artwork
 - automatically, 185
 - manually, 185-186
 - email attachments, 308
 - files, 292-293
 - application associations, 293
 - clearing, 293
 - completion, 292
 - decoding/uncompressing, 294
 - details, viewing, 292
 - Downloads folder, configuring, 293-294
 - extensions, 294-295
 - interruptions, 293
 - multiple, 292
 - music, 159
 - pictures from cameras, 256-257
 - screen savers, 113
 - widgets, 149
- Downloads folder**
- configuring, 293-294
 - Dock icon, 30
- drag and drop, applications**
- installing, 130-131
 - launching, 126-134
- Drop Box, 84, 464, 573**
- Duplicate command (File menu), 11**
- DVD Player, 196**
- audio equalizer, 201
 - bookmarks, 199-200
 - chapters, 200
 - closed captioning, 198-199
 - colors, 201
 - Controller, viewing, 196
 - DVD regions, 198
 - keyboard shortcuts, 202-203
 - parental controls, 202
 - playing movies, 196-198
- preferences, 202-204
 - disc setup, 204
 - player, 204
 - previously viewed, 204
 - window, 204
 - starting, 196
 - Timer, 200
 - window sizes, 197
 - zoom, configuring, 201
- DVDs**
- Blu-ray, 538
 - burning, 73-75, 559
 - Disk Utility, 543-547
 - Finder, 540-542
 - parental controls, 593
 - drives, assessing, 538-539
 - ejecting at startup, 117
 - preferences, setting, 117-118
 - regions, 198
 - SuperDrives, 538
 - types, 538
 - viewing, 533
- Dynamic Host Configuration Protocol. *See* DHCP**

E

Edit menu commands, 11

- Copy, 70
- Paste Item, 70
- Speech, Start Speaking, 421

Edit Sizes command (Action menu), 389**Edit Smart Playlist command (File menu), 172****editing**

- address group mailing lists, 216
- AutoFill (Safari), 290
- contacts, 215
- font collections, 399
- iCal events, 231
- images, 247
- iTunes tags
 - Content pane, 180
 - Info window, 178-179
 - sorting tags, 180
- network locations, 463
- PDF menu, 531

- reminders, 235
- smart playlists, 172
- Spotlight searches, 92
- text, 450-451
- UNIX directories, 445-446

effects

- fonts, 388, 390-391
- iChat, 347
- pane (Fonts panel), 388

Eject button, 58

Eject command (File menu), 11, 365, 534

Eject icon (Dock), 30

ejecting

- CDs/DVDs, 117, 153
- disks, 534, 559
- mounted folders/volumes, 365

email

- accounts, configuring, 309-313
- addressing with Address Book, 218
- attachments
 - compressing*, 334
 - creating*, 333-334
 - details view*, 335
 - downloading*, 308
 - opening*, 335
 - pictures*, 334
 - previewing*, 335
 - saving*, 334
 - uncompressing*, 335
- bodies, 325
- composing, 316-317
- contacts, adding, 213
- conversations, 322-323
- default readers, 308
- Dock unread message count, 308
- encryption, 309
- fonts/colors, 314
- formats, 314
- forwarding, 327
- iCal events, 234
- junk mail, 331-333
- multiple Inboxes, 321
- new messages
 - addressing*, 323-324
 - blind carbon copies*, 324

- checking for*, 308
- creating*, 323-325
- from*, 323
- signatures*, 325
- sounds*, 308
- subjects*, 324

organizing

- mailboxes*, 327-328
- rules*, 330-331
- smart mailboxes*, 328-330
- parental controls, 595-597
- PDFs, 530
- pop-up menus, 326
- Previous Recipients list, 323
- QuickTime movies, 196
- reading, 321
- receiving, 320-321
- redirecting, 327
- reminders, 236
- replying, 326-327
- rules, 319
- searching, 309
- sending, 326
- sending files automatically, 433-435
- signatures, 317-318
- spell checking, 325
- templates, 325
- viewing, 314-316

Empty Trash command (Finder menu), 9

emptying Trash, 73

enabling

- DVD Player parental controls, 202
- fast user switching, 384
- firewalls, 578-580
- tabbed browsing, 281-282

Enclosing Folder command (Go menu), 12, 54

encoded file extensions, 294-295

encoding files, 294

Energy Saver pane, 103

energy settings, configuring, 458-459

erasing disks, 533

Ethernet networks,

configuring, 263

- DHCP servers, 263
- PPoE accounts, 266-268
- proxy servers, 270-271
- static IP addresses, 265-266

events

- alarms, 232-233
 - adding*, 228
 - turning off*, 229
- attachments, 233
- attendees, 233
- calendars, choosing, 233
- creating, 231
- dates, changing, 233
- deleting, 229
- details, 232
- duplicating, 234
- editing, 231
- email addresses, 233
- emailing, 234
- icons, 234
- invitations, 230
- notes, 233
- opening in separate windows, 229
- permissions, 229
- pop-up menus, 234
- reminders
 - alarms*, 235
 - completing*, 235
 - creating*, 234-236
 - deleting*, 229
 - due dates*, 235
 - duplicating*, 236
 - editing*, 235
 - emailing*, 236
 - hiding*, 228-229, 236
 - list order*, 236
 - notes*, 235
 - prioritizing*, 234-235
 - viewing*, 236
- repeating, 232
- time
 - viewing*, 228
 - zones*, 234
- tracking attendees, 234

Evernote, 464

exporting address groups as vCards, 216

extensions

- browsers, 304
- files, 70-71
 - audio encoding, 159-160
 - compressed/encoded, 294-295

external hard drives

- connecting, 533
- initializing, 534
- partitioning, 534-538

extracting files (UNIX), 451**extras (menus), 15****F****F option (ls command), 443****FaceTime, 349**

- call lists, accessing, 353
- configuring, 350
- Dock icon, 29
- email addresses, adding, 354
- placing calls, 350
 - contacts, 351
 - favorites, 352
- receiving calls, 352
- turning off, 353-354

Family pane (Fonts panel), 388**fast user switching, 383**

- blocking access, 384
- enabling, 384
- logged in users, viewing, 385
- passwords, 385
- RAM limitations, 383
- restarting/shutting down, 385
- root accounts, 386

favorites

- Character Viewer, 394
- FaceTime calls, placing, 352
- file sharing servers, 365
- fonts, 390

faxing PDFs, 530**file filename command, 445****File menu, 9-11**

- commands, 10-11
 - Add to Dock, 11

- Add to Library, 159
- Add to Sidebar, 11
- Always Open With, 10
- Attach File, 334
- Burn, 11
- Close All, 10
- Close Window, 10
- Compress, 10
- Duplicate, 10
- Edit Smart Playlist, 172
- Eject, 11, 365, 534
- Find, 11
- Find by Name, 11
- Get Info, 10
- Import from Scanner, 532
- Label, 11
- Make Alias, 10
- Move to Trash, 11
- New Burn Folder, 10, 74
- New Calendar, 230
- New Collection, 398
- New Finder Window, 10
- New Folder, 10, 70
- New Folder with Selection, 10
- New Library, 400
- New Log Window, 617
- New Message, 323
- New Reminder, 234
- New Smart Folder, 10
- New Smart Playlist, 170
- Open, 10
- Open and Close Window, 10
- Open in New Window, 10
- Open With, 10
- Print, 10, 525
- Quick Look, 10, 80
- Quick Look Attachments, 335
- Reload, 617
- Reveal in Finder, 401
- Save Attachments, 334
- Show Original, 11, 72
- Slideshow, 10
- keyboard shortcuts, 68

files

- AirDrop
 - receiving, 357
 - sending, 356-357

- aliases, 72
 - broken, 72
 - creating, 72
 - originals, finding, 72
- attaching to email, 333-334
- backing up. *See* backups
- compressed/encoded extensions, 294-295
- compressing/uncompressing, 10, 294, 334, 451
- copying, 70
- default applications, selecting, 136
- deleting, 581
- dialog boxes, 135-136
- Dock, opening, 31
- downloading, 292-293
 - application associations, 293
 - clearing, 293
 - completion, 292
 - decoding/uncompressing, 294
 - details, viewing, 292
 - Downloads folder, configuring, 293-294
 - extensions, 294-295
 - interruptions, 293
 - multiple, 292
- emailing automatically, 433-435
- encoding, 294
- extensions, 70-71
- extracting, 451
- labels, 66
- log. *See* logs
- moving, 69-70
- names, 99
- opening, 136
- PDFs
 - advanced, 530-531
 - creating, 446-530
 - defined, 529
 - emailing, 530
 - faxing, 530
 - hyperlinks, 530
 - menu, editing, 531
 - previewing, 530
 - reading, 529
 - reading with Preview, 250-252

saving as PostScript, 530

saving as Web Receipts, 531

pop-up menus, 16

quick looks, 80

restoring, 568-569

security, 576-578

selecting, 70

sharing

aliases, 365

browsing shared files, 362-364

favorite servers, 365

firewalls, 360

folders, selecting, 361

logging in, 365

permissions, 361-362

Personal File Sharing, activating, 357-359

recent addresses, remembering, 365

recent servers list, 365

removing access, 365

URL connection access, 364-365

volumes, adding, 365

Windows/Mac protocols, 360

wirelessly. See *AirDrop*

syncing, 464

TextEdit compatibility, 242

trashing, 72-73

accessing in Trash, 73

deleting, 73

moving to Trash, 72-73

securely deleting, 73

viewing

all at once, 45

Arrange By feature, 45

FileVault, 576-578

backups, 576

benefits, 576

configuring, 576-577

overview, 576

turning on/off, 578

Find by Name command (File menu), 11

Find command (File menu), 11

Finder

Action pop-up menu, 65-66

Column view, 48-49

configuring, 64

items, selecting, 52

Cover Flow view, 50-51

configuring, 64-65

items, selecting, 52

discs, burning, 540-542

Dock icon, 29

files, viewing all at once, 45

folders

changing with Go menu, 53-55

changing with Path

pop-up menu, 53

configuring, 52-53

navigating, 53

organizing, 99

pathnames, 54

structure, 52

Icon view, 46

configuring, 61-63

items, selecting, 51

items, selecting, 51-52

Column view, 52

Cover Flow view, 52

Icon view, 51

keyboard, 51

List view, 51

keyboard shortcuts, 26

List view, 46-48

configuring, 63

items, selecting, 51

menus

Action, 17

Application, 8-9

Character Viewer,

adding, 395-396

Edit, 11

File, 10-11

Go, 12

Help, 13-14

pop-up, 16

View, 11

Window, 12-13

quick looks, 80

Sidebar, 41

configuring, 55-56

default items, 56-57

organizing, 57

spring-loaded folders, 43

status bar, 59-60

toolbar

buttons, configuring, 58-59

configuring, 57

Label drop-down menu, adding, 67

viewing/hiding, 57-58

views, 40-41, 61-65

windows, 39

closing, 44

keyboard shortcuts, 68

minimizing/maximizing, 44

moving, 44

opening, 39-42

panes, resizing, 44

sizing, 43

finding. See searching

Finger tool (Network Utility), 276

firewalls

file sharing, 360

web security, 578-580

Flexible Space button, 58

folders

action workflows, 426

aliases, 72

broken, 72

creating, 72

originals, finding, 72

Applications, 85, 129

Burn, 73-75, 542

burning to discs, 546-547

compressing, 10

copying, 70

creating, 70

deleting, 581

Dock

adding, 34-35

opening, 31

Downloads

configuring, 293-294

Dock icon, 30

Drop Box, 84

files

moving to, 70

selecting, 70

sharing, 361

Finder

- changing with Go menu,*
53-55
- changing with Path pop-up menu,* 53
- configuring,* 52-53
- navigating,* 53
- structure,* 52

Home, 129**labels,** 66

- applying,* 66-67
- Label drop-down menu (Finder toolbar),* 67
- setting up,* 66
- viewing,* 67

Launchpad

- creating,* 133
- deleting,* 133

Library, 85**mounted, ejecting,** 365**moving,** 69-70**names,** 70, 99**organizing**

- applications,* 99
- Finder,* 99

pathnames, 54**pop-up menus,** 16**Public,** 84**restoring,** 559, 568-569**smart,** 95

- accessing,* 98
- changing,* 98-99
- closing,* 98
- contents, viewing,* 98
- creating,* 95-97
- default save location,* 98
- icon,* 98
- items, opening,* 97
- keyboard shortcut,* 95
- limits,* 97
- managing,* 98
- paths,* 97
- saving,* 97
- search tools, viewing,* 98

spring-loaded, 43**system**

- Computer,* 85
- startup volume,* 85-86

trashing, 72-73

- accessing in Trash,* 73
- deleting,* 73

moving to Trash, 72-73*securely deleting,* 73**User,** 81-84, 86**Font Book, 396****collections**

- creating,* 398
- editing,* 399
- viewing,* 397

duplicate fonts, 397**fonts**

- deleting,* 402
- installing,* 400-401
- locations, choosing,*
401-402

libraries, 399-400**opening,** 396**panes,** 396-397**Show Font Info button,** 397**window, configuring,** 400**Font pane (Font Book), 397****fonts****Character Viewer,** 393

- categories,* 394
- favorites,* 394
- Finder menu bar, adding,*
395-396
- finding characters,* 394
- opening,* 393

collections

- adding/deleting,* 390
- creating,* 398
- defined,* 387-388
- editing,* 399
- viewing,* 397

deleting, 402**details, viewing,** 397**disabling,** 399**duplicates,** 397**effects,** 388, 390-391**families,** 388**favorites,** 390**Font Book**

- opening,* 396
- panes,* 396-397
- Show Font Info button,*
397
- window, configuring,* 400

Fonts panel, 387

- Action menu,* 388-389
- opening,* 387
- panes,* 387-388

installing, 400-401**libraries,** 399-400**locations, choosing,** 401-402**Mail,** 314**previewing,** 388-389**sizing,** 388, 391-392**smoothing,** 106**typefaces,** 388**typography,** 392-393**viewing,** 401**Fonts panel, 387****Action menu,** 388-389**Character Viewer, opening,**
393**opening,** 387**panes,** 387-388**Force Quit command (Apple menu), 7****formatting**

- dates,* 114
- email,* 314
- images,* 253-254
- music files,* 159-160
 - AAC,* 160
 - AIFF,* 160
 - Apple Lossless,* 160
 - MP3,* 159
 - WAV,* 160
- numbers,* 114
- phone numbers,* 223
- TextEdit,* 242
- times,* 114

Forward command (Go menu), 12, 54**forward slashes (/), UNIX pathnames,** 444**forwarding email,** 327**Frequently Used Folders command (Go menu), 12****full backups,** 565**function keys (notebooks), 459-460****G****General information, 76-77****general preferences, 103**
appearances, 105-106

- colors, 107-108
- font smoothing, 106
- iChat, 347
- iTunes, 155-157
- Preview, 254-255
- recent items tracked, 106
- Safari, 300-301
- scroll behaviors, 106-107

Genius playlists/mixes, 173

gestures

- Safari, 280
- trackpads, 460-461

Get Info buttons, 58

Get Info command (File menu), 10

Go menu, 12

- commands
 - Back and Forward*, 54
 - Enclosing Folder*, 54
 - Go to Folder*, 54-55
 - Recent Folders*, 54
- keyboard shortcuts, 68

Go to Folder command (Go menu), 12, 54

Go to Folder dialog box, 55

Grab, 259

groups

- address, 215
 - cards*, deleting, 216
 - creating*, 216
 - exporting as vCards*, 216
 - mailing lists*, editing, 216
 - smart groups*, 217-218
 - viewing*, 216
- buddies (iChat), 341
- user
 - creating*, 379
 - overview*, 369

guest accounts, 369

.gz file extension, 294

H

hackers, 588

hangs (applications), 620-621

hard drives. *See* disks

hard shutdowns, 24

hardware

- failures, 602
- System Report information, 605-606
- troubleshooting, 623-624

Hearing assistance, 404, 413-414

Help Center, 13

Help menu, 13-14

Hide command (Application menu), 9

Hide Others command (Application menu), 9

Hide/Show command (application menus), 135

hiding

- Activity Monitor, 614
- applications, 9
- browsing history, 292
- dictionary profanity, 593
- Dock, 36
- filename extensions, 71
- Finder toolbars, 57-58
- minimized windows, 36
- reminders, 228-229, 236
- Wi-Fi networks, 270

history (browsers), 292

History menu commands, Search Results SnapBack, 284

Home folders, 81-84, 129

hostnames, 358, 438

hot keys, configuring, 150

.hqx file extension, 294

HTML documents, creating, 244

I

i option (rm command), 445

iCal, 225

- accessing, 230
- alarm workflow, 426
- calendars
 - creating*, 230-231
 - deleting*, 231

printing, 236

publishing, 237-238

syncing with other systems, 230

configuring, 227-230

- birthdays*, 228
- days per week*, 228
- default calendars*, 228
- event times*, 228
- hours*, displaying, 228
- scrolling*, 228
- starting week on*, 228
- starting/ending times*, 228
- time zones*, 228

Dock icon, 29

email, 308

events

- adding alarms*, 228
- alarms*, 232-233
- attachments*, 233
- attendees*, 233
- calendars*, choosing, 233
- creating*, 231
- dates*, changing, 233
- deleting*, 229
- details*, 232
- duplicating*, 234
- editing*, 231
- email addresses*, 233
- emailing*, 234
- icons*, 234
- invitations*, 230
- notes*, 233
- opening in separate windows*, 229
- permissions*, 229
- pop-up menus*, 234
- repeating*, 232
- time zones*, 234
- tracking attendees*, 234
- turning off alarms*, 229

navigating, 226-227

opening, 225

reminders

- alarms*, 235
- completing*, 235
- creating*, 234-236
- deleting*, 229
- due dates*, 235

- duplicating, 236
 - editing, 235
 - emailing, 236
 - hiding, 228-229, 236
 - list order, 236
 - notes, 235
 - prioritizing, 234-235
 - viewing, 236
 - subscriptions to other calendars
 - personal, 239-231
 - public, 240
 - window, 226
- iChat**
- audio chats, 343-344
 - buddies, 340
 - adding, 341-342
 - blocking, 347
 - groups, 341
 - personal information, 340
 - profiles, 346
 - viewing, 340
 - configuring, 340
 - effects, 347
 - multiple chats, 346
 - overview, 339
 - preferences, 347-349
 - accounts, 348
 - alerts, 348
 - audio/video, 349
 - general, 347
 - messages, 348
 - requirements, 340
 - screen sharing, 345-346
 - status, 346
 - text chats
 - requests, answering, 343
 - starting, 342
 - Theater, 346
 - video chats, 344-345
- Icon view (Finder), 46**
- configuring, 61-63
 - items, selecting, 51
- icons**
- Dock
 - adding, 34
 - Address Book, 29
 - App Store, 29
 - bouncing, 31, 36
 - default, 29-30
 - deleting, 34
 - disappearing, 33
 - Documents, 30
 - Downloads folder, 30
 - Eject, 30
 - FaceTime, 29
 - Finder, 29
 - iCal, 29
 - iTunes, 29
 - Launchpad, 29
 - Mail, 29
 - moving, 33-34
 - Photo Booth, 29
 - pop-up menus, 28, 32-33
 - Safari, 29
 - Stacks view, 30
 - System Preferences, 29
 - Trash, 30
 - iCal events, 234
 - smart folders, 98
 - System Preferences, 19
- Image Capture, 256**
- iPhones, 256
 - PTP, 256
 - transferring images from
 - cameras, 256-257
 - troubleshooting, 258
- images. *See also* pictures**
- capture plugin workflow, 426
 - disks, 533
 - accessing, 559
 - burning, 545-546
 - creating, 543-544, 559
 - Image Capture, 256
 - iPhones, 256
 - PTP, 256
 - transferring images from
 - cameras, 256-257
 - troubleshooting, 258
- Preview, 245-250
- closing, 246
 - colors, 247
 - cropping, 248-249
 - details, 247-248
 - formats, configuring, 253-254
 - importing, 250
 - multiple, 246
 - preferences, 254-255
- slideshows, 252-253
 - viewing, 245
 - zooming, 246
- scanning, 531-532
- screen captures, 258
- Grab, 259
 - keyboard shortcuts, 258
- IMAP accounts, 313**
- implementing workarounds, 618**
- Import from Scanner command (File menu), 532**
- importing**
- contacts
 - other applications, 213-214
 - vCards, 213
 - images, 250
 - music
 - CDs, 162-163
 - encoding formats, 159-160
 - options, 160-161
- incremental backups, 565**
- indicator lights (Dock), 36**
- Info tool (Network Utility), 276**
- Info window, 75-76**
- Inspector, 78
 - sections, 76
 - General, 76-77
 - More Info, 77
 - Name & Extension, 78
 - Open With, 78
 - Preview, 78
 - Sharing & Permissions, 78-79
 - Spotlight Comments, 76
- Ink pane, 103**
- Inkwell, 480**
- input devices, 479**
- audio, 514-515
 - Bluetooth, 489
 - configuring, 489-491
 - devices, installing, 490-492
 - Inkwell, 480
 - keyboards. *See* keyboard

mice

- assistance, configuring,*
404, 415
- installing,* 485
- Magic Mouse,* 485-486
- Mighty Mouse,* 486-488
- pain,* 488
- types,* 484

Universal Access, 488

Inspector, 78

- Preview, 247-248
- processes, 611

Installers, 131**installing**

- applications
 - drag and drop,* 130-131
 - Installers,* 131
 - locations,* 129
 - methods,* 129
- audio alerts, 509-510
- Bluetooth devices, 490-492
- displays, 500-501
- fonts, 400-401
- keyboards, 480
- mice, 485
- plug-ins, 298-299
- printers, 517
- software updates, 553
- speakers, 512-513
 - analog,* 512
 - digital,* 512-513
- VirtualBox, 473
- Windows, 470-471, 476-477

instant messaging. See iChat**Internet connections, sharing, 273-272**

- configuring, 272-275
- DHCP servers, 272
- ports, 275
- sleep mode, 275

IP addresses, 262, 265-266**iTunes**

- album artwork, 185
 - downloading*
automatically, 185
 - manually adding,* 185-186
 - viewing,* 186-188
- Content pane, configuring,
188-189

controlling from Dock,
154-155

crossfades, 157

DJ playlist, 173

Dock icon, 29

equalizer, 181

gaps between songs, 181

Genius playlists/mixes, 173

lyrics, 183

- applying,* 184-185

- copying/pasting on Lyrics*
tab, 184

- finding,* 184

- viewing,* 185

music, 164

- CDs, adding,* 162-163

- CDs, ejecting,* 153

- deleting,* 164

- downloading,* 159

- encoding formats,*
159-160

- forwarding/rewinding,*
152

- import options,* 160-161

- information, viewing,*
153-154

- options,* 182-183

- order, controlling,* 173-174

- playing,* 151-152

- previous/next songs,* 153

- purchasing,* 158-159

- random play,* 174-175

- repeating songs,* 175

- searching,* 165

- starting,* 152

- start/stop times,* 181

- timelines,* 153

opening at startup, 154

Ping, 173

playlist positions,
remembering, 181

playlists

- adding songs,* 167-168

- deleting,* 169

- empty, creating,* 166

- ordering,* 168

- playing,* 168

- removing songs,* 168

- standard, creating,*
166-167

preferences

- general,* 155-157
- playback,* 157-158
- viewing,* 155

QuickTime movie transfers,
196

ratings, 181, 183

Shuffle button, 174-175

skipping songs while
shuffling, 181

smart playlists

- creating,* 170-172

- deleting,* 172

- editing,* 172

- overview,* 169

- playing,* 172

sound check, 158

sound enhancer, 158

tags, 175

- benefits,* 177

- editable,* 176-177

- editing in Content pane,*
180

- editing in Info window,*
178-179

- iTunes assigned,* 175-176

- multiple songs,* 174-180

- sorting, editing,* 180

- viewing,* 177-178

volume, 181

J

Java applications, 124**junk mail, 331-333**

K

keyboard

assistance, configuring,
414-415

configuring, 480-482

Finder items, selecting, 51

function keys (notebooks),
459-460

installing, 480

languages, 482-484

shortcuts

Address Book, 224, 324
 Address Book contacts, browsing, 210
 Address Book views, 209
 address groups, creating, 216
 application commands, adding, 494-495
 applications, switching, 28, 31
 attaching files to email, 334
 bookmarks, adding, 285
 closed captioning, 198
 Column view (Finder), 48
 configuring, 482
 copy, 70
 Dock, 38
 duplicate, 234
 DVD Player, 202-203
 Eject, 534
 ejecting, 153, 365
 Finder, 26
 Finder Back/Forward buttons, 53
 Finder windows, 68
 forwarding email, 327
 Go to Folder dialog box, 55
 Icon view (Finder), 46
 images, closing, 246
 Inspector, 247
 iTunes preferences, 155
 keyboard navigation, 492-494
 List view (Finder), 46
 locking/unlocking keychains, 586
 logging out, 380
 Mail, 337-338
 new calendars, 230
 new email messages, 323
 new folders, 70
 new font collections, 398
 new font libraries, 400
 new log windows, 617
 new reminders, 234
 paste, 70
 Preferences command, 8

Preferences dialog box, 220
 Preview Sidebar, 246
 previous/next songs, 153
 Print, 525
 Print dialog box, 219
 Quick Look command, 80
 QuickTime, 193
 Quit command, 9
 redirecting email, 327
 reload command, 617
 replying to email, 326
 Reveal in Finder command, 401
 Safari, 305-306
 screen captures, 258
 select all, 70
 sending email, 326
 show original files, 72
 smart folders, 95
 smart playlists, creating, 170
 SnapBack, 284
 Spotlight, 90
 tabbed browsing, 281
 Terminal application, 451
 verbose mode, 625
 View Options dialog box, 188
 windows, minimizing, 32
 zoom, 246, 412
 Universal Access, 404
 volume, controlling, 508

Keyboard pane, 103

keyboards, configuring, 480-482
 shortcuts, configuring, 482

keychains, 581-582

accessing, 587
 adding, 586
 configuring, 583-584, 588
 deleting, 587
 details, viewing, 588
 items, adding, 584
 locking/unlocking, 586
 names, 587
 passwords, adding, 584-585
 preferences, 587
 repairing, 588

secure notes, adding, 585-586
 storage, 587
 verifying, 588
 viewing, 582-583

kill ProcessID command, 449**killing processes, 448-449****L****Label button, 58****Label command (File menu), 11****labels**

folders, 66
 applying, 66-67
 Label drop-down menu (Finder toolbar), 67
 setting up, 66
 viewing, 67
 mailing, printing, 220

Language & Text pane, 103

dates, 114, 116
 input sources, 117
 keyboard languages, 482-484
 languages, 113
 numbers, 114, 116-117
 region settings, 114-116
 text options, 114
 times, 114, 116

languages

configuring, 113
 keyboard, 482-484

laptops. See notebooks**Launchpad, 131**

configuring, 132
 deleting applications, 133
 Dock icon, 29
 folders
 creating, 133
 deleting, 133
 navigating, 132
 starting, 131-132

libraries (fonts), 399-400**Library folder, 85****Library pane (Automator), 424**

Lion compatibility problems website, 601

List of Open Windows

command (Window menu), 12

List view (Finder), 46-48

configuring, 63
items, selecting, 51

lists

addresses, printing, 219
FaceTime call lists,
accessing, 353
TextEdit, 244

locations

fonts, choosing, 401-402
networks, 462
creating, 462
deleting, 463
editing, 463

locked up systems, troubleshooting, 24

locking keychains, 586

Log Out command (Apple menu), 7

logging in/out, 380-381

App Store, 124
automatic
configuring, 381-382
disabling, 382, 580
fast user switching, 383
blocking access, 384
enabling, 384
logged in users, viewing, 385
passwords, 385
RAM limitations, 383
restarting/shutting down, 385
root accounts, 386
file sharing, 365
inactivity, 581
Login window appearance,
configuring, 382
root accounts, 385-386
Sleep, Restart, Shut Down
buttons, disabling, 375-383

logs

accessing, 560

Console

availability, 615
deleting, 617
reloading, 617
searching, 617
selecting, 615
deleting, 617
reloading, 617
searching, 617

long term backups, 565

Lookup tool (Network Utility), 276

ls command, 443

lyrics (iTunes), 183

applying, 184-185
copying/pasting on Lyrics
tab, 184
finding, 184
viewing, 185

M

Macs

details, viewing, 603
restarting, 23-24
shutting down, 24
toolkits, 552-562

Magic Mouse

configuring, 485-486
defined, 484

magnification (Dock), 36

Mail, 307-308

accounts, configuring, 309-313
Address Book, 324
attachments
compressing, 334
creating, 333-334
details view, 335
opening, 335
pictures, 334
previewing, 335
saving, 334
uncompressing, 335
Dock icon, 29
encryption, 309

fonts/colors, 314

formats, 314

IMAP accounts, 313

junk mail, 331-333

keyboard shortcuts, 337-338

mailboxes

creating, 327
drawer, 320
expansion triangles, 328
moving messages
between, 328

Message pane, 320

messages

addressing, 323-324
blind carbon copies, 324
bodies, 325
conversations, 322-323
creating, 323-325
forwarding, 327
from, 323
reading, 321
receiving, 320-321
redirecting, 327
replying, 326-327
sending, 326
signatures, 325
spell checking, 325
subjects, 324

multiple Inboxes, 321

pop-up menus, 326

preferences, 308-309

checking for new
messages, 308
composing, 316-317
default email reader, 308
Dock unread message
count, 308
downloads, 308
iCal invitations, 308
new message sound, 308
outgoing servers, 309
rules, 319
searches, 309
signatures, 317-318
viewing, 314-316

Previous Recipients list, 323

RSS feeds, 335

adding, 335-336
managing, 336
reading, 337

- rules, 330-331
 - smart mailboxes, 328
 - creating, 328-329
 - organizing with folders, 329-330
 - templates, 325
 - window, 319
- Mail, Contacts & Calendars pane, 103**
- mailboxes**
- creating, 327
 - drawer, 320
 - expansion triangles, 328
 - moving messages between, 328
 - smart, 328
 - creating, 328-329
 - organizing with folders, 329-330
- mailing labels, printing, 220**
- maintenance, 549-550**
- alternate startup volumes, 560-561
 - backups, 574
 - disk drives
 - checking/repairing, 554-557
 - cleaning, 553
 - erasing, 558
 - images, accessing, 559
 - images, creating, 559
 - partitioning, 535-538
 - RAID, 560
 - removing, 559
 - Mac toolkits, 561-562
 - Software Update
 - authentication, 553
 - automatic option, 551
 - configuring, 550-551
 - ignoring updates, 553
 - installing updates, 553
 - non-Apple applications, 551
 - opening, 552
 - options, 551
 - updates, viewing, 552-553
 - viewing, 551
- Make Alias command (File menu), 10**
- man command, 450**
- Manage Fonts command (Action menu), 389**
- managing**
- accounts, 369
 - print queues, 528
 - RSS feeds in Mail, 336
- maximizing Finder windows, 44**
- McAfee Internet Security Suite, 478**
- memory, monitoring, 612**
- menu bar, 6**
- Character Viewer, adding, 395-396
 - multiple displays, 503
- menus**
- Action, 17, 65-66, 388-389
 - Apple, 7
 - About This Mac, 7, 603
 - App Store, 7
 - Dock, 7
 - Force Quit, 7
 - Log Out, 7
 - Recent Items, 7
 - Restart, 7
 - Shut Down, 7
 - Sleep, 7
 - Software Update, 7
 - System Information, 7
 - System Preferences, 7
 - applications, 8-17
 - About, 8
 - Empty Trash, 9
 - Hide, 9
 - Hide Others, 9
 - Preferences, 8
 - Quit, 9
 - Secure Empty Trash, 9
 - Services, 9
 - Show All, 9
 - Displays, 499-500
 - Edit, 11
 - extras, 15
 - File. *See* File menu
 - Go, 12
 - Back and Forward commands, 54
 - Enclosing Folder command, 54
 - Go to Folder command, 54-55
 - keyboard shortcuts, 68
 - Recent Folders command, 54
 - Help, 13-14
 - pop-up, 15
 - commands, 16
 - opening, 15
 - Spotlight, 15
 - View, 11, 68
 - keyboard shortcuts, 68
 - View Options command, 188
 - Wi-Fi, 269-270
 - Window, 12-13
 - Cycle Through Open Windows, 12
 - List of Open Windows, 12
 - Minimize, 12
 - Minimize All, 13
 - Zoom, 12
 - Zoom All, 13
- Message pane (Mail), 320**
- mice**
- assistance, configuring, 404, 415
 - configuring
 - Magic Mouse, 485-486
 - Mighty Mouse, 486-488
 - installing, 485
 - pain, 488
 - types, 484
- Microphone Calibration window, 417**
- Mighty Mouse, configuring, 486-488**
- Minimize All command (Window menu), 13**
- Minimize command (Window menu), 12**
- minimizing**
- Dock, 36
 - Finder windows, 44
 - windows, 32

Mission Control

- configuring, 138-139
- opening, 138
- overview, 137
- pane, 103
- spaces
 - adding, 140
 - applications, assigning, 141-142
 - closing, 141
 - configuring, 142
 - deleting, 141
 - moving between, 141
 - overview, 140
 - viewing, 140
 - windows, moving between, 142

mkdir command, 446**monitoring. See Activity Monitor****More Info information, 77****mounting disks, 559****Mouse pane, 103****Move to Trash command (File menu), 11****movies. See also videos**

- DVD Player, 196
 - audio equalizer, 201
 - bookmarks, 199-200
 - chapters, 200
 - closed captioning, 198-199
 - colors, 201
 - Controller, viewing, 196
 - DVD regions, 198
 - keyboard shortcuts, 202-203
 - parental controls, 202
 - playing movies, 196-198
 - preferences, 202-204
 - starting, 196
 - Timer, 200
 - window sizes, 197
 - zoom, configuring, 201

QuickTime

- recording, 195-196
- sharing, 196
- watching, 192-194
- web support, 194

moving

- Dock icons, 44
- files/folders, 69-70
- Finder windows, 44
- between spaces, 141

Mozy, 573**MP3 format (Moving Picture Experts Group audio layer 3), 159****Multiple Item Information dialog box, 180****multiple displays**

- desktop backgrounds, 23
- display mirroring, 503
- Dock, 503
- installing, 500-501
- menu bar, 503
- moving between, 503
- viewing items, 501-502

music (iTunes)

- album artwork, 185
 - downloading
 - automatically, 185
 - manually adding, 185-186
 - viewing, 186-188
- CDs, ejecting, 153
- deleting, 164
- DJ playlist, 173
- downloading, 159
- encoding formats, 159-160
 - AAC, 160
 - AIFF, 160
 - Apple Lossless, 160
 - MP3, 159
 - WAV, 160
- equalizer, 181
- gaps between songs, 181
- Genius playlists/mixes, 173
- importing
 - CDs, 162-163
 - options, 160-161
- information, viewing, 153-154
- lyrics, 183
 - applying, 184-185
 - copying/pasting on Lyrics tab, 184
 - finding, 184
 - viewing, 185

options, 182-183

- playback positions, remembering, 181
- playing, 151-152
 - forwarding/rewinding, 152
 - order, controlling, 173-174
 - previous/next songs, 153
 - random, 174-175
 - repeating songs, 175
 - starting, 152
 - timelines, 153
- playlists
 - adding songs, 167-168
 - deleting, 169
 - empty, creating, 166
 - ordering, 168
 - playing, 168
 - removing songs, 168
 - standard, creating, 166-167
- purchasing, 158-159
- ratings, 181, 183
- searching, 165
- skipping songs while shuffling, 181
- smart playlists
 - creating, 170-172
 - deleting, 172
 - editing, 172
 - overview, 169
 - playing, 172
- start/stop times, 181
- tags, 175
 - benefits, 177
 - editable, 176-177
 - editing in Content pane, 180
 - editing in Info window, 178-179
 - iTunes assigned, 175-176
 - multiple songs, 174-180
 - sorting, editing, 180
 - viewing, 177-178
- volume, 181

mv command, 446

N

Name & Extension information, 78

names

- files/folders, 70, 99
- hostnames, 358
- keychains, 587
- user accounts
 - changing*, 374-375
 - creating*, 371-372

navigating

- Finder folders, 53
- iCal, 226-227
- keyboards, 492-494
- Launchpad, 132
- Safari, 279
- System Preferences panes, 105

Navigation pane (VoiceOver utility), 409-410

Netstat tool (Network Utility), 276

Network pane, 103

Network Utility, 275

- connections, testing, 277
- routes, tracing, 278
- tools, 276
- window, 275

networks

- connections
 - configuring*, 261
 - testing*, 277
- DHCP client IDs, 262
- DNS, 262
- Ethernet, configuring, 263
 - DHCP servers*, 263
 - PPoE accounts*, 266-268
 - static IP addresses*, 265-266
- Internet connections,
 - sharing, 273-272
 - configuring*, 272-275
 - DHCP servers*, 272
 - ports*, 275
 - sleep mode*, 275
- IP addresses, 262

- locations, 462
 - creating*, 462
 - deleting*, 463
 - editing*, 463
- monitoring, 612
- Network Utility, 275
 - connections, testing*, 277
 - routes, tracing*, 278
 - tools*, 276
 - window*, 275
- passwords, 262
- printers
 - configuring*, 520-521
 - installing*, 517
 - sharing*, 525
- proxy servers, configuring, 270-271
- routers, 262
- search domains, 262
- subnet masks, 262
- System Report information, 606
- TCP/IP, 262
- troubleshooting, 271-272
- usernames, 262
- Wi-Fi, configuring, 268
 - computer-to-computer networks, creating*, 270
 - connection options*, 268
 - hidden networks*, 270
 - network availability*, 269
 - signal strength*, 269
 - turning on/off*, 269
 - Wi-Fi menu*, 269-270

New Burn Folder command (File menu), 10, 74

New Calendar command (File menu), 230

New Collection button, 398

New Collection command (File menu), 398

New Finder Window command (File menu), 10

New Folder button, 58

New Folder command (File menu), 10, 70

New Folder with Selection command (File menu), 10

New Image from Folder dialog box, 547

New Library command (File menu), 400

New Log Window command (File menu), 617

New Message command (File menu), 323

New Reminder command (File menu), 234

New Smart Folder command (File menu), 10

New Smart Playlist command (File menu), 170

New Virtual Machine Wizard, 474

non-App Store applications, 123

Norton Internet Security, 478

notebooks

- batteries
 - maximizing*, 457-458
 - status, monitoring*, 455-456
 - status menu*, 456-457
- energy settings, configuring, 458-459
- files, syncing, 464
- function keys, 459-460
- network locations, 462
 - creating*, 462
 - deleting*, 463
 - editing*, 463
- trackpads, 460-461

numbers

- configuring, 116-117
- formatting, 114

O

offsite backups, 574

Open and Close Window command (File menu), 10

Open command (File menu), 10

Open in New Window command (File menu), 10

Open With command (File menu), 10**Open With information, 78****opening**

- Activity Monitor, 609
- Address Book, 208, 324
- applications
 - automatically*, 30
 - Dock*, 27
 - drag and drop*, 126-134
- Automator, 424
- Character Viewer, 393
- Dock items, 31
- email attachments, 335
- files, 136
- Finder windows, 39-42
- Font Book, 396
- Fonts panel, 387
- iCal, 225
- iCal events, 229
- Inspector, 78, 247
- iTunes at startup, 154
- Mission Control, 138
- new tabs, 282
- pop-up menus, 15
- QuickTime, 192
- Software Update, 552
- System Information
 - application, 603
- System Preferences,
 - 17, 101, 105
- TextEdit, 241
- websites automatically,
 - 431-432
- widgets, 144-145

options (UNIX commands)

- 9, 449
- case sensitivity, 445
- F, 443
- i, 445

organizing

- bookmarks, 285-287
- email
 - mailboxes*, 327-328
 - rules*, 330-331
 - smart mailboxes*, 328-329
- folders
 - applications*, 99
 - Finder*, 99

- labels, 66
 - applying*, 66-67
 - Label drop-down menu (Finder toolbar)*, 67
 - setting up*, 66
 - viewing*, 67
- names, 99
- Sidebar (Finder), 57
- smart mailboxes, 329-330
- Trash, 99

P**panels (Fonts), 387**

- opening, 387
- panes, 387-388

panes

- Automator window, 424-425
- Dock, 103
- Finder windows, resizing, 44
- Font Book, 396-397
- Fonts panel, 387-388
- Language & Text, 103
- Mission Control, 103
- Security & Privacy, 103
 - FileVault*, 576-578
 - firewalls*, 578-580
 - general settings*-581
- Sound, 508
 - Output tab*, 513-514
 - Sound Effects tab*, 508-509
- Spotlight, 103
- System Preferences
 - alphabetical view*, 105
 - Bluetooth*, 103, 489-491
 - CDs & DVDs*, 103, 117-118
 - Date & Time*, 19-21, 103, 117-120
 - Desktop & Screen Saver*. See *Desktop & Screen Saver pane*
 - Displays*. See *Display pane*
 - Dock*, 36-38
 - Energy Saver*, 103
 - General*, 103, 105-108

- Ink*, 103
- As Installed*, 103
- Keyboard*, 103, 480-482
- Mail, Contacts & Calendars*, 103
- Mouse*, 103
- navigating*, 105
- Network*, 103
- opening*, 105
- Parental Controls*, 103
- Print & Scan*, 103, 528
- searching*, 105
- Sharing*, 103
- Software Update*, 103
- Sound*. See *Sound pane*
- Speech*, 103, 409
- Startup Disk*, 103
- Time Machine*, 103, 566-568
- Trackpad*, 103
- Universal Access*. See *Universal Access Users & Groups*, 103
- viewing*, 19, 105
- Time Machine*, 566-568
- VoiceOver utility*, 407-411
 - Activities*, 411
 - Braille*, 411
 - Commanders, Keyboard pane*, 411
 - Commanders, NumPad*, 411
 - Sound*, 410
 - Speech*, 409
 - Verbosity*, 408-409
 - Verbosity, Text*, 408
 - Visual, Braille Panel*, 411
 - Visual, Caption Panel*, 410-411
 - Visuals*, 410
 - Web*, 410

paper size, 523**Parallels Desktop, 473****parental controls, 590**

- applications, 592-593
- burning discs, 593
- chatting, 595-597
- dictionary profanity, 593

- DVD Player, 202
- email, 595-597
- password changes, 593
- printers, 593
- system access, limiting, 591-593
- System Preferences pane, 103
- time limits, 593-594
- user activity, viewing, 597-598
- web content, 594-595
- partitioning disks, 534-538, 554**
- passwords**
 - AutoFill (Safari), 291
 - fast user switching, 385
 - keychains, 581-582
 - accessing, 587
 - adding, 586
 - configuring, 583-584, 588
 - deleting, 587
 - details, viewing, 588
 - items, adding, 584
 - locking/unlocking, 586
 - names, 587
 - passwords, adding, 584-585
 - preferences, 587
 - secure notes, adding, 585-586
 - storage, 587
 - verifying/repairing, 588
 - viewing, 582-583
 - networks, 262
 - parental controls, 593
 - root accounts, 385
 - security
 - System Preferences, 580
 - waking up/screen savers, 580
 - user accounts
 - changing, 375
 - creating, 372-374
 - resetting, 380
- Paste Item command (Edit menu), 70**
- Path button, 58**
- pathnames**
 - folders, 54
- UNIX
 - / (forward slashes), 444
 - ~ (tilde), 444
 - typing, 440
- PDF Security Options dialog box, 529**
- PDFs (Portable Document Format)**
 - creating, 446-530
 - advanced, 530-531
 - hyperlinks, 530
 - defined, 529
 - emailing, 530
 - faxing, 530
 - menu, editing, 531
 - Preview preferences, 254-255
 - previewing, 530
 - reading, 250-252, 529
 - saving
 - PostScript, 530
 - Web Receipts, 531
- periods (.), UNIX commands, 443**
- permissions, file sharing, 361-362**
- Personal File Sharing**
 - activating, 357-359
 - folders, selecting, 361
 - permissions, 361-362
 - Windows/Mac protocols, 360
- phone number formats (Address Book), 223**
- Photo Booth, 29**
- Picture Transfer Protocol (PTP), 256**
- pictures. See also images**
 - desktop backgrounds
 - configuring, 22-23, 107-108
 - multiple monitors, 23
 - email attachments, 334
 - screen savers, 112
 - transferring from cameras, 256-257
 - user accounts, configuring, 375-377
- pinch to zoom gesture, 280**
- Ping tool (Network Utility), 276-277**
- pipe symbol (|), UNIX commands, 439**
- .pkg file extension, 294**
- placing Dock, 36**
- playback preferences (iTunes), 157-158**
- Player preferences (DVD Player), 204**
- playing**
 - movies, 196
 - audio equalizer, 201
 - bookmarks, 199-200
 - chapters, 200
 - closed captioning, 198-199
 - colors, 201
 - Controller, viewing, 196
 - DVD regions, 198
 - keyboard shortcuts, 202-203
 - parental controls, 202
 - playing movies, 196-198
 - preferences, 202-204
 - starting, 196
 - Timer, 200
 - window sizes, 197
 - zoom, configuring, 201
 - music, 151-152
 - CDs, ejecting, 153
 - forwarding/rewinding, 152
 - information, viewing, 153-154
 - order, controlling, 173-174
 - playlists, 168
 - previous/next songs, 153
 - random, 174-175
 - repeating songs, 175
 - smart playlists, 172
 - starting, 152
 - timelines, 153
- playlists (iTunes)**
 - creating
 - empty, 166
 - standard, 166-167
 - deleting, 169

DJ playlist, 173

Genius, 173

playing, 168

smart

creating, 170-172

deleting, 172

editing, 172

overview, 169

playing, 172

songs

adding, 167-168

ordering, 168

removing, 168

plug-ins, 298-299

defined, 298

installing, 298-299

pop-up menus, 15

Action, 65-66

commands, 16

desktop, 16

files/folders, 16

Finder window, 16

mounted volumes, 16

Dock icons, 28, 32-33

iCal events, 234

opening, 15

printers, 527

toolbars, 16

Port Scan tool (Network Utility), 276

Portable Document Format.

See PDFs

power

notebooks

battery status menu,
456-457

battery status,
monitoring, 455-456
energy settings,
configuring, 458-459
maximizing batteries,
457-458

restarting, 23-24

screen savers

built-in, 111-112

configuring, 110-112

downloading, 113

pictures, creating, 112

RSS feeds, creating,
112-113

shutting down, 24

sleep time, 110

PPoE accounts, configuring, 266-268

preferences

Address Book, 220

Accounts tab, 221

General tab, 221

phone number formats,
223

templates, 222-223

vCards, 223

bookmarks, 287

DVD Player, 202-204

disc setup, 204

player, 204

previously viewed, 204

window, 204

FaceTime, 354

iCal, 227-230

alarms, 228

birthdays, 228

days per week, 228

default calendars, 228

deleting events, 229

deleting reminders, 229

event permissions, 229

event times, 228

hiding reminders, 228-229

hours, displaying, 228

opening events in

separate windows, 229

scrolling, 228

starting week on, 228

starting/ending times,
228

time zones, 228

turning off alarms, 229

iChat, 347-349

accounts, 348

alerts, 348

audio/video, 349

general, 347

messages, 348

iTunes

general, 155-157

playback, 157-158

viewing, 155

keychains, 587

Mail, 308-309

checking for new
messages, 308

composing, 316-317

default email reader, 308

Dock unread message
count, 308

downloads, 308

fonts/colors, 314

formats, 314

iCal invitations, 308

new message sound, 308

outgoing servers, 309

rules, 319

searches, 309

signatures, 317-318

viewing, 314-316

Preview, 254-255

bookmarks, 255

general, 254

images, 254

PDF, 255

signatures, 255

RSS feeds, 297-298

Safari, 300

appearance, 301

browser extensions, 304

cascading style sheets,
304

database storage, 304

general, 300-301

proxies, 304

security/privacy, 301-303

Universal Access, 304

Preferences command

(Application menu), 8, 135

presets (printers), 527

preventing problems, 602

Preview, 78, 245

images, 245-250

closing, 246

colors, 247

cropping, 248-249

details, 247-248

formats, configuring,
253-254

importing, 250

multiple, 246

preferences, 254-255

slideshows, 252-253

viewing, 245

zooming, 246

Q

- PDFs, reading, 250-252
- preferences, 254-255
 - bookmarks, 255
 - general, 254
 - images, 254
 - PDF, 255
 - signatures, 255
- Sidebar, 246
- slideshows, 252-253
- Preview pane**
 - Font Book, 397
 - Fonts panel, 388-389
- previewing**
 - email attachments, 335
 - fonts, 388-389
 - PDFs, 530
 - printing, 527
- Previous Recipients list, 323**
- Previously Viewed preferences (DVD Player), 204**
- Print & Scan pane, 103, 528**
- Print command (File menu), 10, 525**
- Print dialog box, 219, 525**
- print plugin workflow, 426**
- printers**
 - configuring
 - networks, 520-521
 - Printer Browser, 521-522
 - USB, 518-520
 - default, 523
 - installing, 517
 - listing of available, 526
 - networks
 - configuring, 520-521
 - installing, 517
 - sharing, 525
 - options, 523
 - copies/pages, 527
 - orientation, 527
 - paper size, 527
 - pop-up menu commands, 527
 - presets, 527
 - two-sided printing, 527
 - paper size, 523
 - parental controls, 593
 - selecting, 522, 527
 - sharing, 524
 - networks, 525
 - USB, 524-525
 - supplies, checking, 523
- printing**
 - Address Book, 218-220
 - lists, 219
 - mailing labels, 220
 - calendars, 236
 - copies/pages, 527
 - orientation, 527
 - paper size, 527
 - pop-up menu commands, 527
 - previewing, 527
 - Print dialog box, 525
 - queues, managing, 528
 - starting, 525
 - two-sided printing, 527
- privacy (Safari), 301-303**
- private browsing, 292**
- Private Browsing command (Safari menu), 292**
- problems. See troubleshooting**
- processes, 609**
 - finding, 611
 - inspecting, 611
 - killing, 448-449
 - quitting, 611
 - sorting, 611
 - update speed, 611
 - viewing, 609-611
- protocols**
 - PTP, 256
 - TCP/IP, 262
- proxies, Safari, 304**
- proxy servers, configuring, 270-271**
- PTP (Picture Transfer Protocol), 256**
- Public folder, 84**
- publishing calendars, 237-238**
- purchasing**
 - applications, 126
 - music, 158-159
- pwd command, 443**

Quick Look Attachments command (File menu), 335

Quick Look button, 58

Quick Look command (File menu), 10, 80

quick looks, 80

QuickTime

- keyboard shortcuts, 193
- movies
 - locally stored, 192-193
 - sharing, 196
 - web, 193-194
- opening, 192
- overview, 191
- playback controls, 192
- recording, 195-196

Quit command (Application menu), 9, 135

R

RAID disks, configuring, 560

ratings (iTunes), 181, 183

reading

- email, 321
- PDFs, 250-252, 529
- RSS feeds, 337

reading lists, 287-289

receiving

- AirDrop files, 357
- email, 320-321
- FaceTime calls, 352

Recent Folders command (Go menu), 12, 54

Recent Items command (Apple menu), 7

recent items, tracking, 106

recording

- audio/video, 195-196
- workflows, 429

redirecting email, 327

region settings, 114-116

reinstalling

- applications, 128-129
- system, 624

Reload command (File menu), 617**reloading logs, 617****reminders**

- alarms, 235
- completing, 235
- due dates, 235
- duplicating, 236
- editing, 235
- emailing, 236
- events
 - creating, 234-236*
 - deleting, 229*
 - hiding, 228-229*
- hiding/viewing, 236
- list order, 236
- notes, 235
- prioritizing, 234-235

remote control infrared receivers, disabling, 581**repairing keychains, 588****repeating**

- problems, 619
- songs, 175

replying to email, 326-327**resolution (displays), 498-499****resources (UNIX)**

- books, 453
- websites, 453

Restart button, disabling, 375-383**Restart command (Apple menu), 7****restarting Macs, 23-24**

- disabling, 581
- fast user switching, 385

restoring

- application data, 569-570
- files/folders, 568-569
 - Disk Utility, 559*
 - versions, 571-572*
- minimized windows, 27
- volumes, 559

Reveal in Finder command (File menu), 401**rm command, 445****root accounts, 369, 385**

- fast user switching, 386
- logging in, 385-386
- passwords, 385
- permissions, 386
- safety concerns, 385

routers, 262**RSS feeds, 295**

- browsing, 296-297
- Mail, 335
 - adding, 335-336*
 - managing, 336*
 - reading, 337*
- preferences, 297-298
- Reader view, 296
- screen savers, creating, 112-113

rules (Mail), 319, 330-331**running Windows, 123**

- Boot Camp
 - configuring, 468-471*
 - discontinuing, 472*
 - OS X Lion as default, 472*
 - overview, 466*
 - support website, 467*
 - switching between OS X Lion and Windows, 471-472*
- reasons for, 465-466
- security, 478
- virtualization software, 466-467, 472
 - configuring, 474-476*
 - installing, 473*
 - running Windows, 477-478*
 - Windows, installing, 476-477*
- Windows alternatives, 467

S**Safari**

- AutoFill, 289
 - configuring, 289-290*

editing, 290

- personal information, entering, 290*
- usernames/passwords, 291*

bookmarks, 284

- accessing, 285*
- creating, 285*
- organizing, 285-287*
- preferences, 287*

browsing history, 292**cookies, 304-334****Dock icon, 29****downloads, 292-293**

- application associations, 293*
- clearing, 293*
- completion, 292*
- decoding/uncompressing, 294*
- details, viewing, 292*
- Downloads folder, configuring, 293-294*
- file extensions, 294-295*
- interruptions, 293*
- multiple files, 292*

gestures, 280**keyboard shortcuts, 305-306****navigating, 279****plug-ins, 298-299**

- defined, 298*
- installing, 298-299*

preferences, 300

- appearance, 301*
- browser extensions, 304*
- cascading style sheets, 304*
- database storage, 304*
- general, 300-301*
- proxies, 304*
- security/privacy, 301-303*
- Universal Access, 304*

private browsing, 292**reading lists, 287-289****RSS feeds, 295**

- browsing, 296-297*
- preferences, 297-298*
- Reader view, 296*

searches, 283-284**SnapBack, 284**

- status bar, viewing, 279
- tabbed browsing, 281
 - Auto-Click bookmark collection*, 283
 - enabling*, 281-282
 - new tabs, opening*, 282
 - Top Sites*, 282
 - tricks*, 282-283
- window, 280
- Safari menu commands, Private Browsing**, 292
- safe mode (startup)**, 625
- Save Attachments command (File menu)**, 334
- saving**
 - email attachments, 334
 - fonts, 401-402
 - PDFs
 - PostScript*, 530
 - Web Receipts*, 531
 - smart folders, 97
 - Spotlight searches, 92
 - System Reports, 608-609
 - versions, 571
 - workflows as applications, 430-431
- scanning images**, 531-532
- screen captures**, 258
 - Grab, 259
 - keyboard shortcuts, 258
- screen savers**
 - built-in, 111-112
 - configuring, 110-112
 - downloading, 113
 - pictures, creating, 112
 - RSS feeds, creating, 112-113
- screen-sharing (iChat)**, 345-346
- scroll behaviors**
 - iCal, 228
 - preferences, 106-107
- Search button**, 58
- search domains**, 262
- Search Results SnapBack command (History menu)**, 284

searching

- Address Book, 209-210
- App Store, 126
- iTunes music, 165
- logs, 617
- Mail, 309
- processes, 611
- smart folders, 95
 - accessing*, 98
 - changing*, 98-99
 - closing*, 98
 - contents, viewing*, 98
 - creating*, 95-97
 - default save location*, 98
 - icon*, 98
 - items, opening*, 97
 - keyboard shortcut*, 95
 - limits*, 97
 - managing*, 98
 - paths*, 97
 - saving*, 97
 - search tools, viewing*, 98
- special characters, 394
- Spotlight
 - clearing searches*, 90
 - comments*, 94
 - complex searches*, 93-94
 - configuring*, 94-95
 - keyboard shortcut*, 90
 - overview*, 89-90
 - results, viewing*, 92
 - saving searches*, 92
 - searches, performing*, 90-91
 - Show All in Finder option*, 90
 - Top Hits*, 92
- System Preferences panes, 105
- web, 283-284
- widgets, 149

sections (Info window), 76

- General, 76-77
- More Info, 77
- Name & Extension, 78
- Open With, 78
- Preview, 78
- Sharing & Permissions, 78-79
- Spotlight Comments, 76

Secure Empty Trash command (Finder menu), 9

secure notes, adding to keychains, 585-586

security

- automatic login, disabling, 580
- deleting files, 581
- FileVault, 576-578
 - backups*, 576
 - benefits*, 576
 - configuring*, 576-577
 - overview*, 576
 - turning on/off*, 578
- firewalls, 578-580
- hackers, 588
- Internet attacks, 588
- keychains, 581-582
 - accessing*, 587
 - adding*, 586
 - configuring*, 583-584, 588
 - deleting*, 587
 - details, viewing*, 588
 - items, adding*, 584
 - locking/unlocking*, 586
 - names*, 587
 - passwords, adding*, 584-585
 - preferences*, 587
 - secure notes, adding*, 585-586
 - storage*, 587
 - verifying/repairing*, 588
 - viewing*, 582-583
- logging out after inactivity, 581
- overview, 575
- parental controls, 590
 - burning discs*, 593
 - chatting*, 595-597
 - dictionary profanity*, 593
 - email*, 595-597
 - password changes*, 593
 - printers*, 593
 - system access, limiting*, 591-593
 - time limits*, 593-594
 - web content*, 594-595

passwords

- System Preferences*, 580
- waking up/screen savers*, 580

PDFs, 529

remote control infrared

- receivers, 581

restarting, disabling, 581

Safari preferences, 301-303

Software Update, 553

user activity, viewing, 597-598

viruses, 589-590

- antivirus software*, 590
- identifying*, 589-590
- preventing*, 589

Windows, running, 478

Security & Privacy pane, 103

FileVault, 576-578

- backups*, 576
- benefits*, 576
- configuring*, 576-577
- overview*, 576
- turning on/off*, 578

firewalls, 578-580

general settings-581

Seeing assistance, 404

display options, 413

Seeing tab (Universal Access pane), 404

VoiceOver, 404-408

- applications*, 406
- configuration tools*. *See* VoiceOver, *configuration settings*
- editable text fields*, 406
- input needed*, 406
- mouse cursor position*, 406
- speed*, 406
- turning on*, 405-406

zoom

- configuring*, 412
- keyboard shortcut*, 412
- overview*, 412
- turning on*, 412

selected files only backups, 565**selecting**

- default file applications, 136
- file sharing folders, 361
- files inside folders, 70
- Finder items, 51-52
 - Column view*, 52
 - Cover Flow view*, 52
 - Icon view*, 51
 - keyboard*, 51
 - List view*, 51
- font locations, 401-402
- logs in Console, 615
- printers, 522, 527
- speakers, 511-512
- startup volumes, 120-121

semicolons (;), UNIX commands, 439**sending**

- AirDrop files, 356-357
- email, 326

servers

- DHCP, 272
- proxy, configuring, 270-271

service workflows, 426**Services command****(Application menu), 9, 135****setting up. *See* configuring****sharing, 78-79**

- files
 - aliases*, 365
 - browsing shared files*, 362-364
 - favorite servers*, 365
 - firewalls*, 360
 - folders, selecting*, 361
 - logging in*, 365
 - permissions*, 361-362
 - Personal File Sharing, activating*, 357-359
 - recent addresses, remembering*, 365
 - recent servers list*, 365
 - removing access*, 365
 - URL connection access*, 364-365
 - volumes, adding*, 365
 - Windows/Mac protocols*, 360
 - wirelessly. See* AirDrop

Internet connections, 272-273

- configuring*, 272-275
- DHCP servers*, 272
- ports*, 275
- sleep mode*, 275
- movies, 196
- pane, 103
- printers, 524
 - networks*, 525
 - USB*, 524-525
- screens (iChat), 345-346
- widgets, 149

sharing-only accounts

- creating, 379
- overview, 369

shells (UNIX), 438-439**short term backups, 565****shortcuts (keyboard)**

- Address Book, 324
 - contacts, browsing*, 210
 - groups, creating*, 216
 - listing of*, 224
 - views, switching*, 209
- applications
 - commands, adding*, 494-495
 - switching*, 28, 31
- bookmarks, adding, 285
- closed captioning, 198
- configuring, 482
- copy, 70
- Dock, 38
- DVD Player, 202-203
- Eject, 365, 534
- Finder, 26
 - Back/Forward buttons*, 53
 - Column view*, 48
- Finder windows
 - Icon view*, 46
 - List view*, 46
- Go to Folder dialog box, 55
- Inspector, 247
- iTunes
 - ejecting CDs*, 153
 - preferences*, 155
 - previous/next songs*, 153
 - smart playlists, creating*, 170
 - View Options dialog box*, 188

- keyboard
 - duplicate*, 234
 - Finder windows*, 68
 - navigation*, 492-494
 - new calendars*, 230
 - new reminders*, 234
 - locking/unlocking keychains, 586
 - logging out, 380
 - Mail, 337-338
 - attaching files*, 334
 - forwarding email*, 327
 - new email messages*, 323
 - redirecting email*, 327
 - replying to email*, 326
 - sending email*, 326
 - new folders, 70
 - new font collections, 398
 - new font libraries, 400
 - new log windows, 617
 - paste, 70
 - Preferences command, 8
 - Preferences dialog box, 220
 - Preview
 - images*, *closing*, 246
 - Sidebar*, 246
 - Print, 525
 - Print dialog box, 219
 - Quick Look command, 80
 - QuickTime, 193
 - Quit command (Application menu), 9
 - reload command, 617
 - Reveal in Finder command, 401
 - Safari, 305-306
 - screen captures, 258
 - select all, 70
 - show original files, 72
 - smart folders, 95
 - SnapBack, 284
 - Spotlight, 90
 - tabbed browsing, 281
 - Terminal application, 451
 - verbose mode, 625
 - windows, minimizing, 32
 - zoom, 246, 412
- Show All command (Application menu)**, 9
 - Show Font Info button**, 397
 - Show Original command (File menu)**, 11, 72
 - Show/Hide Effects command (Action menu)**, 388
 - Show/Hide Preview command (Action menu)**, 388
 - shuffling music (iTunes)**, 174-175
 - Shut Down button, disabling**, 375-383
 - Shut Down command (Apple menu)**, 7
 - shutting down Macs**, 24, 385
 - Sidebar**
 - Finder, 41
 - configuring*, 55-56
 - default items*, 56-57
 - organizing*, 57
 - Preview, 246
 - signatures**
 - Mail, 317-318, 325
 - Preview, 254-255
 - single-user mode, starting up**, 624-625
 - .sit file extension**, 294
 - Size pane (Fonts panel)**, 388
 - sizing**
 - Dock, 36
 - DVD Player window, 197
 - Finder windows, 43
 - fonts, 388, 391-392
 - images, 248-249
 - panes (Finder windows), 44
 - Sleep button, disabling**, 375-383
 - Sleep command (Apple menu)**, 7
 - sleep time, configuring**, 110
 - Slideshow command (File menu)**, 10
 - slideshows (Preview)**, 252-253
 - slow keys**, 414-415
 - smart folders, 95**
 - accessing, 98
 - changing, 98-99
 - closing, 98
 - contents, viewing, 98
 - creating, 95-97
 - default save location, 98
 - icon, 98
 - items, opening, 97
 - keyboard shortcut, 95
 - limits, 97
 - managing, 98
 - paths, 97
 - saving, 97
 - search tools, viewing, 98
- smart groups, 217-218**
 - smart mailboxes, 328**
 - creating, 328-329
 - organizing with folders, 329-330
 - Smart Playlist dialog box**, 170
 - smart playlists**
 - creating, 170-172
 - deleting, 172
 - editing, 172
 - overview, 169
 - playing, 172
 - SnapBack**, 284
 - Software Update**
 - authentication, 553
 - automatic option, 551
 - configuring, 550-551
 - non-Apple applications, 551
 - opening, 552
 - options, 551
 - pane, 103
 - updates
 - ignoring*, 553
 - installing*, 553
 - viewing*, 552-553
 - viewing, 551
 - Software Update command (Apple menu)**, 7
 - sound effects, 508-509**
 - Sound pane**
 - System Preferences, 103, 508
 - Output tab*, 513-514
 - Sound Effects tab*, 508-509
 - VoiceOver utility, 407-411

sounds. *See* **audio**

Space button, 58

spaces

- adding, 140
- applications, assigning, 141-142
- closing, 141
- command line, 440
- configuring, 142
- deleting, 141
- moving between, 141
- overview, 140
- viewing, 140
- windows, moving between, 142

speakers

- analog
 - defined,* 511
 - installing,* 512
- built-in, 511
- digital
 - defined,* 511
 - installing with Mac Pro,* 513
 - installing with mini-Toslink ports,* 512-513
 - installing with PCI Express cards,* 513
 - installing with USB,* 513
- installing, 512-513
- output, controlling, 513-514
- selecting, 511-512

special characters, finding, 394

Speech, Start Speaking command (Edit menu), 421

Speech pane

- System Preferences, 103
- VoiceOver utility, 409

speech recognition, 416

- commands, 409
- configuring, 416-419
- listening continuously, 419
- listening key, 419
- Text to Speech, 420-421

spell checking email, 325

Spotlight

- comments, 94
- configuring, 94-95

- keyboard shortcut, 90
- overview, 89-90
- results, viewing, 92
- searches
 - clearing,* 90
 - complex,* 93-94
 - performing,* 90-91
 - saving,* 92
- Show All in Finder option, 90
- System Preferences pane, 103
- Top Hits, 92

Spotlight Comments information, 76

Spotlight menu, 15

spring-loaded folders, 43

Stacks view (Dock), 30

standard user accounts

- creating, 370-374
- overview, 369

starting

- audio chats, 344
- DVD Player, 196
- Launchpad, 131-132
- printing, 525
- text chats, 342

startup

- alternate startup volumes, 560-561
- items, configuring, 378
- iTunes, opening, 154
- single-user mode, 624-625
- Target Disk mode, 121-122
- troubleshooting, 624
 - safe mode,* 625
 - single-user mode,* 624-625
 - system, reinstalling,* 624
 - system software,* 624
 - verbose mode,* 625
- verbose mode, 625
- volumes
 - folder,* 85-86
 - selecting,* 120-121

Startup Disk pane, 103

static IP addresses, configuring, 265-266

status bar

- Finder, 59-60
- Safari, 279

sticky keys, 414-415

styles (TextEdit), 243-244

subjects (email), 324

subnet masks, 262

subscriptions (calendars)

- personal, 239-231
- public, 240

SuperDrives, 538

superuser commands, 447-448

swipe to navigate gesture, 280

switching between applications, 31-32

syncing files, 464

system

- activities, monitoring, 612-613
 - CPU,* 612
 - disks,* 612
 - memory,* 612
 - networks,* 612
 - options,* 614
- date and time, setting, 117-120
- errors, troubleshooting, 622-623
- files, backing up, 564
- folders, 86
 - Computer,* 85
 - startup volume,* 85-86
- profiles, viewing. *See* System Information
- application
 - reinstalling, 624
- startup, controlling, 120
 - startup volumes, selecting,* 120-121
 - Target Disk mode,* 121-122

System Information

application

- opening, 603
- overview, 603-604
- System Report, 603-606
 - applications,* 607
 - hardware,* 605-606

- networks, 606
- saving, 608-609
- sending to Apple, 608
- viewing, 603
- window, 459
- System Information command (Apple menu), 7**
- System Preferences, 17-19**
 - dates, 114, 116
 - default window, 101
 - disc behaviors, 117-118
 - Dock, 29, 36-38
 - bouncing applications, 36
 - indicator lights, 36
 - minimizing, 36
 - minimized windows,
 - hiding, 36
 - sizing, 36
 - general
 - appearance, 105-106
 - colors, 107-108
 - font smoothing, 106
 - recent items tracked, 106
 - scroll behaviors, 106-107
 - icons, 19
 - input sources, 117
 - languages, 113
 - numbers, formatting, 114, 116-117
 - opening, 17, 101
 - panes
 - alphabetical view, 105
 - Bluetooth, 103, 489-491
 - CDs & DVDs, 103, 117-118
 - Date & Time, 19-21, 103, 117-120
 - Desktop & Screen Saver.
 - See Desktop & Screen Saver pane
 - Displays. See Display pane
 - Dock, 36-38
 - Energy Saver, 103
 - General, 103, 105-108
 - Ink, 103
 - As Installed, 103
 - Keyboard, 103, 480-482
 - Mail, Contacts & Calendars, 103

- Mouse, 103
- navigating, 105
- Network, 103
- opening, 105
- Parental Controls, 103
- Print & Scan, 103, 528
- searching, 105
- Sharing, 103
- Software Update, 103
- Sound. See Sound pane
- Speech, 103, 409
- Startup Disk, 103
- Time Machine, 103, 566-568
- Trackpad, 103
- Universal Access. See Universal Access
- Users & Groups, 103
- viewing, 19, 105
- passwords, 580
- region settings, 114-116
- startup, 120
 - startup volumes, selecting, 120-121
- Target Disk mode, 121-122
- system time and date, 117-120
- text options, 114-115
- times, formatting, 114, 116
- window, 17

System Preferences command (Apple menu), 7

System Report, 603-606

- categories
 - applications, 606
 - hardware, 606
 - networks, 606
- saving, 608-609
- sending to Apple, 608
- viewing, 603

T

tabbed browsing, 281

- Auto-Click bookmark collection, 283
- enabling, 281-282

- new tabs, opening, 282
- Top Sites, 282
- tricks, 282-283

tables (TextEdit), 242

tags (iTunes), 175

- benefits, 177
- editable, 176-177
- editing
 - Content pane, 180
 - Info window, 178-179
 - sorting tags, 180
- iTunes assigned, 175-176
- multiple songs, 174-180
- viewing, 177-178

tap to zoom gesture, 280

.tar file extension, 294

Target Disk mode, 121-122

TCP/IP (Transmission Control Protocol/Internet Protocol), 262

templates

- Address Book, 222-223
- email, 325

Terminal application

- keyboard shortcuts, 451
- overview, 438

testing

- backups, 574
- workflows, 430

text. See also fonts

- chats
 - requests, answering, 343
 - starting, 342
- editing, 450-451
- System Preferences options, 114-115

Text to Speech, 420-421

TextEdit, 241

- file formats, 242
- formatting, 242
- HTML documents, creating, 244
- lists, 244
- opening, 241
- styles, 243-244
- tables, 242

Theater (iChat), 346**third-party backup solutions, 572-573****third-party widgets, 149****Thunderbolt, 608****tilde (~), UNIX pathnames, 444****time**

- announcing, 21
- configuring, 19-21, 116
- formatting, 114
- limits (parental controls), 593-594
- system, setting, 117-120
- time zones (iCal), 228

Time Machine

- configuring, 566-568
- overview, 566
- pane, 103, 566-568
- restoring
 - application data, 569-570*
 - files/folders, 568-569*
- storage, 570

Timer (DVD Player), 200**toolbars**

- buttons
 - configuring, 58-59*
 - deleting, 59*
 - listing of, 58*
- Disk Utility, 558
- Finder, 57
 - Action pop-up menu, 65-66*
 - Label drop-down menu, adding, 67*
 - viewing/hiding, 57-58*
- pop-up menus, 16

toolkits, 552-562**Top Hits (Spotlight), 92****Top Sites (Safari), 282****Traceroute tool (Network Utility), 276, 278****Trackpad pane, 103****trackpads, 460-461****Transmission Control Protocol/Internet Protocol (TCP/IP), 262****Trash**

- Dock icon, 30
- emptying, 73
- items
 - accessing, 73*
 - moving to, 72-73*
- organization tips, 99
- securely deleting, 73, 581
- warning before emptying
 - dialog box, disabling, 73

troubleshooting, 599-600

- applications, 620-622
 - Crash Reporter, 621*
 - document recovery, 621*
 - erratic behaviors, 620, 622*
 - hangs, 620-621*
 - quitting unexpectedly, 620, 622*
- broken aliases, 72
- causes of problems, 600
 - bugs, 600*
 - conflicting software, 600-601*
 - hardware failures, 602*
 - system attacks, 601*
 - user errors, 600*

Console, 616-617

- describing problems, 619-620

diagnostic tools.

See diagnostic tools

- file sharing, 360
- hardware, 623-624
- identifying triggers, 619
- Image Capture, 258
- locked up systems, 24
- Network Utility, 275
 - connections, testing, 277*
 - routes, tracing, 278*
 - tools, 276*
 - window, 275*

networks, 271-272

- preventing problems, 602
- repeating problems, 619
- startup, 624
 - safe mode, 625*
 - single-user mode, 624-625*

- system, reinstalling, 624*
- system software, 624*
- verbose mode, 625*
- system errors, 622-623
- user accounts, 619
- workarounds, implementing, 618

turning on/off

- alarms, 229
- FaceTime, 353-354
- FileVault, 578
- VoiceOver, 405-406
- Wi-Fi networks, 269
- zoom, 412

two-finger scroll gesture, 280**two-sided printing, 527****Typeface pane (Fonts panel), 388****typography, 392-393****Typography command (Action menu), 389**

U

unattended backups, 565**uncompressing files, 294, 451****Universal Access, 103, 403, 404**

- Hearing controls, 404, 413-414
- input devices, 488
- keyboard
 - configuring, 414-415*
 - controls, 404*
- mice, 415
- Mouse controls, 404
- Safari preferences, 304
- Seeing controls, 404
 - display options, 413*
 - Seeing tab (Universal Access pane), 404*
- VoiceOver. *See* VoiceOver
- Zoom, 412
- speech recognition, 416
 - commands, 407-411*
 - configuring, 416-419*
 - listening continuously, 419*

listening key, 419
Text to Speech, 420-421

UNIX, 441

applications, 124, 440, 450
 compressing/uncompressing/extracting files, 451
vi (text editor), 450-451
 commands
 case sensitivity, 439
 cd pathname, 443
 cp, 446
 file filename, 445
 kill ProcessID, 449
 ls, 443
 man, 450
 manuals, 446-447
 mkdir, 446
 mv, 446
 periods, 443
 pip, 439
 pwd, 443
 rm, 445
 sequential order, 439
 structure, 439-440
 superuser, 447-448
 directories
 * (asterisks), 446
 deleting, 446
 editing, 445-446
 viewing, 443-445
 environment, 442-443
 hostnames, 438
 modes, 450
 options
 -9, 449
 case sensitivity, 445
 F, 443
 i, 445
 overview, 437
 pathnames
 / (forward slashes), 444
 ~ (tilde), 444
 typing, 440
 processes, killing, 448-449
 resources
 books, 453
 websites, 453
 shell scripts, 441
 shells, 438-439

spaces, 440
 Terminal application
 keyboard shortcuts, 451
 overview, 438
 versions, 441

unlocking keychains, 586

unmounting disks, 559

updates. See also Software

Updates

App Store, 127-128
 processes, 611

USB

digital speakers, installing, 513
 printers
 configuring, 518-520
 sharing, 524-525

user accounts, 367

administrator, 368
 configuring, 374
 creating, 370-374
 fast user switching, 383
 blocking access, 384
 enabling, 384
 logged in users, viewing, 385
 passwords, 385
 RAM limitations, 383
 restarting/shutting down, 385
 root accounts, 386
 groups
 creating, 379
 overview, 369
 guests, 369
 logging in/out, 380-381
 automatic, configuring, 381-382
 Login window appearance, configuring, 382
 Sleep, Restart, Shut Down buttons, disabling, 375-383
 managed, 369
 names
 changing, 374-375
 creating, 371-372
 passwords
 changing, 375

creating, 372-374
 resetting, 380
 pictures, configuring, 375-377
 root, 369, 385
 fast user switching, 386
 logging in, 385-386
 passwords, 385
 permissions, 386
 safety concerns, 385
 sharing-only
 creating, 379
 overview, 369
 standard, 369
 startup items, configuring, 378
 troubleshooting, 619
 types, 367-368
 viewing, 371

users

activity, viewing, 597-598
 errors, 600
 folders, 81-84, 86
 names
 AutoFill (Safari), 291
 keychains. See *keychains*
 networks, 262

Users & Groups pane, 103

V

variables (Automator), 425, 428

vCards

configuring, 223
 defined, 208
 deleting, 215
 editing, 215
 group exports, 216
 importing, 213
 personal, viewing, 210
 viewing, 215

verbose mode (startup), 625

Verbosity, Announcements pane (VoiceOver utility), 408

Verbosity, Text pane (VoiceOver utility), 408

verifying keychains, 588

Versions, 571

- restoring files, 571-572
- saving, 571
- storage, 572

vi (text editor) application, 450-451**videos. *See also* movies**

- chats
 - FaceTime*, 349-354
 - iChat*, 344-345
- recording, 195-196
- web
 - support*, 194
 - watching*, 193-194

View button, 58**View menu, 11**

- keyboard shortcuts, 68
- View Options command, 188

View Options command (View menu), 188**View Options dialog box, 188****viewing**

- Address Book, 208-209
- address groups, 216
- buddies (*iChat*), 340
- dates, 21
- discs/disks, 533
- Dock, 36
- DVD Player Controller, 196
- email, 314-316
- event times, 228
- files
 - all at once*, 45
 - Arrange By feature*, 45
 - download details*, 292
 - extensions*, 71
- Finder windows, 40-41
 - Column view*, 48-49
 - configuring*, 61
 - Cover Flow view*, 50-51
 - Icon view*, 46
 - List view*, 46-48
- fonts, 401
 - collections*, 397
 - details*, 397
- iCal*, 226
- images, 245

iTunes

- album artwork*, 186-188
- preferences*, 155
- tags*, 177-178
- keychains, 582-583
- labels, 67
- logged in users, 385
- lyrics (*iTunes*), 185
- Mac details, 603
- music information, 153-154
- PDFs, 250-252
- processes, 609-611
- quick looks, 80
- reminders, 236
- Safari status bar, 279
- smart folders
 - contents*, 98
 - tools*, 98
- Software Update, 551
- spaces, 140
- Spotlight results, 92
- System Preferences
 - icons*, 19
 - panes*, 19, 105
- system profiles. *See* System Information application
- System Report, 603
- toolbars, 57-58
- UNIX directories, 443-445
- updates available, 552-553
- users
 - accounts*, 371
 - activity*, 597-598
- vCards, 215

VirtualBox, 473

- installing, 473
- website, 473

virtualization software,**Windows, running, 466-467, 472, 477-478**

- configuring*, 474-476
- installing*, 473
- Windows*, installing, 476-477

viruses, 589-590

- antivirus software, 590
- identifying, 589-590
- preventing, 589

Visual, Braille Panel pane (VoiceOver utility), 411**Visual, Caption Panel pane (VoiceOver utility), 410-411****Visuals pane (VoiceOver utility), 410****VMWare Fusion, 473****VoiceOver, 404-408**

- applications, 406
- configuration settings, 407-411
 - Activities*, 411
 - Braille*, 411
 - Commanders, Keyboard pane*, 411
 - Commanders, NumPad pane*, 411
 - general*, 407
 - Navigation*, 409-410
 - Sound*, 410
 - Speech*, 409
 - Verbosity*,
 - Announcements pane*, 408-409
 - Verbosity, Text pane*, 408
- Visual, Braille Panel pane*, 411
- Visual, Caption Panel pane*, 410-411
- Visuals*, 410
- Web*, 410
- editable text fields, 406
- input needed, 406
- mouse cursor position, 406
- speed, 406
- turning on, 405-406

volume, controlling

- applications, 508
- iTunes*, 181
- keyboard, 508
- Sound pane, 508

volumes

- alternate startup, 560-561
- defined, 554
- file sharing
 - adding*, 365
 - aliases*, 365
- mounted, ejecting, 365
- permissions, repairing, 557-558
- pop-up menus, 16
- restoring, 559

W

watching movies

- DVD Player, 196
 - audio equalizer, 201
 - bookmarks, 199-200
 - chapters, 200
 - closed captioning, 198-199
 - colors, 201
 - Controller, viewing, 196
 - DVD regions, 198
 - keyboard shortcuts, 202-203
 - parental controls, 202
 - playing movies, 196-198
 - preferences, 202-204
 - starting, 196
 - Timer, 200
 - window sizes, 197
 - zoom, configuring, 201

QuickTime

- locally stored, 192-193
- web, 193-194

WAV (Windows Waveform), 160

web

- attacks, 588
- AutoFill, 289
 - configuring, 289-290
 - editing, 290
 - personal information, entering, 290
 - usernames/passwords, 291
- bookmarks, 284
 - accessing, 285
 - creating, 285
 - organizing, 285-287
 - preferences, 287
- browsing history, 292
- clip widgets, creating, 147-149
- cookies, 304-334
- downloads, 292-293
 - application associations, 293
 - clearing, 293
 - completion, 292
 - decoding/uncompressing, 294

- details, viewing, 292
- Downloads folder, configuring, 293-294
- file extensions, 294-295
- interruptions, 293
- multiple files, 292
- firewalls, 578-580
- hackers, 588
- parental controls, 594-595
- plug-ins, 298-299
 - defined, 298
 - installing, 298-299
- private browsing, 292
- reading lists, 287-289
- receipts, 531
- RSS feeds, 295
 - browsing, 296-297
 - preferences, 297-298
 - Reader view, 296
- Safari. *See* Safari
- searching, 283-284
- videos
 - support, 194
 - watching, 193-194
- viruses, 589-590
 - antivirus software, 590
 - identifying, 589-590
 - preventing, 589
- widgets, creating, 147-149

Web pane (VoiceOver utility), 410

websites

- Adobe Reader, 529
- Arq, 573
- Avast! Antivirus, 478
- AVG Internet Security, 478
- Boot Camp support, 467
- ColorSync, 505
- CrashPlan, 573
- CrossOver, 467
- Dolly Drive, 573
- Dropbox, 464, 573
- Lion compatibility problems, 601
- McAfee Internet Security Suite, 478
- Mozy, 573
- Norton Internet Security, 478
- opening automatically, 431-432

- Parallels Desktop, 473
- UNIX, 453
- VirtualBox, 473
- VMWare Fusion, 473

Whois tool (Network Utility), 276

widgets

- closing, 145
- configuring, 146
- Dashboard, 142
- deleting, 145
- downloading, 149
- opening upon Dashboard activation, 144-145
- sharing with other users, 149
- third-party, 149
- web clips, creating, 147-149
- widget bar, 145
- Widgets, 145-146
- World Clock, 146

Widgets widget, 145-146

Wi-Fi networks

- availability, 269
- computer-to-computer networks, creating, 270
- configuring, 268
 - connection options, 268
 - Wi-Fi menu, 269-270
- hidden, 270
- proxy servers, configuring, 270-271
- signal strength, 269
- turning on/off, 269

Window menu commands, 12-13

- Cycle Through Open Windows, 12
- List of Open Windows, 12
- Minimize, 12
- Minimize All, 13
- Zoom, 12
- Zoom All, 13

windows

- Automator, 424-425
- Console, 617
- Dock
 - hiding, 36
 - restoring, 27

DVD Player, 197
 Finder. *See* Finder
 Font Book, configuring, 400
 iCal, 226
 Info, 75-76
 General section, 76-77
 Inspector, 79
 More Info section, 77
 Name & Extension section, 78
 Open With section, 78
 Preview section, 78
 sections, 76
 Sharing & Permissions section, 79
 Spotlight Comments, 76
 Mail, 319
 Microphone Calibration, 417
 minimizing, 32
 Network Utility, 275
 Quick Look, 80
 Safari, 280
 spaces, moving between, 142
 System Information, 459
 System Preferences, 17, 101

Windows, running, 123
 Boot Camp
 configuring, 468-471
 discontinuing, 472
 OS X Lion as default, 472
 overview, 466
 support website, 467
 switching between OS X Lion and Windows, 471-472
 reasons for, 465-466
 security, 478
 virtualization software, 466-467, 472
 configuring, 474-476
 installing, 473
 running Windows, 477-478
 Windows, installing, 476-477
 Windows alternatives, 467

Windows preferences (DVD Player), 204

Windows Waveform (WAV), 160

Wine Project, 467

workarounds, implementing, 618

workflows, Automator

 building manually, 429
 debugging, 430
 defined, 425
 designing, 428-429
 files, emailing, 433-435
 folder action, 426
 iCal alarms, 426
 image capture plugin, 426
 overview, 423-424
 pane, 424
 print plugin, 426
 recording, 429
 saving as applications, 430-431
 service, 426
 testing, 430
 websites, opening, 431-432

World Clock widget, 146

writing email messages, 323-325

X-Y-Z

X11 environment, 124

YouTube uploads, 196

.zip file extension, 294

Zoom All command (Window menu), 13

Zoom command (Window menu), 12

zooming

 configuring, 412
 DVD Player, 201
 images (Preview), 246
 keyboard shortcut, 412
 overview, 412
 turning on, 412