

FULL COLOR



OS X Mavericks

onDemand

Includes

- Online Workshops that focus on real-world techniques
- More than 500 essential tasks

que

Steve Johnson, Perspection, Inc.

FREE SAMPLE CHAPTER



SHARE WITH OTHERS

OS X[®]

Mavericks

onDemand



que[®]

Que Publishing, 800 East 96th Street, Indianapolis, IN 46240 USA

OS X® Mavericks on Demand

Copyright © 2014 by Perspection, Inc.

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.

Library of Congress Control Number: 2013951668

ISBN-13: 978-0-7897-5218-5

ISBN-10: 0-7897-5218-2

Printed and bound in the United States of America

First Printing: November 2013

16 15 14 13 4 3 2 1

Que Publishing offers excellent discounts on this book when ordered in quantity for bulk purchases or special sales.

For information, please contact: U.S. Corporate and Government Sales

1-800-382-3419 or corpsales@pearsontechgroup.com

For sales outside the U.S., please contact: International Sales

1-317-428-3341 or International@pearsontechgroup.com

Trademarks

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Que 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.

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 authors and the publishers shall have neither liability nor responsibility to any person or entity with respect to any loss or damage arising from the information contained in this book.

Publisher

Paul Boger

Associate Publisher

Greg Wiegand

Acquisitions Editor

Laura Norman

Managing Editor

Steve Johnson

Author

Steve Johnson

Page Layout

James Teyler

Interior Designers

Steve Johnson

Marian Hartsough

Photographs

Tracy Teyler

Indexer

Katherine Stimson

Proofreader

Beth Teyler

Team Coordinator

Cindy Teeters

Acknowledgments

Perspection, Inc.

OS X Mavericks on Demand has been created by the professional trainers and writers at Perspection, Inc. to the standards you've come to expect from Que publishing. Together, we are pleased to present this training book.

Perspection, Inc. is a software training company committed to providing information and training to help people use software more effectively in order to communicate, make decisions, and solve problems. Perspection writes and produces software training books, and develops multimedia and web-based training. Since 1991, we have written more than 100 computer books, with several bestsellers to our credit, and sold over 5 million books.

This book incorporates Perspection's training expertise to ensure that you'll receive the maximum return on your time. You'll focus on the tasks and skills that increase productivity while working at your own pace and convenience.

We invite you to visit the Perspection web site at:

www.perspection.com

Acknowledgments

The task of creating any book requires the talents of many hard-working people pulling together to meet impossible deadlines and untold stresses. We'd like to thank the outstanding team responsible for making this book possible: the writer, Steve Johnson; the production editor, James Teyler; proofer reader, Beth Teyler; and the indexer, Katherine Stimson.

At Que publishing, we'd like to thank Greg Wiegand and Laura Norman for the opportunity to undertake this project, Cindy Teeters for administrative support, and Sandra Schroeder for your production expertise and support.

Perspection

About the Author

Steve Johnson has written more than 80 books on a variety of computer software, including Adobe Photoshop CC, Adobe InDesign CC, Adobe Illustrator CC, Adobe Dreamweaver CS6, Adobe Edge Animate, Adobe Flash Professional CS5, Microsoft Windows 8, Microsoft SharePoint 2013, Microsoft Office 2013 and 2010, Microsoft Office 2008 for the Macintosh, and Apple OS X Mountain Lion. In 1991, after working for Apple Computer and Microsoft, Steve founded Perspection, Inc., which writes and produces software training. When he is not staying up late writing, he enjoys coaching baseball, playing golf, gardening, and spending time with his wife, Holly, and three children, JP, Brett, and Hannah. Steve and his family live in Northern California, but can also be found visiting family all over the western United States.

a

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.

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.

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: Que Publishing
ATTN: Reader Feedback
800 East 96th Street
Indianapolis, IN 46240 USA

For more information about this book or another Que title, visit our web site at www.quepublishing.com. Type the ISBN (excluding hyphens) or the title of a book in the Search field to find the page you're looking for.



This page intentionally left blank

Contents

<i>Introduction</i>	<i>xvii</i>
1 Getting Started with OS X Mavericks	1
Starting OS X	2
Exploring the Finder and Desktop	4
Using the Mouse or Multi-Touch Gestures	6
Working with Menus, Toolbars, and Panes	7
Using Menus for Quick Results	8
Choosing Dialog Options	9
Working with Icons	10
Viewing Windows	12 New!
Managing Windows	14 New!
Using the Tab Bar	16 New!
Using the Sidebar	18 New!
Using Toolbars	19 New!
Displaying and Using the Dock	20
Displaying and Using Stacks on the Dock	21
Exposing Windows in Mission Control	22
Grouping Windows in Mission Control	23
Switching Users	24
Sleeping, Restarting, and Shutting Down	26
2 Managing Files and Folders	27
Opening and Viewing Disks	28
Viewing and Opening Documents	30
Changing the Window View	32 New!
Arranging Files and Folders in Icons View	34 New!
Working with Files and Folders in List View	36
Viewing Files with Cover Flow View	38
Working with Files and Folders in Columns View	39
Viewing Files Using Quick Look	40
Going to Common or Recent Places	41
Organizing Files and Folders by Tags	42 New!

Creating and Renaming Files and Folders	44
Copying and Moving Files and Folders	46 New!
Using Spring-Loaded Folders	48
Sharing Files Using Online Services	49
Deleting and Restoring Files and Folders	50
Getting and Setting File Information	52 New!
Creating a CD or DVD Using the Finder	54
Mounting and Ejecting Disks	56

3 Finding What You Want with Spotlight 57

Finding Information Using Spotlight	58
Finding Information in the Spotlight Window	60
Filtering Spotlight Results	62
Grouping and Sorting Spotlight Results	64
Working with Spotlight Results	65
Setting Spotlight Preferences	66
Searching for Files Using the Find Window	68 New!
Searching for Hard to Find Information	70 New!
Working with Find Window Results	71
Creating and Using Smart Folders	72
Getting Help While You Work	74
Getting Help Using Spotlight	76

4 Customizing the Finder 77

Understanding Finder Preferences	78 New!
Showing Icons on the Desktop	79
Customizing the Way Windows Open	80 New!
Showing or Hiding File Extensions	81
Customizing Finder Window Views	82
Customizing the Toolbar	84
Customizing the Sidebar	86 New!
Customizing the Dock	88
Creating Aliases	90
Customizing Mission Control	92 New!
Using Simple Finder	94

5 Setting System Preferences 95

Understanding System Preferences	96 New!
Viewing System Preferences	98
Locking and Unlocking Preference Settings	99
Changing Appearance Options	100
Setting Up the Desktop	102 New!

Setting Up Screen Savers	103
Setting the Date and Time	104
Changing Language Options	106 New!
Changing Text Substitution Options	108 New!
Saving Energy and Managing Power	110 New!
Selecting a Startup Disk	112
Changing the Way a CD or DVD Starts	113
Controlling Sound	114
Dictating Your Speech	116 New!
Letting Mac Do the Talking	118
Setting Accessibility Options	120 New!
Setting Accessibility Interacting Options	122 New!
Having VoiceOver Read from the Screen	124
Setting VoiceOver Preferences	126
Using VoiceOver Commands	128
Setting Ink Preferences	130

6

Using OS X Applications

131

Getting Apps from the App Store	132
Downloading and Installing Other Apps	134
Using OS X Apps	135 New!
Launching Apps	136
Opening Apps and Files	138
Viewing Full Screen Apps	139 New!
Switching Between Apps	140
Quitting Apps	142
Playing Chess	143
Playing Games with the Game Center	144
Creating a Contacts List	146
Editing a Contacts List	148
Managing and Sharing a Contacts List	150
Performing Calculations and Conversions	152
Getting and Managing iBooks	154 New!
Reading and Marking Up iBooks	156 New!
Viewing and Navigating Maps	158 New!
Capturing Images with a Digital Camera	160
Capturing Screen Shots with Grab	161
Previewing Images and PDF's	162 New!
Using Apps with Auto Save	164 New!
Creating Sticky Notes	165
Managing Fonts with Font Book	166
Activating, Deactivating, and Customizing Fonts	167



Working with Dashboard	168
Adding and Removing Dashboard Widgets	170
Creating a Web Clip Dashboard Widget	172

7 Working with Documents 173

Creating and Opening a Document	174
Editing Text	176
Recognizing Handwriting Ink	178
Making Corrections	180
Making Text Substitutions	181 New!
Checking Spelling and Grammar	182
Looking Up Words with Dictionary	184
Finding and Replacing Text	186
Formatting Text	188
Displaying Rulers	189
Setting Paragraph Tabs	190
Setting Paragraph Indents	191
Changing Character Spacing	192
Changing Line Spacing	193
Adding Lists and Tables	194
Applying and Creating a Style	196
Inserting Special Characters	198
Adding Pictures, Movies, or Files to a Document	199 New!
Saving and Closing a Document	200 New!
Using TextEdit for Web Design	202
Setting TextEdit Preferences	204

8 Printing, Scanning, and Faxing 205

Understanding Printers	206
Understanding Printer Drivers	207
Adding or Removing a Printer	208 New!
Setting Print Settings	210
Sharing a Printer	212
Setting Up Page Options	214
Setting Basic Print Options	216
Previewing Documents	218
Saving Documents as PDF Documents	219 New!
Managing Print Queues	220
Creating a Cover Page	221
Scanning Documents	222
Sending Fax Documents	224
Receiving Faxes Automatically	226

9

Exploring the Internet

227

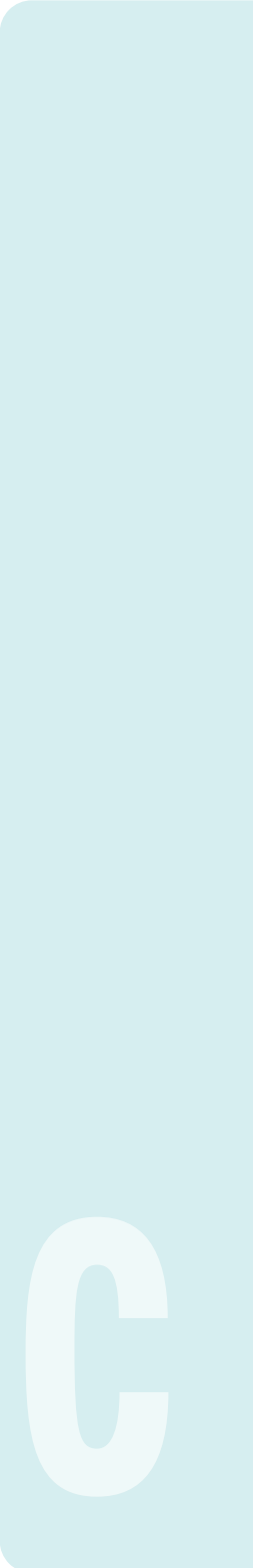
Connecting to the Internet	228
Setting Up a Modem Connection	230
Setting Up an Ethernet Connection	231
Setting Up a Wireless Connection	232
Setting Up Multiple Connections	233
Making an Internet Connection	234
Understanding Web Sites and Browsers	235
Viewing and Customizing Safari	236 New!
Browsing the Web	238
Browsing the Web Using Tabs	240
Using the Reader and Reading List	242 New!
Working with Shared Links	244 New!
Viewing Top Sites	245 New!
Viewing a History List	246
Bookmarking a Web Page	247 New!
Working with Bookmarks	248 New!
Filling Out Forms on the Web	250 New!
Searching the Web	252
Printing a Web Page	254
Viewing PDF Files	255 New!
Saving a Web Page	256 New!
Saving Pictures or Text from a Web Page	257
Downloading Files Safely from the Web	258
Setting Safari Preferences	260 New!
Setting Security Preferences	262 New!
Blocking Pop-Up Windows	264
Changing Web Notifications	265
Selecting a Default Browser and Search	266

10

Exchanging E-Mail Messages

267

Setting Up Accounts in One Place	268 New!
Starting Mail	269
Setting Up an Account	270 New!
Managing Accounts	272 New!
Viewing the Mail Window	274
Composing and Sending an E-Mail	275 New!
Addressing an E-Mail	276
Adding Stationery to E-Mail	278
Formatting Message Text	279
Adding an E-Mail Signature	280



Customizing the Mail Window	281
Receiving and Reading E-Mail	282
Responding to E-Mail	284
Sending and Retrieving a File	286 New!
Managing E-Mail	288
Deleting E-Mail	290
Saving E-Mail	292 New!
Searching E-Mail for Text	293
Blocking and Flagging E-Mail	294
Diverting Incoming E-Mail to Mailboxes	296
Creating a Smart Mailbox	297
Creating a VIP List	298

11 Sending Instant Messages **299**

Starting Messages	300
Viewing Messages	301
Creating a Messages Account	302 New!
Chatting on a Local Network	304
Changing My Status	306
Using the Messages Status Menu	307
Adding a Buddy	308 New!
Changing a Buddy Picture	309
Creating and Managing Buddy Groups	310
Sending and Receiving Messages	312
Sending a File During a Message	314
Working with Messages	315
Having an Audio and Video Chat	316
Enhancing a Video Chat	318
Changing Chat Message Options	319
Changing the Chat Message Appearance	320
Getting Chat Message Alerts	321
Blocking a Buddy	322
Getting Started with FaceTime	323
Making a Video Call with FaceTime	324

12 Working with Music and Media **325**

Starting and Setting Up iTunes	326
Viewing the iTunes Window	327 New!
Setting Up iTunes to Automatically Play CDs	328
Getting and Playing Music	329 New!
Getting Media from the iTunes Store	330 New!
Creating and Using Playlists	332 New!

Adding Media to a Playlist	334	New!
Working with Media	336	New!
Sharing Media at Home	337	
Listening to iTunes Radio	338	New!
Listening to Internet Radio	339	New!
Subscribing and Playing Podcasts	340	
Using iPod, iPhone, iPad with iTunes	341	
Exporting to MP3 Players	342	
Setting iTunes Preferences	343	New!
Streaming a Mac to AppleTV	344	New!
Capturing Photos in Photo Booth	345	
Recording Movies in Photo Booth	346	
Adding Photo Booth Effects	347	
Playing and Browsing DVD Movies	348	
Customizing the DVD Player	349	
Playing QuickTime Movies	350	
Creating QuickTime Movies	352	
Exploring iMovie, iDVD, and iPhoto	354	
13 Sharing Information in the Cloud	355	
Joining the iCloud Community	356	New!
Setting iCloud Preferences	358	New!
Sharing with Back to My Mac	360	
Finding Your Mac	361	
Using iCloud on the Web	362	New!
Using iCloud on the Mac	364	
Using iCloud Enabled Apps	366	New!
Managing iCloud Files on the Mac	368	
14 Tracking and Managing Information	369	
Viewing the Calendar Window	370	New!
Changing Calendar Views	371	New!
Creating and Working with Calendars	372	New!
Adding and Editing Calendar Events	374	New!
Inviting Attendees to Calendar Events	376	
Printing Calendars	377	
Publishing and Subscribing to a Calendar	378	
Sharing an iCloud Calendar	380	
Creating Reminder Lists	382	
Working with Reminder Lists	384	
Adding Notifications to Reminders	386	
Enabling Accounts for Reminders and Notes	387	
Creating and Managing Notes	388	



Setting Notification Preferences	390	New!
Using the Notification Center	392	New!
Posting to Social Media	394	New!

15 **Setting Up Accounts and Maintaining Security** **395**

Understanding User Accounts	396	
Activating the Login Window	397	
Adding a User Account	398	
Deleting a User Account	399	
Setting File Access Permissions	400	
Setting Account Access Privileges	401	New!
Setting Account Parental Controls	402	
Specifying Log In and Start Up Items	404	
Setting Fast User Switching	406	
Setting Security Preferences	407	
Setting Privacy Preferences	408	
Protecting Your Computer with FileVault	409	
Restoring Password Access	410	
Adding Keychains and Passwords	412	
Working with Keychains and Passwords	413	New!
Modifying Keychains and Passwords	414	
Setting Up for iCloud Keychain	416	New!
Using AutoFill with iCloud Keychain	418	New!

16 **Managing Files Using a Network** **419**

Using Network Sharing Services	420	
Setting Up File Sharing	422	
Sharing an Internet Connection	424	
Configuring an Internet Firewall	425	
Setting Up a Local Area Network	426	
Setting Up a Network Connection	427	
Setting Up for Different Network Connections	428	
Setting Up a Bluetooth Wireless Network	429	
Moving Items with Bluetooth	430	
Setting Bluetooth Preferences	431	
Browsing the Network with the Finder	432	
Connecting to Another Computer	434	
Sharing Files or Folders with Others	436	
Sending Files Wirelessly with AirDrop	437	
Controlling a Computer with Screen Sharing	438	
Setting Up Mac and Windows to Share Files	440	
Connecting from a Windows Computer	441	

Connecting to a Network Over the Internet	442	
Exploring Additional Utility Applications	444	
17 Maintaining Your Computer	445	
Downloading and Updating Software	446	New!
Automating Software Updates	447	New!
Opening Compressed Files	448	
Compressing and Uncompressing Files and Folders	449	
Using Application Services	450	
Understanding Disk File Systems	451	
Formatting and Copying a Disk	452	
Fixing Disk Problems	454	
Fixing Disk Permission Problems	455	
Erasing a CD or DVD Disc	456	
Migrating Information Between Macs	457	
Monitoring System Activities	458	New!
Viewing System Messages with the Console	460	
Viewing System Information	461	
Forcing a Restart	462	
18 Managing Hardware	463	
Installing Hardware Devices	464	
Removing Hardware Devices	465	
Viewing Hardware Settings	466	
Changing Keyboard Settings	467	
Changing Mouse Settings	468	
Changing Trackpad Settings	469	New!
Changing Monitor Display Settings	470	New!
Using Multiple Monitor Displays	472	New!
Measuring Display Colors with the Digital Color Meter	474	
Selecting Colors with the Color Picker	475	
Matching Colors to Devices with ColorSync	476	
Configuring Audio MIDI Devices	478	
Preventing Hardware Problems	480	
19 Working with OS X Along with Windows	481	
Preparing a Mac for Windows	482	New!
Installing Windows on a Mac	484	
Starting Up with OS X or Windows	486	
Using Windows on a Mac	488	
Removing Windows	490	



20	Backing Up Everything with Time Machine	493
	Setting Up Time Machine for Backups	494
	Performing a Backup	495
	Excluding Items from a Backup	496
	Working with a Backup	497
	Recovering Backed Up Items	498
	Recovering an Entire Computer System	500
	Creating a Disk Image to Backup Files	502 New!
	Burning a CD or DVD from a Disk Image	504
	Restoring a Disk Image	505
	Backing Up Files onto a CD or DVD	506
21	Automating Your Work	507
	Introducing Automator	508
	Getting Started with Automator	510
	Opening an Existing Workflow	511
	Working with an Example Workflow	512
	Adding Actions to a Workflow	514
	Adding Variables to an Action	515
	Recording an Action	516
	Working with Workflows	517
	Running and Stopping a Workflow	518
	Saving a Workflow	519 New!
	Using a Workflow as Plug-ins	520
	Understanding AppleScript Basics	521
	Using Ready-Made AppleScripts	522
	Writing and Recording AppleScripts	524
	Using AppleScript with Automator	526
A	Appendix: Installing OS X Mavericks	527
	Preparing to Install OS X Mavericks	528 New!
	Determining the Current OS X Version	529
	Getting Mac Information	530
	Getting OS X from the App Store	531
	Installing OS X Mavericks	532 New!
	Reinstalling OS X Mavericks	534
	<i>New Features</i>	535 New!
	<i>Index</i>	541

Introduction

Welcome to *OS X Mavericks on Demand*, a visual quick reference book that shows you how to work efficiently with Apple OS X Mavericks. This book provides complete coverage of basic to advanced OS X skills.


How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

What's New

If you're searching for what's new in OS X Mavericks, just look for the icon: **New!**. The new icon appears in the table of contents and throughout this book so you can quickly and easily identify a new or improved feature in Mavericks. A complete description of each new feature appears in the New Features guide in the back of this book.

Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as +P, as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available on the web at www.queondemand.com or www.perspection.com.



How You'll Learn

How This Book Works

What's New

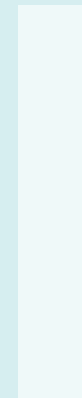
Keyboard Shortcuts

Step-by-Step Instructions

Real World Examples

Workshops

Get More on the Web



Step-by-Step Instructions

This book provides concise step-by-step instructions that show you “how” to accomplish a task. Each set of instructions includes illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A “Did You Know?” provides tips and techniques to help you work smarter, while a “See Also” leads you to other parts of the book containing related information about the task.

Using iCloud Enabled Apps

Use iCloud Tab in Safari

- 1 Click the System Preferences icon in the Dock, click the iCloud icon, select the Safari check box, and then click the Close button.
- 2 Click the Safari icon in the Dock.
- 3 Click the Show iCloud Tabs button on the toolbar.

A list of tabs from another iCloud device.

- 4 Click the tab you want to use.
- 5 Close your browser.

Did You Know?

You can share Automator and AppleScript Editor files on iCloud. In addition to TextEdit and Preview, you can also share documents and data from Automator and AppleScript Editor files. In iCloud Preferences, click Options next to Documents & Data, select Automator and/or AppleScript Editor check boxes, click Done, and then click the Close button.

See Also

See “Using iCloud on the Web” on page 362 for more information on using iCloud from your web browser.

366 Chapter 13

Easy-to-follow introductions focus on a single concept.

Illustrations match the numbered steps.

Numbered steps guide you through each task.

See Also points you to related information in the book.

Did You Know? alerts you to tips, techniques and related information.

Real World Examples

This book uses real world examples files to give you a context in which to use the task. By using the example files, you won't waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used through out the book. The example files that you need for project tasks along with a complete file list are available on the web at www.queondemand.com or www.perspection.com.

Organized Kitchen.rtf

Helvetica Regular 12

HOME SENSE

Making sense out of home improvement™

Dear Home Owner,

Are you tired of digging through your cabinets to find your spices? Are there items under your sink that you haven't seen for years? Then it is time to organize! Home Sense is happy to be able to help!

Several options are available in the realm of kitchen organization. The great thing about organizing your kitchen is you can create useful space without investing a fortune. Kitchen organizers generally range in price from \$4 to \$45. So what are you waiting for?

Check out these alternatives and get busy!

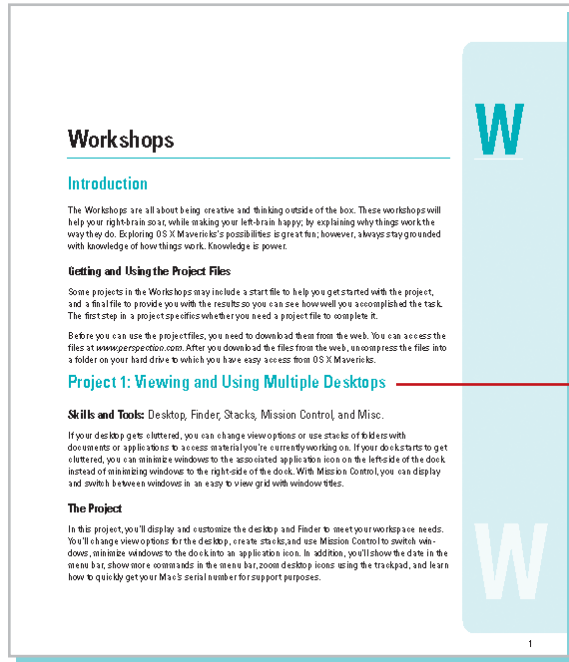
- ✓ Connecting trays
- ✓ Adjustable shelves
- ✓ Adjustable racks

Tim Todd
Home Sense, Inc.

Real world examples help you apply what you've learned to other tasks.

Workshops

This book shows you how to put together the individual step-by-step tasks into in-depth projects with the Workshops. You start each project with a sample file, work through the steps, and then compare your results with project results file at the end. The Workshop projects and associated files are available on the web at www.queondemand.com or www.perspection.com.



The **Workshops** walks you through in-depth projects to help you put the OS X Mavericks to work.

Get More on the Web

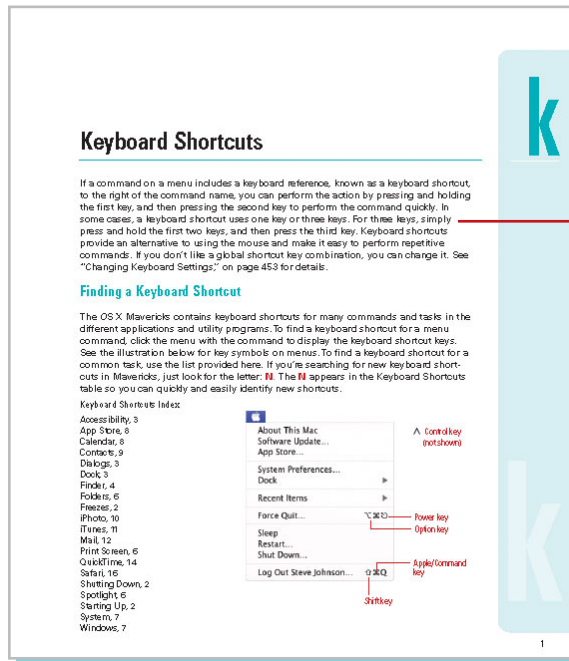
In addition to the information in this book, you can also get more information on the web to help you get up to speed faster with OS X. Some of the information includes:

Transition Helpers

- ◆ **Only New Features.** Download and print the new feature tasks as a quick and easy guide.

Productivity Tools

- ◆ **Keyboard Shortcuts.** Download a list of keyboard shortcuts to learn faster ways to get the job done.

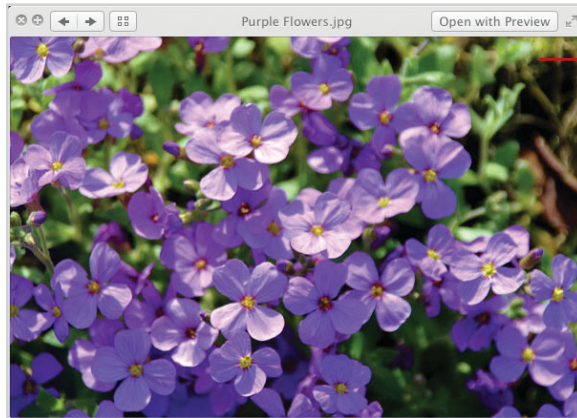


Additional content is available on the web.

More Content

- ◆ **Photographs.** Download photographs and other graphics to use in your documents.
- ◆ **More Content.** Download new content developed after publication.

You can access these additional resources on the web at www.queondemand.com or www.perspection.com.



Download and use **Photographs** to help you add impact to your documents.

Finding What You Want with Spotlight

Introduction

If you're looking for specific content on your computer or network and you don't know where to find it, you can use Spotlight to help you locate it. Spotlight not only searches the names of your files and folders, it also searches their content. In addition, Spotlight searches other information stored in files, known as **metadata**, which describes how and when and by whom a particular set of data was collected, or how the data is formatted. Examples of metadata include authors, page size, creation and modification dates, duration of music and movies, dimensions of graphics or PDF documents, exposure time of a camera lens for photographs, and names of layers in Photoshop.

Spotlight is conveniently located on the right side of the menu bar on your Mac screen. You can identify Spotlight by the blue icon with a magnifying glass. Spotlight performs a live search of your Home folder on your computer using the information you know. As you type in Spotlight, a menu appears displaying a list of everything Spotlight can find to match what you've typed so far. As you continue to type, the list changes. Spotlight searches for everything on your computer that matches what you've typed, which includes every file, folder, program, e-mail message, address book entry, calendar appointment, picture, movie, PDF document, music file, web bookmark, Microsoft Office document, and System Preferences panel, and lists the 20 best matches divided into categories, which you can customize later.

When you start OS X for the first time, Spotlight automatically starts collecting search information about your Home folder, known as **indexing**. The indexing process initially takes about 15 to 30 minutes to perform (the Spotlight icon pulses) and then updates take place as needed. Indexing the information on your computer reduces the time it takes to perform a search.

What You'll Do

Find Information Using Spotlight

Find Information in the Spotlight Window

Filter Spotlight Results

Group and Sort Spotlight Results

Work with Spotlight Results

Set Spotlight Preferences

Search for Files Using the Find Window

Search for Hard to Find Information

Work with Find Window Results

Create and Use Smart Folders

Get Help While You Work

Get Help Using Spotlight

Finding Information Using Spotlight

If you're looking for specific content on your computer and you don't know where to find it, you can use Spotlight to help you find it. Even if you can only remember part of the content. Spotlight performs a live search of your Home folder on your computer using the information you know. As you type in Spotlight, a menu appears displaying a list of everything Spotlight can find to match what you've typed so far. As you continue to type, the list changes. If you type two words, Spotlight finds items that contain both words. Spotlight searches for everything on your computer that matches what you've typed, which includes every file, folder, program, e-mail message, address book entry, calendar appointment, to-do item, picture, movie, PDF document, music file, web bookmark, document, and System Preferences panel, and lists the 20 best matches divided into categories, which you can customize later. Spotlight not only searches the names of your files and folders, it also searches their content, and displays a preview of the material from the menu. In addition, you can drag items from the Spotlight menu for use in folder or on the desktop. You can search by typing phrases or metadata attributes, and using boolean operators.

Find Information Using Spotlight

- 1 Click the **Spotlight** (magnifying-glass) icon on the menu bar.

TIMESAVER Press **⌘+Space** bar to open Spotlight.

- 2 In the Spotlight field, type what you want to find. To find a specific phrase, place quotes around it.

As you type, a menu begins to display a list of everything Spotlight can find to match what you've typed so far. As you continue to type, the list changes.

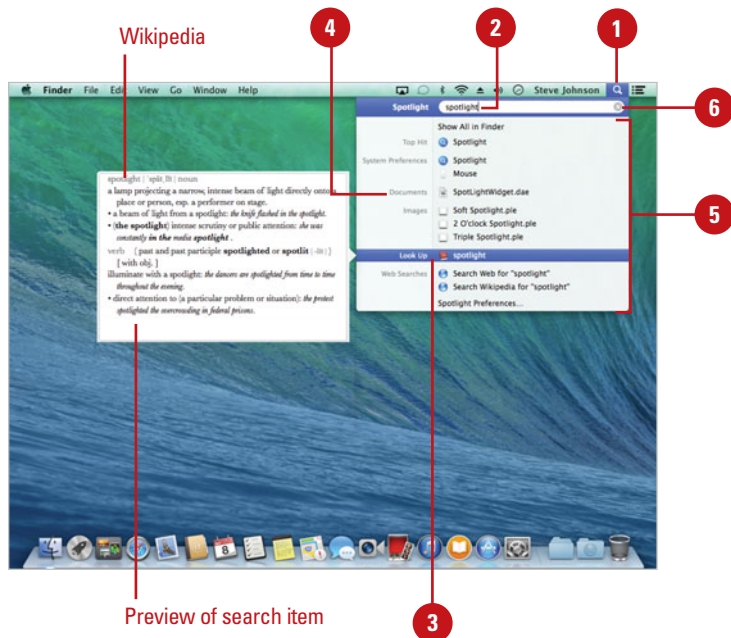
- 3 To preview an item, point to the item in the list.

TIMESAVER Press and hold **⌘** to display more information.

- 4 To copy an item, drag the item off the Spotlight list.


- 5 To open an item, click the item or use the arrow keys to scroll down the list, and then press Return.

- 6 To clear or stop a search, click the **Close** button (x) in the Spotlight field.



Find Information with Metadata Using Spotlight

- 1 Click the **Spotlight** (magnifying-glass) icon on the right side of the menu bar.

TIMESAVER Press +Space bar to open Spotlight.




- 2 In the Spotlight field, type `code:keyword`. Use quotation marks around text to search for an exact phrase.

Where the code is a category, such as *kind*, *date*, *modified*, or *author*, and keyword is a specific type of category.

Here are some examples:

- ◆ ***kind:preference network*** displays the network system preference on your computer.
- ◆ ***kind:contact steve*** displays all the contacts with the name steve on your computer.
- ◆ ***kind:music by:"Bruce Springsteen"*** displays all music by Bruce Springsteen.
- ◆ ***date:today kind:email*** displays all the email for today on your computer.

Did You Know?

You can quickly cancel a Spotlight search. Press the Esc key to close the Spotlight menu and erase what you've typed. Now, you can type a new search. Press the Esc key again to cancel the entire search. To cancel the entire search in one step, press +Space bar again, +period, or +Esc.

Find Code and Keywords

Find	Code:Keyword
Program	kind:app, kind:application
Address book contact	kind:contact
Folder	kind:folder
Mail message	kind:email, kind:mail message
iCal appointment	kind:event
iCal task	kind:to do, kind:todo
Image, picture	kind:image
Movie	kind:movie
Music or Sound	kind:music, kind:audio
PDF file	kind:pdf
System Preference	kind:preference, kind:system preference
Safari bookmark	kind:bookmark
Font	kind:font
Presentation	kind:presentation
Week	date:this week, date:next week
Month	date:this month, date:next month
Year	date:this year, date:next year
Today	date:today
Tomorrow	date:tomorrow
Yesterday	date:yesterday

For Your Information

Using Boolean Operators to Help Your Search

If you can't find the information you are looking for using the Spotlight field or Search field, you can use boolean operators (AND, OR, NOT, and dash (-) for AND NOT to exclude items) to refine your help search. For example, typing **report AND proposal** finds both words, typing **report OR proposal** finds either *report* or *proposal*, while typing **report NOT proposal** finds *report*, but excludes *proposal*. If you type **report - proposal**, Spotlight finds *report* but not *proposal*. You can also use keywords in your search with boolean operators. For example, typing **kind:pdf report AND kind:presentation proposal**, finds PDF documents with *report* and presentation files with *proposal*.

Finding Information in the Spotlight Window

Open and View the Spotlight Window to Locate Information

- 1 Click the **Spotlight** (magnifying-glass) icon on the right side of the menu bar.

TIMESAVER Press **Option+⌘+Space** bar to open Spotlight window directly.

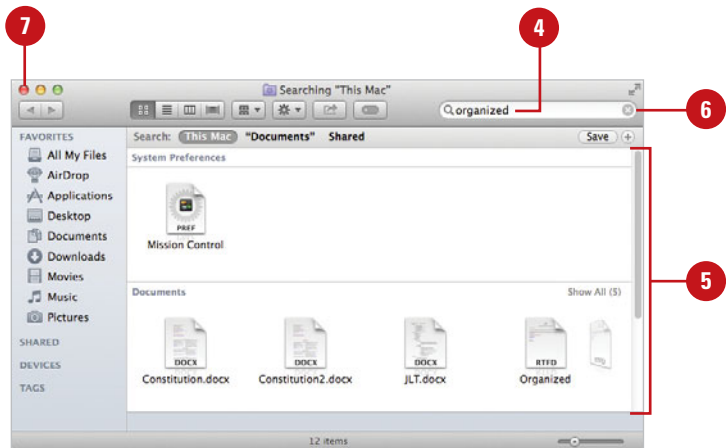
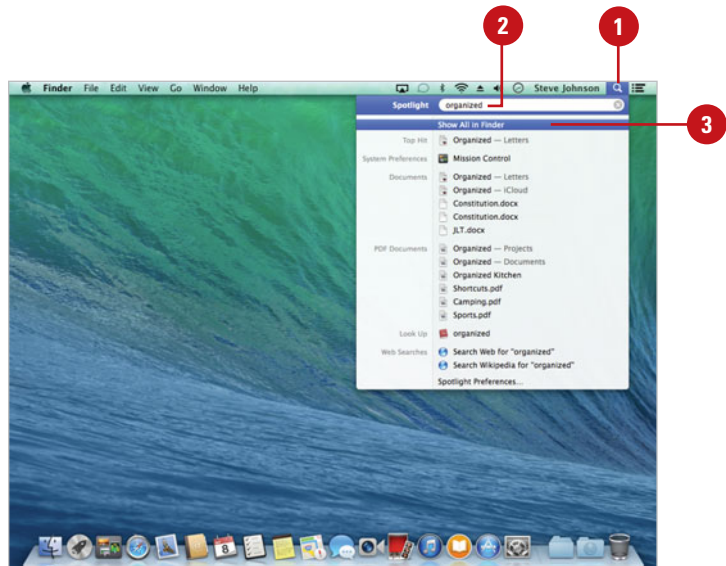
- 2 In the Spotlight field, start to type what you want to find.
- 3 Click **Show All in Finder** on the Spotlight menu.

The Spotlight window opens, displaying the results of your search by category.

If a search is currently in progress, a sprocket icon whirls around in the upper-left window corner.

- 4 To narrow or change the search, type the text you want to find in the Search field.
- 5 To open an item, double-click the item or use the arrow keys to scroll down the list, and then press Return.
- 6 To clear or stop a search, click the **Close** button (x) in the Search field.
- 7 When you're done, click the **Close** button.

If you can't find what you're looking for on the Spotlight menu with the 20 most likely matches, you can click the Show All in Finder command at the top of the Spotlight menu to open the Spotlight window and view the complete list of matches organized by category. The Show All in Finder command displays the results of your search by retrieving content on your entire computer that matches the criteria. The Search bar, located below the toolbar, indicates the search location and type, which is "This Mac," folder or disk name, such as "Documents" or "All My Files," and "Shared" by default. You can search your entire computer (This Mac), your Home folder (All My Files), or shared network computer by the file name and the contents of a file.



Narrow Results in the Spotlight Window

- 1 Press Option+⌘+Space bar or click **Show All in Finder** on the Spotlight menu to open the Spotlight window.

The Spotlight window opens, displaying the results of your search by category.

If a search is currently in progress, a sprocket icon whirls around in the upper-left corner of the window.

- 2 In the Search bar, click the button with the search location you want:

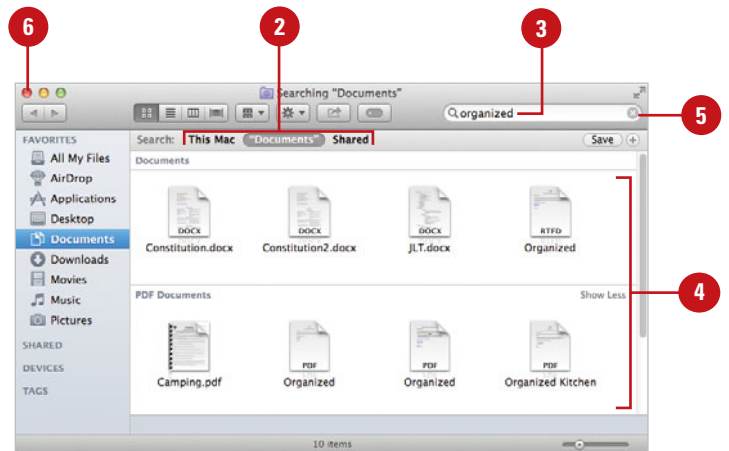
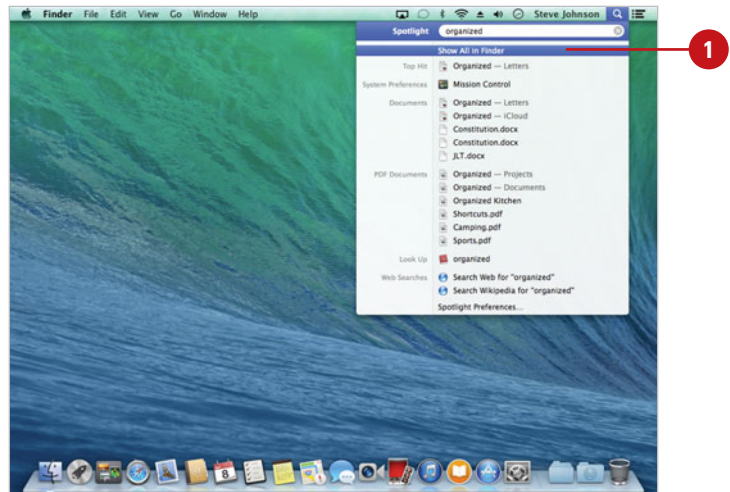
- ◆ **This Mac.** Searches all the disks on your computer.
- ◆ **All My Files.** Searches your Home folder.
- ◆ **Server, Volume or Folder Name.** Searches only the currently opened server, volume, or folder. The item name appears in quotes in the Search bar.
- ◆ **Shared.** Searches shared folders on disks and computer.

- 3 To narrow or change the search, type the text you want to find in the Search field.

- 4 To open an item, double-click the item or use the arrow keys to scroll down the list, and then press Return.

- 5 To clear or stop a search, click the **Close** button (x) in the Search field.

- 6 When you're done, click the **Close** button.



For Your Information

Searching Made Easy

You can add text to the Spotlight Comments field in the Get Info dialog for a specific file or folder that you can quickly search for using Spotlight later. Control-click a file or folder, click Get Info, and then type the text you want in the Spotlight Comments field.

Filtering Spotlight Results

Filter Spotlight Results

- 1 Press Option+(⌘)+Space bar or click **Show All in Finder** on the Spotlight menu to open the Spotlight window, and then perform or narrow a search.

The Spotlight window displays the results of your search by category.

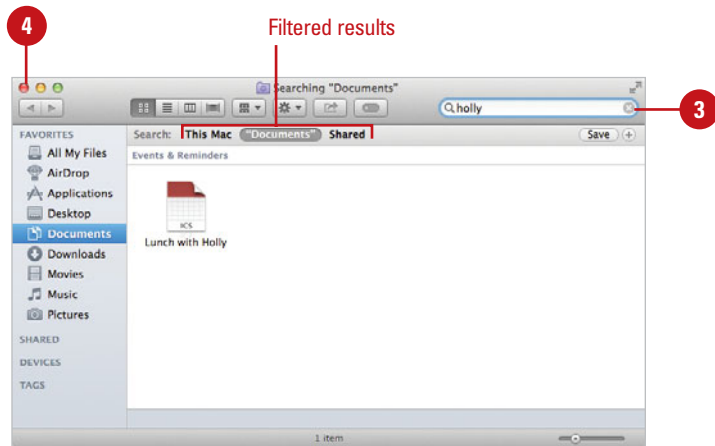
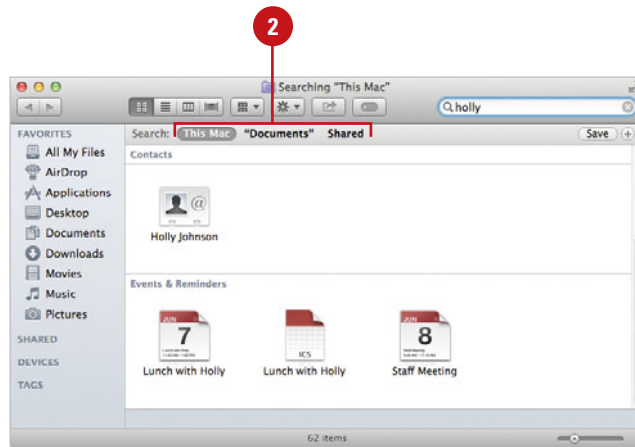
- 2 In the Search bar, click the button with the search location you want:

- ◆ **This Mac.** Searches all the disks on your computer.
- ◆ **All My Files.** Searches your Home folder.
- ◆ **Server, Volume or Folder Name.** Searches only the currently opened server, volume, or folder. The item name appears in quotes in the Search bar.
- ◆ **Shared.** Searches shared folders on disks and computer.

- 3 To clear a search, click the **Close** button (x) in the Search field.

- 4 When you're done, click the **Close** button.

If the list of Spotlight results is too long to find the results you want, you can revise your search text in the Search field or use the Search bar to filter, or narrow down, the list. The Search bar allows you to filter down the Spotlight results by location and type. The left side of the Search bar provides buttons to filter the search results by where the information is stored, such as This Mac (your entire computer), All My Files (your Home folder), or Shared (your networked computers), if available. After you select where, you can select how. You can filter the result by whether the search criteria is in the content of a file or the file name of the results. If you want to further narrow down the Spotlight results, you can add other search criteria using file attributes.



Change Spotlight Criteria in the Spotlight Window

- 1 Press Option+⌘+Space bar or click **Show All in Finder** on the Spotlight menu to open the Spotlight window.

The Spotlight window opens, displaying the results of your search by category.

If a search is currently in progress, a sprocket icon whirls around in the upper-left corner of the window.

- 2 Click the **Action** button, and then click **Show Search Criteria**.

The Spotlight items option appears in the first Search pop-up, indicating Spotlight results in the window.

- 3 Click the **Add (+)** button, and then specify the criteria you want.

- 4 Click the first **Search** pop-up of the second criteria item, and then select or type the search criteria.

- ◆ Select **Other** on the pop-up to display a complete list of searchable attributes.

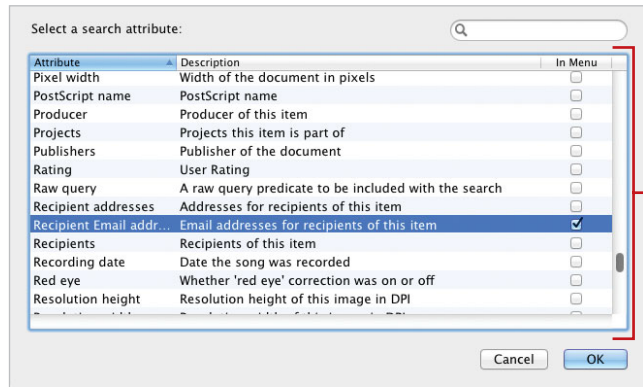
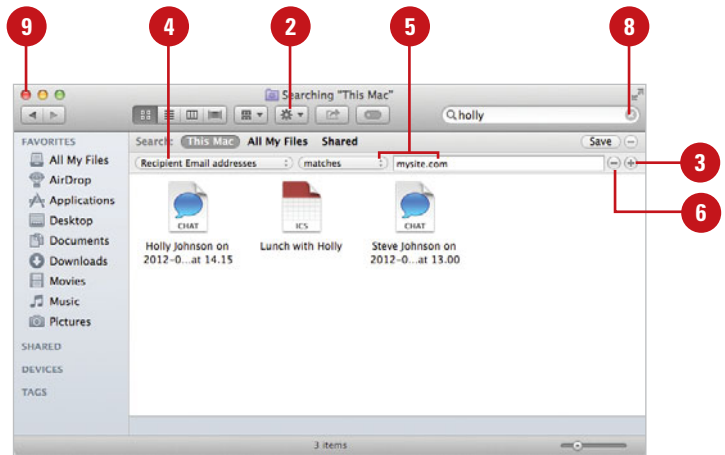
- 5 Click the second **Search** pop-up of the second criteria item, and then select or type more specific search criteria.

- 6 To remove search criteria, click the **Remove (-)** button.

- 7 Click the **Action** button, and then click **Hide Search Criteria**.

- 8 To clear or stop a search, click the **Close** button (x) in the Search field.

- 9 When you're done, click the **Close** button.



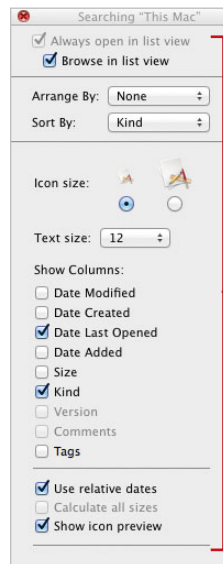
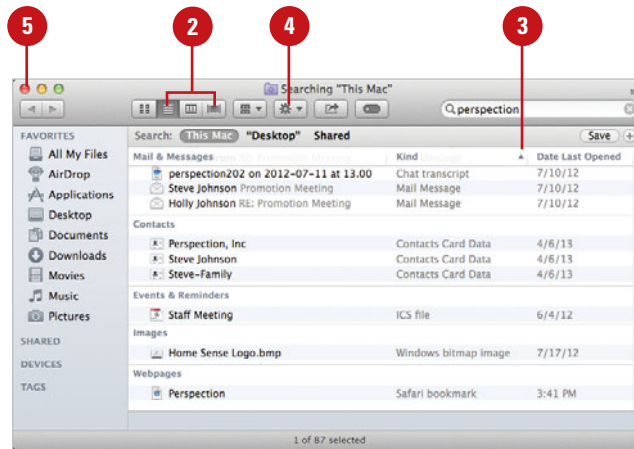
Other available search criteria

Grouping and Sorting Spotlight Results

Group and Sort Spotlight Results

- 1 Press Option+⌘+Space bar or click **Show All in Finder** on the Spotlight menu to open the Spotlight window, and then perform or narrow a search.
- 2 Click the **List View** or **Cover Flow** button on the toolbar to display the search results in list form.
- 3 Click a column header name (default shown) to sort the file and folder in ascending or descending order:
 - ◆ **Name.** List in alphabetical order by element name.
 - ◆ **Kind.** List by kind of item, including applications, documents, or images.
 - ◆ **Last Opened.** List by the date you last opened it.
- 4 To change the view options, click the **Action** button, click **Show View Options**, select options, and then click the **Close** button.
- 5 When you're done, click the **Close** button.

After you perform a search using the Spotlight window, you can use the Arrange By button, Arranged By submenu on the Action menu or the column header button in List or Cover Flow view to group and sort the results of your search to make it easier to find what you're looking for. Clicking on one of the column header buttons—such as Name, Kind, or Last Opened (default options)—in the search result window in either List or Cover Flow view, sorts the files and folders by the type of information listed in the column. If the columns are not organized in the order you want, you can use the mouse to quickly drag a column header to rearrange them.



Working with Spotlight Results

Work with Spotlight Results

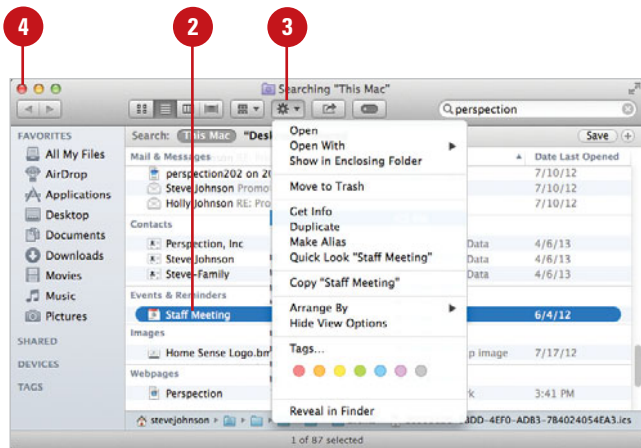
- 1 Press Option+⌘+Space bar or click **Show All in Finder** on the Spotlight menu to open the Spotlight window, and then perform or narrow a search.
- 2 Select the item(s) you want.
- 3 Click the **Action** button, and then click the option you want:

TIMESAVER Control-click or right-click the item(s) you want.

- ◆ **Open.** Opens the selected item(s).
- ◆ **Open With.** Opens the selected item(s) with a specified application. Point to Open With, and then select an available application.
- ◆ **Open Enclosing Folder.** Displays the selected item(s) in a Finder window.
- ◆ **Get Info.** Opens the Get Info dialog box with basic file information for the selected item(s).
- ◆ **Quick Look.** View the contents of a file or folder without opening it.

- 4 When you're done, click the **Close** button.

After you perform a search using the Spotlight window, you can Control-click an item to display a shortcut menu and get more information about an item in the Spotlight results. When you Control-click an item, the shortcut menu allows you to open the item, get information about the item from the Get Info dialog box, locate the item in the Finder, display a slide show for graphic items, or create an e-mail with attachments using Mail.



Setting Spotlight Preferences

Set Spotlight Search Results Preferences

- 1 Click the **System Preferences** icon in the Dock, and then click the **Spotlight** icon.

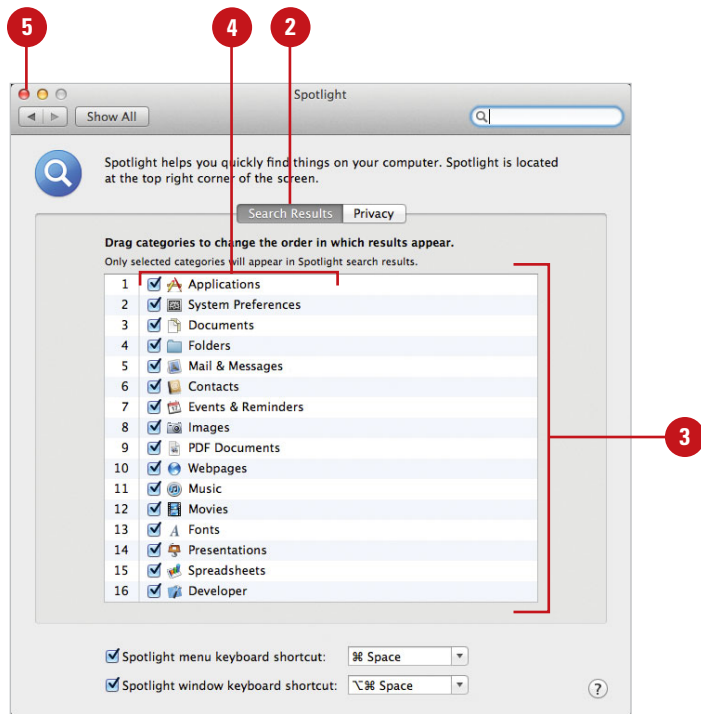
TIMESAVER Click *Spotlight preferences* at the bottom of the *Spotlight* menu (after you've started a search).

- 2 Click the **Search Results** tab.
- 3 Select the check boxes you want to include in the search results or clear the check boxes you don't want to include in the search results.
- 4 To change the order to the search results categories, drag the categories to the location you want.
- 5 Click the **Close** button.

Did You Know?

You can use *Spotlight everywhere (almost)*. The Spotlight Search field is also available in the Finder, Mail, System Preferences, and Open and Save dialogs to name a few.

You can change Spotlight preferences to customize the way you use Spotlight. You can specify the categories, such as Applications, Documents, Folders, and so on, you want or don't want to include in a Spotlight search. In addition, you can change the order of the categories to prioritize the way the results appears. If you prefer different shortcut keys to display the Spotlight menu or open the Spotlight window, you can change them. When Spotlight performs a search, it looks everywhere on your computer (except for someone else's Home folder). If you want to keep certain disks, partitions, or folders private, you can add them to your privacy settings in Spotlight preferences. When you add an item to the privacy list, Spotlight removes them from the Spotlight index.



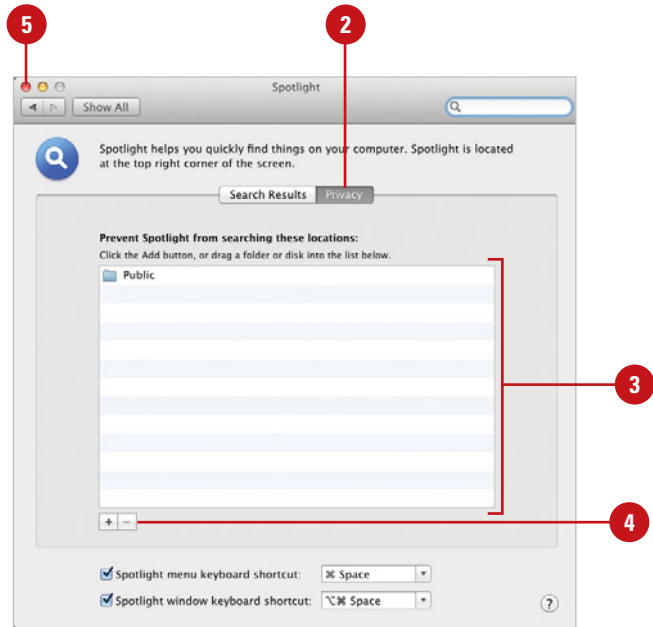
For Your Information

Selecting the Default Search Location

You can specify the default search location for Spotlight. Click the Finder menu, click Preferences, click Advanced, click the When performing a search pop-up, then click Search This Mac, Search the Current Folder, or Use the Previous Search Scope.

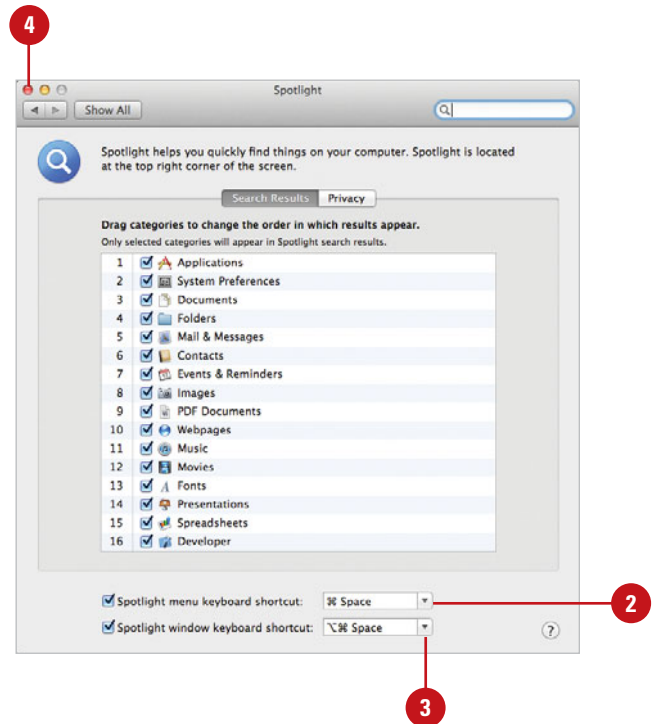
Set Spotlight Privacy Preferences

- 1 Click the **System Preferences** icon in the Dock, and then click the **Spotlight** icon.
- 2 Click the **Privacy** tab.
- 3 Drag the items (disks, partitions, or folders) to the list of non-searchable items from the desktop, or click the **Add (+)** button, navigate to the item, and then click **Choose**.
- 4 To delete an item, click the item, and then press Delete or click the **Remove (-)** button.
- 5 Click the **Close** button.



Set Keyboard Shortcuts for Spotlight

- 1 Click the **System Preferences** icon in the Dock, and then click the **Spotlight** icon.
- 2 Select the **Spotlight menu keyboard shortcut** check box, click the list arrow, and then select the shortcut you want.
- 3 Select the **Spotlight window keyboard shortcut** check box, click the list arrow, and then select the shortcut you want.
- 4 Click the **Close** button.



Searching for Files Using the Find Window

Search for Files Using the Find Window

- 1 Open a Finder window.
- 2 Click the **File** menu, and then click **Find**.

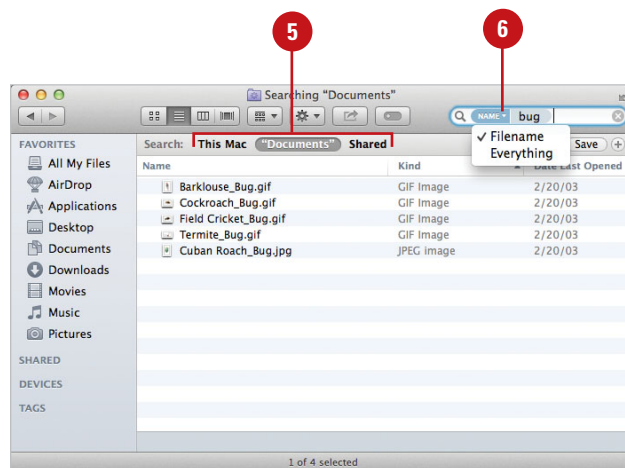
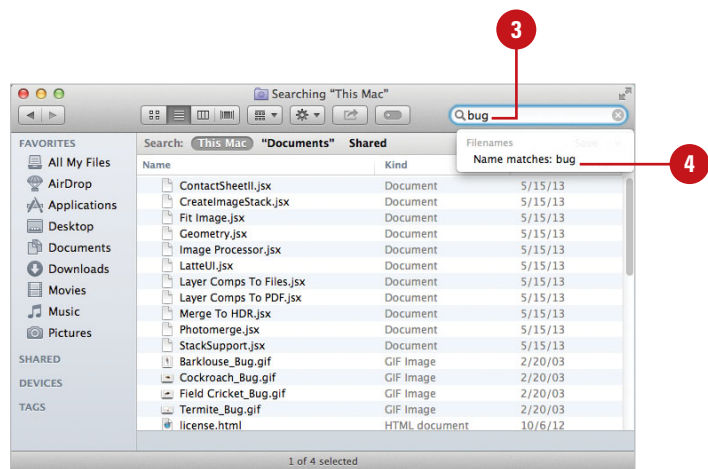
TIMESAVER Press $\text{⌘}+\text{F}$ to open the Find window.

- 3 In the Search field, type the text in which you want to search.
- 4 On the Search menu, select a suggestion, such as **Filename** contains “text” or a tag (**New!**), to narrow the search as desired.
- 5 Click the button with the search location you want:

- ◆ **This Mac.** Searches all the disks on your computer.
- ◆ **All My Files.** Searches your Home folder.
- ◆ **Server, Volume or Folder Name.** Searches only the currently opened server, volume, or folder. The item name appears in quotes in the Search bar.
- ◆ **Shared.** Searches shared folders on disks and computer.

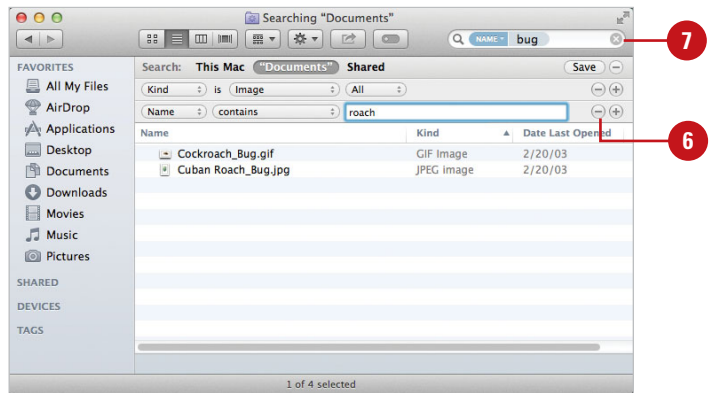
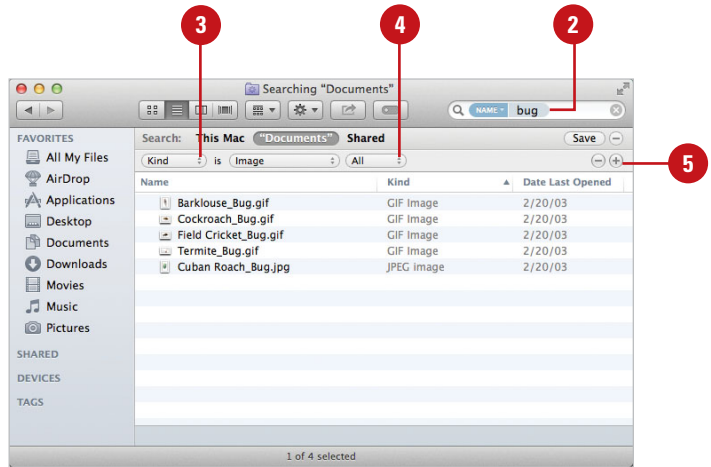
- 6 To change the search, click the drop-down button, and then click **Filename** or **Everything**.

Spotlight provides a quick and easy way to search for files, but if you need to perform a more specific search, the Find window can help you search for what you need. The Find window lets you specify where and how you want to search—This Mac, All My Files or “folder or disk name,” or Shared—with either file contents or name and make relevant suggestions as you type. You can narrow your search by selecting or typing a specific list of criteria—such as name, location, size, kind, or tag (**New!**)—available in the Find window. For example, you can search for all graphic files with the *.jpg* extension you created last month that contain *web*. After you complete a search, a separate results window opens. Unlike the Spotlight, you can change the criteria and perform a new search, and then compare the results.



Narrow Search for Files Using the Find Window

- 1 Click the **File** menu, and then click **Find**.
 - 2 In the Search field, type the text in which you want to perform an initial search.
 - 3 Click the first **Search** pop-up, and then select or type the search criteria; options vary depending on the criteria.
 - ◆ **Kind.** Finds files that are or aren't a certain kind.
 - ◆ **Last Opened Date.** Finds files that you last opened.
 - ◆ **Last Modified Date.** Finds files according to the date modified.
 - ◆ **Created Date.** Finds files according to the date created.
 - ◆ **Name.** Finds all or part of a file name (capitalization doesn't matter); select another option, such as **Contains**, **Starts With**, **Ends With**, or **Is**.
 - ◆ **Contents.** Finds words inside your file; handy if you don't remember the name.
 - ◆ **Other.** Finds files based on other selected attributes, such as **Tags** (**New!**).
 - 4 Click the second **Search** pop-up, and then select or type more specific search criteria.
 - 5 To add search criteria, click the **Add (+)** button, and then specify the criteria you want.
 - 6 To remove search criteria, click the **Remove (-)** button.
- The search results appear in the window.
- 7 To pause or stop a search in progress, click the **X** button.



For Your Information

Setting a Search Location Preference

In the Finder Preferences dialog, you can specify a search location preference. You can select any of the following options: **Search This Mac**, **Search the Current Folder**, or **Use the Previous Search Scope**. Click the **Finder** menu, click **Preferences**, click **Advanced**, click the **When performing a search pop-up**, and then select the option you want.

Searching for Hard to Find Information

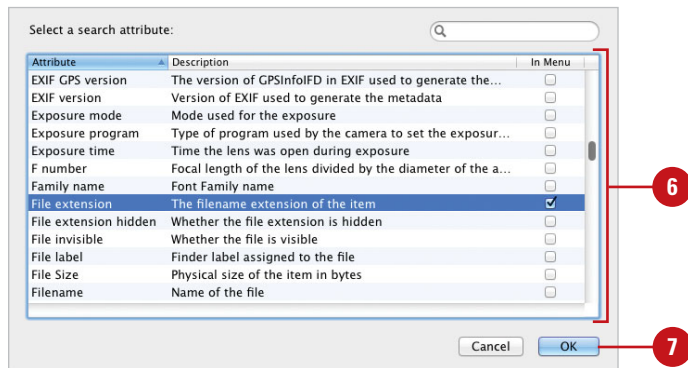
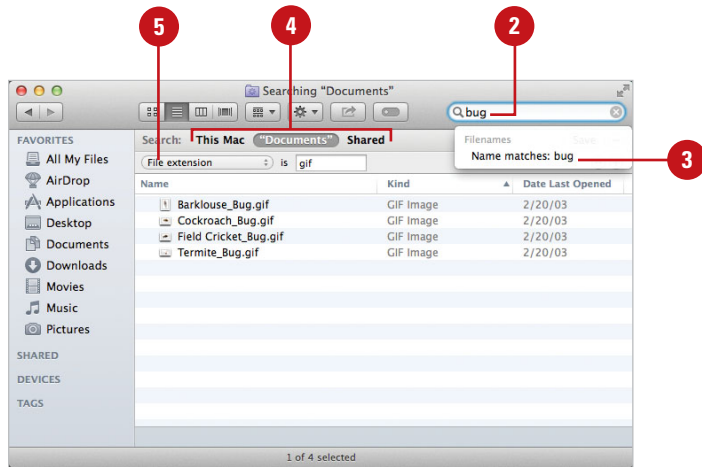
Search for Hard to Find Information

- 1 In the Finder, click the **File** menu, and then click **Find**.

TIMESAVER Press **⌘+F** to open the Find window.

- ◆ You can also use the Search field located in every Finder window.
- 2 In the Search field, type the text in which you want to search.
 - 3 To display only matches with filename, select **Filename contains "text"** on the Search menu.
 - 4 At the top of the window, click the button with the search location you want: **This Mac**, **All My files** or "folder or disk name," or **Shared**.
 - 5 Click the first **Search** pop-up, and then click **Other**.
 - 6 Select the search attribute you want to find, such as Tags (**New!**).
 - 7 Click **OK**.

In addition to searching for typical information, such as name, location, size, or kind, you can also search for file specific metadata, such as visibility (visible files, not hidden one used by OS X), duration, dimensions, pixel height and width, device make, layers, and tags (**New!**). There are over 115 different metadata search attributes from which to choose. For example, you can select search attributes to find visible files (not hidden ones used by OS X), the duration of music and movies, the dimensions of graphics or PDF documents, the device used to acquire a document, and the names of layers in Photoshop.



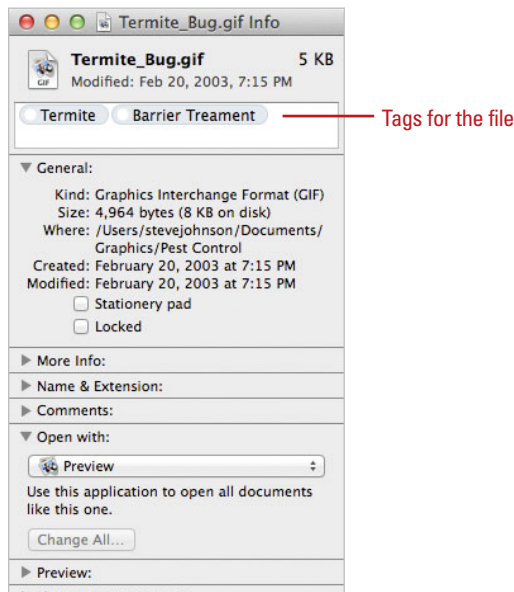
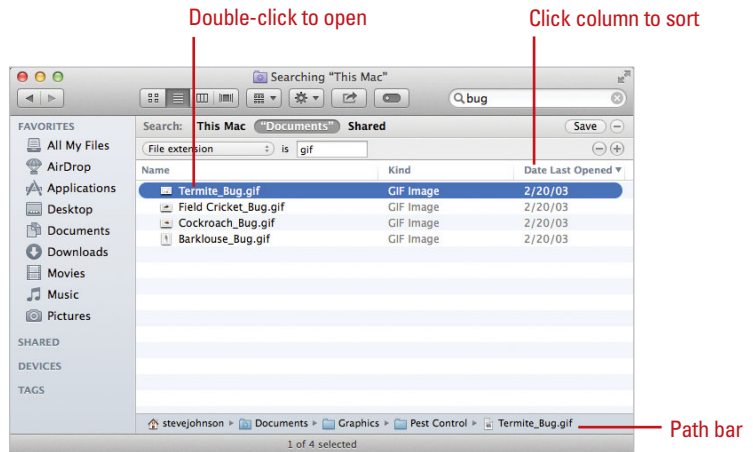
Working with Find Window Results

Work with Find Window Results

After you perform a search with the Find window, you can use the following options to work with the results:

- ◆ **Find the location of a file.** Click a file to display the location in the Path bar at bottom of the window.
- ◆ **Open the location of a file.** Click the **File** menu, and then click **Open Enclosed Folder**.
- ◆ **Open a file.** Double-click the file icon.
- ◆ **Move or delete a file.** Drag the file to a new location or the Trash.
- ◆ **Rename a file.** Click its name, select the text, and then type a new name.
- ◆ **Copy a file.** Use the **Copy** and **Paste** commands on the **Edit** menu.
- ◆ **Get file information.** Click the **File** menu, and then click **Get Info**. Add criteria to Spotlight Comments for use in Spotlight searches.
- ◆ **Sort the result by category.** Click the column header.
- ◆ **Start a new search.** Change the text in the Search field, or click the Close (x) button in the Search field and type a new search.
- ◆ **Close the search.** Click the **Close** button or press $\text{Command}+\text{W}$.

After you perform a search with the Find window, you can perform a variety of file management operations directly with the Find window results, which are similar to the ones you can perform in the Finder. For example, you can get file information, and move, copy, rename, or delete a file directly in the search results window. In addition, you can display the location of a file in the search results window, and then open its folder location or open the file.



Creating and Using Smart Folders

Create and Use a Smart Folder

- 1 Click the **File** menu, and then click **New Smart Folder**.
- 2 Use the **Add (+)** button to specify the search criteria you want to save as a Smart folder.
- 3 Click the **Save** button.
- 4 Type a name for the Smart folder.
- 5 Specify the location where you want to save the Smart folder.

The default location is the Saved Searches folder.

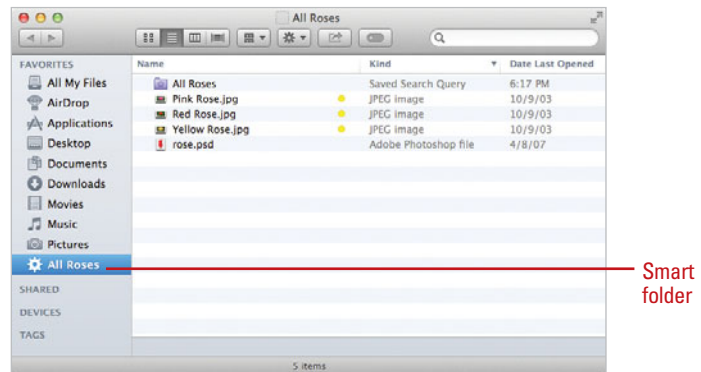
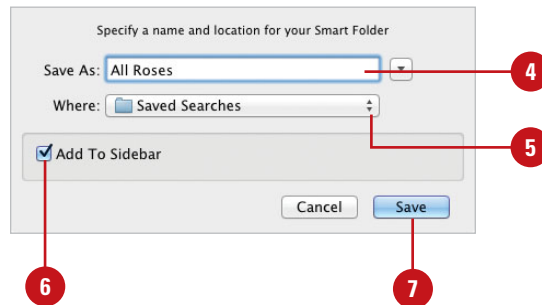
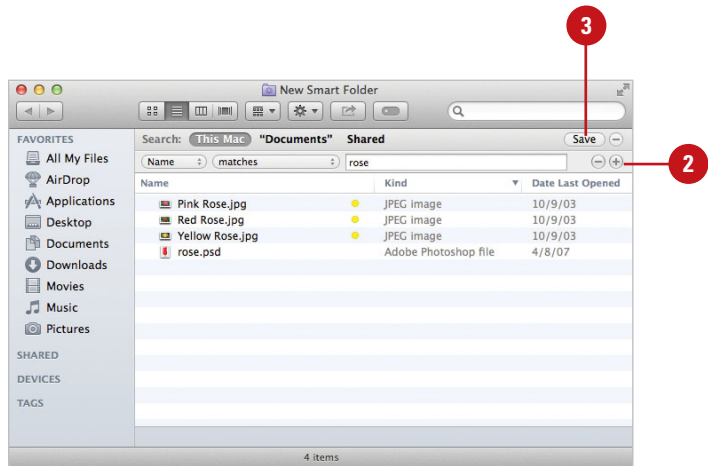
- 6 Select or clear the **Add To Sidebar** check box to either add or not add the Smart folder to the sidebar.
- 7 Click **Save**.
- 8 To use a Smart folder, click the Smart folder icon on the Sidebar, or navigate to the Saved Searches folder, and then double-click it.

◆ The Saved Searches folder is located in the Library folder, which is located in the Home folder.

Did You Know?

You can open a recent item. Click the Apple menu, point to Recent Items, and then click the recently used document you want to open.

A Smart folder is a self-updating folder that performs a search based on the search criteria you set and save in the Search dialog box. You can create a Smart folder by specifying a search in the Search dialog box and then saving it as a saved search. For example, if you set up a search for *Last Opened* and *This week*, and saved it as a Smart folder. In the Sidebar, you can click the Smart folder to perform the smart search, or Control-click it and click Show Search Criteria to edit it.



Edit a Smart Folder

- 1 Navigate to the Smart folder you want to edit; you can click Smart folder in the Sidebar to select to display it.
- 2 Click the **Action** menu, and then click **Show Search Criteria**.
- 3 Change the search criteria you want to modify.
- 4 Click **Save**.
- 5 Click the **Action** menu, and then click **Hide Search Criteria**.

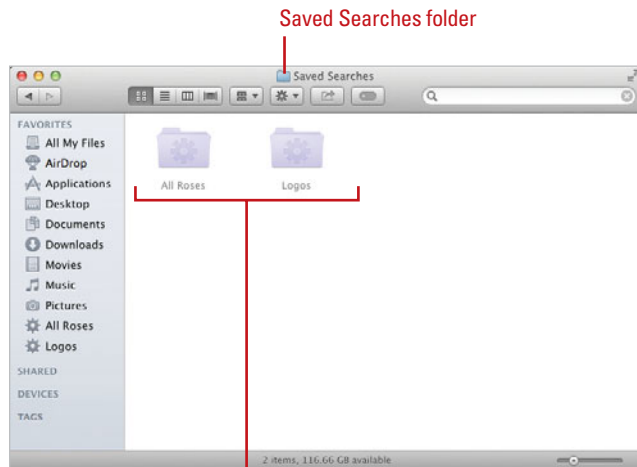
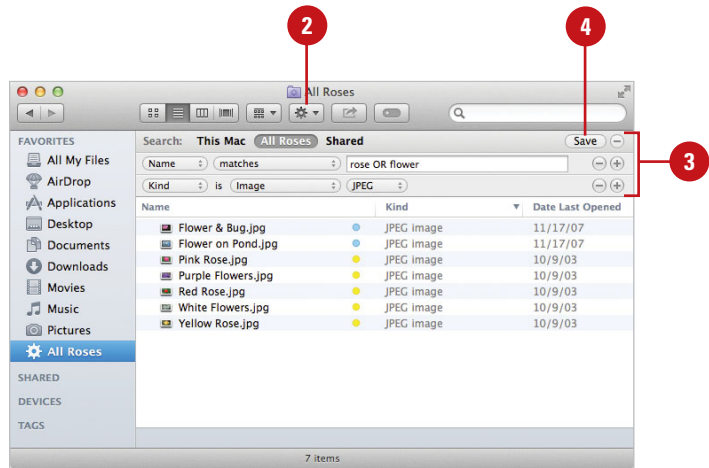
Did You Know?

Where's the Smart folder? The Smart folder is located in the Saved Searches folder in the Library folder, which is located in the Home folder.

You can delete a Smart folder. Control-click the smart folder in the Sidebar, click Open Enclosing folder, and then drag the Smart folder you want to delete to the Trash icon.

You can remove a Smart folder from the Sidebar. Control-click the smart folder in the Sidebar, and then click Remove from Sidebar. The folder is removed from the sidebar, however it remains in the Save Searches folder.

You can add a Smart folder or other folder to the Sidebar. Select the folder in a Finder window or desktop, click the File menu, and then click Add To Sidebar.



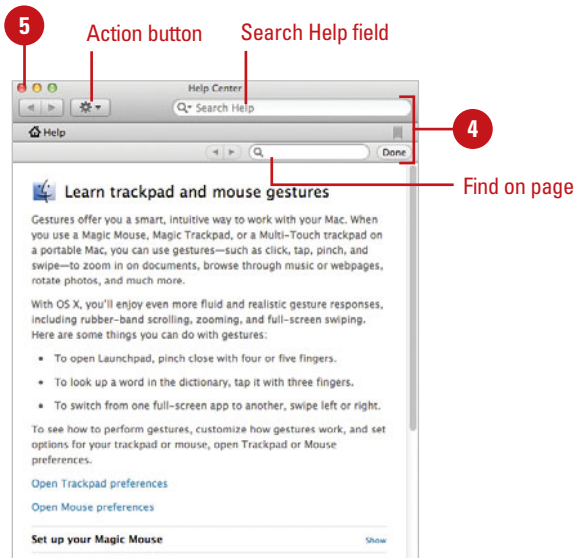
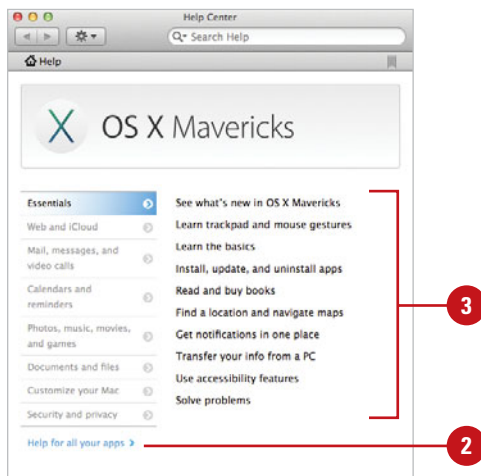
Items grayed out, not accessible.
Drag to trash to delete.

Getting Help While You Work

Browse for Help Information

- 1 In the Finder, or any other application, click the **Help** menu, and then click **Help Center** or **<application name> Help**.
- 2 To select another Help, click the **Help for all your apps** link, and then click a help library.
- 3 Click a link in the Help window until you find the topic with the information you're looking for.
- 4 Use the Help toolbar to navigation help topics:
 - ◆ Click the **Back** and **Forward** button to view previously viewed topics.
 - ◆ Click the **Action** button to change text size, find and highlight text on current page, or print current topic.
 - ◆ Click the **Home** button to return to the first page of the help.
 - ◆ Click the **Add Bookmark** button to add the current help topic to bookmarks. Click **Bookmarks** button to display the bookmark list to open, remove or email.
- 5 Click the **Close** button to quit Help.

When you have a question about how to do something in OS X, you can usually find the answer with several clicks of your mouse. Mac OS X Help is a resource of information to help you use OS X. The Mac OS X Help Center is like an online book with a table of contents, complete with a search feature, and additional links to the Internet to make finding information a little bit easier. You can access help from the Help menu in the Finder as well as many other OS X applications, such as Safari and Messages; you can even switch between the different help libraries using the Home button. If you see the Help button (question mark) in a window or dialog, you can click it to get feature related help. If you have an Internet connection, Help retrieves online updates to Mac OS X Help content as necessary. For additional help and support information, visit the Apple web site at www.apple.com.



Search for Help Information

- 1 In the Finder, or any other application, click the **Help** menu, and then click **Help Center** or **<application name> Help**.
- 2 Click the magnifying glass in the Search field, and then click **Include Product Support Results** to check or uncheck it.
- 3 Click in the Search field.

TIMESAVER Press the Tab key to quickly go to the Search field.

- 4 Type the words you want to find in the help topics, and then press Return.

A list of matches appears with a Relevance column ranking the results by percentage.

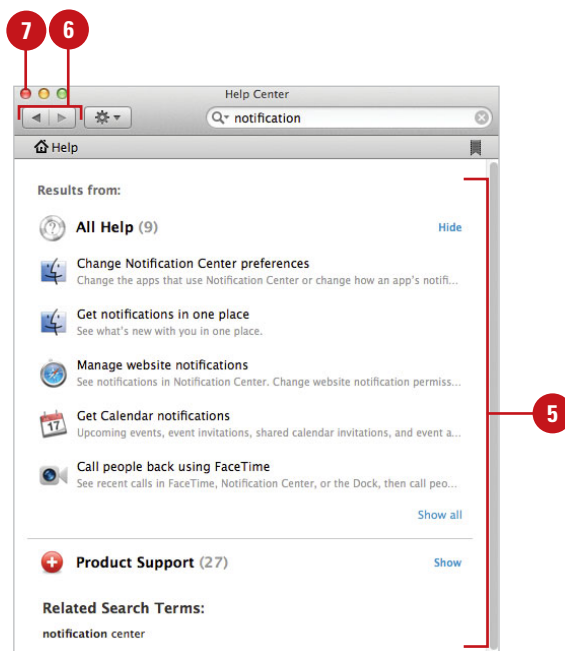
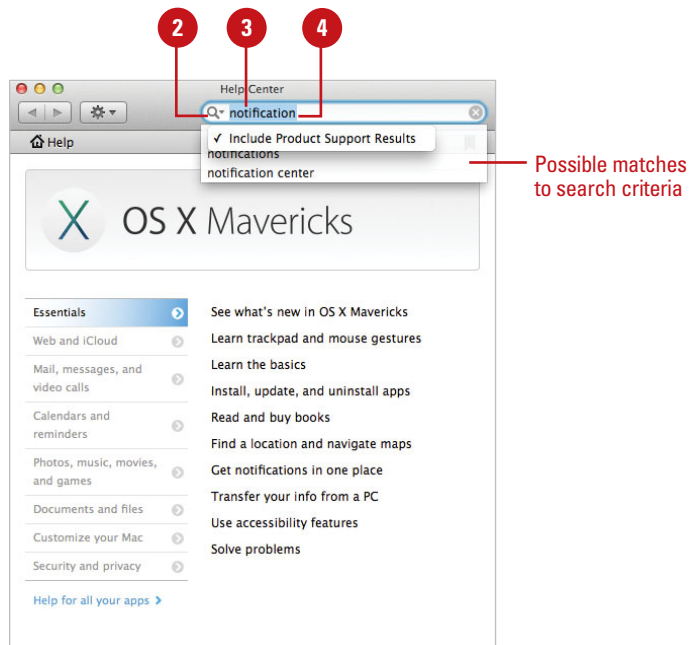
- 5 Click the topic you want to read in the search results list.
- 6 Use the navigation buttons (**Back** and **Forward**) on the Help toolbar to move between help topics.
- 7 Click the **Close** button to quit Help.

Did You Know?

You can start a new search in a new window. Click the File menu, click New, and then perform a new search.

You can print a help topic. Display the help topic in the Help window, click the Action button on the Help toolbar, click Print, and then click Print again.

You can change the size of Help text. Click the Action button on the Help toolbar, click Make Text Smaller or Make Text Bigger.



Getting Help Using Spotlight

Get Help Using Spotlight

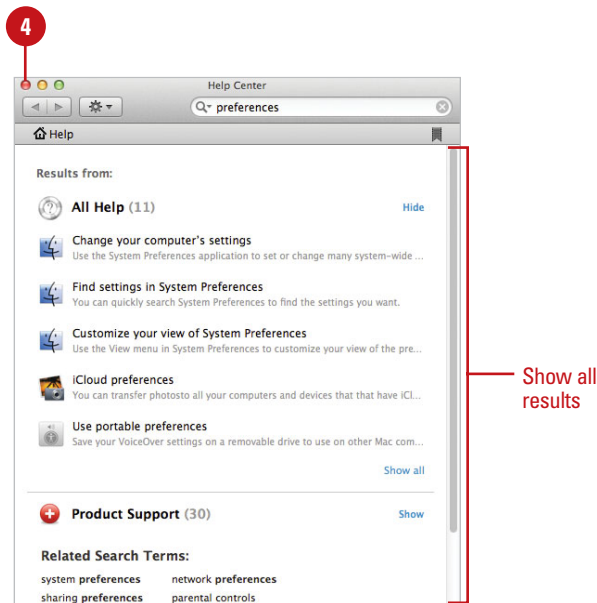
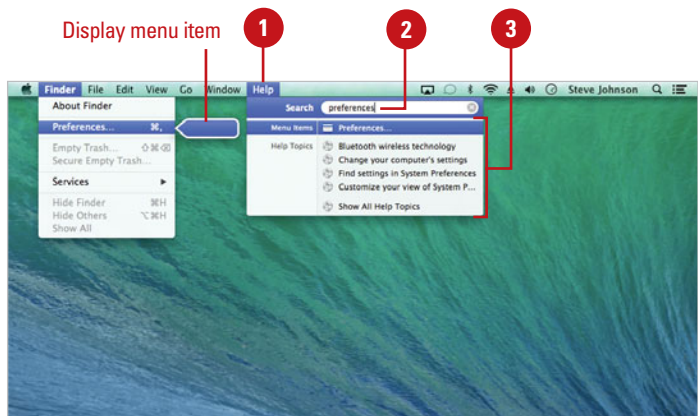
- 1 Click the **Help** menu.
- 2 In the Spotlight Search field, start to type what you want to find. To find a specific phrase, place quotes around it. For example, "Preferences"

As you type, a menu begins to display a list of everything Spotlight can find in Help to match what you've typed so far. As you continue to type, the list changes.

- 3 On the Help menu, select one of the following options:
 - ◆ **Display a Help Topic.** Click the Help topic item or use the arrow keys to scroll down the list, and then press Return to open the Help window.
 - ◆ **Show All Help Results.** Click **Show All Help Results** to display the search results for help topics, and then double-click the topic you want to open the Help window.
 - ◆ **Display a Menu Item.** Point to the Menu item name to display a blue arrow pointing to the location of the menu item.

- 4 Click the **Close** button to quit Help.

In addition to using Spotlight to find files and other information on your computer, you can also use Spotlight to quickly find help information. When you click the Help menu, the Spotlight Search field appears at the top, where you can type the help information you want to find and display. You can access help from the Help menu in the Finder as well as many other OS X applications, such as Safari and Messages. When you select a help topic from the Help menu, the Help window appears displaying the topic. If you want to display all the related help topics, click Show All Help Results. A complete search results appears, where you can double-click a topic to display it. If available, menu items appear on the Help menu, where you can select it to display an blue arrow pointing to the location of the menu.



Index

A

- About This Mac, 529-530
- Abstract Background, 102
- Access Control Lists (ACLs), 494
- Accessibility, 120-123. *See also* VoiceOver
 - Automator actions and, 516
- accounts. *See also* Mail
 - Messages accounts, creating, 302-303
- Acrobat Reader. *See also* PDF files
 - downloading, 219
- actions. *See* Automator
- ActionScripting, 521
- activating/deactivating
 - fonts, 167
 - login window, 397
 - windows, 12-13
- activities preferences, setting, 126-127
- Activity Monitor, 458-459
- Address Book. *See* Contacts
- Administrator, 396
 - file permissions, setting, 400
 - master password, restoring, 410-411
 - Safari preferences, setting, 261
 - in Simple Finder, 94
- Adobe Acrobat. *See also* PDF files
 - downloading, 219
- AIM, Messages with, 299, 303
 - with Contacts, 148-149
- AirDrop
 - sending files wirelessly, 437
 - My Card, 151
 - Photo Booth, using with, 345
 - sharing, 49
- AirPlay mirroring
 - displaying AirPlay menu, 344, 470-473
 - multiple monitors, 472-473
 - selecting AirPlay device, 344, 470-473
 - changing AirPlay audio, 478-479
- AirPort. *See also* Wi-Fi connection
 - Admin Utility, 444
 - configuring connection, 228
 - desktop icon, 5
 - Messages with, 304
 - with Mac for Windows, 481, 488
 - making Internet connection with, 234
 - multiple connections with, 229
 - network port configuration for, 233
 - printers, sharing, 212-213
 - setting up, 232
- AirPort Extreme Base Station, 497
 - share a printer, 213
- AirPrint, 208
- alerts
 - changing sounds, 114
 - forms, sending nonsecure, 251
 - Messages alerts, 321
 - speaking voice for, 118
- aliases, 77, 405
 - creating, 90-91
- alignment
 - of document text, 188
 - of e-mail message text, 279
 - of tables, 195
- All My Files, 30-31
- AND operator, searching with, 59
- animated GIFs
 - creating, 309
 - movies as animated GIFs, exporting, 347
- anti-aliasing, 100-101
- Anywhere mode, 178
- AOL and Messages, 227, 299-302
 - setting up accounts, 268
- appearance (general) options, changing, 100-101



- Apple
 - sending diagnostic & usage data to, 408
- Apple Account number for iTunes Music Store, 330
- Apple Background, 102
- Apple Developer Connection website, 172
- Apple Events, sharing, 421
- Apple Hardware Test, 464
- Apple ID
 - password, changing, 410-411
- Apple Magic Mouse, 6, 35, 136
 - Dashboard preferences, changing, 169
 - with Mac for Windows, 488
- Apple Push Notifications (APN), 392-393
- Apple Remote, 481.
 - iPod Hi-Fi, 325
 - with Mac for Windows, 481, 488
- AppleScripts, 135
 - with Automator, 526
 - basics of, 521
 - displaying Script menu, 522
 - example Scripts folder, opening, 523
 - iCloud, 364, 366
 - opening from Scripts menu, 525
 - ready-make AppleScripts, using, 522-523
 - recording, 524
 - with Reminders, 388
 - Script Assistant, 522, 524-525
 - templates, starting new, 524
 - writing, 524
- AppleTalk printers, installing, 208-209
- Apple TV
 - AirPlay mirroring, 344, 470-473
 - multiple monitors, 472-473
 - export from QuickTime, 352-353
 - streaming to, 344, 470-473
- applications, 1, 131. *See also* aliases; third-party applications
 - automating updates, 447
 - different program, opening documents with, 141
 - full screen, using, 139
 - iCloud enabled, 364-367
 - icons, 10
 - Info window, information in, 52-53
 - installing, App Store, 132-133
 - installing third-party applications, 134
 - launching, 136
 - list of, 135
 - nonresponding, quitting, 142
 - opening, 138
 - quitting, 142
 - showing/hiding, 140
 - Spotlight searches, keywords for, 59
 - switching between, 140-141
 - System Information, viewing system information with, 461
 - uninstalling, 133, 446
 - updating, App Store, 446
- Application Services, using, 450
 - sharing, 49
- Applications folder, 28-29
- App Nap, 110
 - Monitor energy, 458-459
- App Store, 135
 - Apple Push Notification, 132
 - buy and download apps, 132-133
 - getting OS X, 531
 - iCloud, for, 356
 - install apps, 132-133
 - Notification Center, 390-393
 - preferences, 447
 - using with Launchpad, 136
 - security, downloading, 407
 - updating, 446-447
- archiving. *See also* backing up
 - Contacts data, 147
 - Create Archive command, 449
 - e-mail, 291
- ARPANET (Advanced Research Projects Agency Network), 227
- Arrange By button and menu, 34
- arrows in dialogs, 9
- Assist Me, help with, 423
- attachments
 - Calendar event attachments, working with, 374
 - deleting from e-mail, 287
 - with instant messages, 314
 - in replies to e-mail, 285
 - saving files, 287
 - sending files as, 286
 - Spotlight results as, 65
 - viewing, 286-287
- audio chats. *See* Messages
- audio MIDI devices, configuring, 478-479

- authentication preferences for Bluetooth, 431
- AutoFill for Safari forms, 250-251
 - settings, iCloud, 416
 - settings, Safari, 417
 - using with Keychain, 418
- Automator, 135, 507
 - Action list, 508-509
 - actions, 507
 - adding, 514
 - recording actions, 516
 - variables to action, adding, 515
 - AppleScripts with, 526
 - Description view, 508-509
 - example workflow
 - modifying, 513
 - opening, 512
 - working with, 512
 - existing workflow, opening, 511
 - iCloud, 364, 366
 - input and output, controlling, 513
 - introduction to, 508-509
 - Library pane, 508-509
 - modifying example workflow, 513
 - plug-ins with, 513, 520
 - printing workflow, 519
 - recording actions, 516
 - with Reminders, 388
 - running and saving workflows, 518-519
 - Search box, 508-509
 - starting, 510
 - stopping workflow, 518
 - toolbars, 508-509
 - customizing, 519
 - Variable list, 508-509
 - variables to action, adding, 515
 - Watch Me Do action, 516
 - window, parts of, 508-509
 - Workflow log and panes, 508-509
 - Workflow variable list, 508-509
 - working with workflows, 517
- autosaving TextEdit preferences, 204
- Auto Save, 164
 - duplicating document, 164
 - locking/unlocking documents, 164
 - reverting to last saved, 164
 - tagging, 164

- using with
 - Automator, 519
 - Preview, 162-163
 - TextEdit, 200-201

B

- Back button on toolbar, 19
- backdrops in Photo Booth, 347
- backgrounds
 - desktop backgrounds, selecting, 102
 - in e-mail message text, 279
- backing up, 493. *See also* archiving; disk image; Time Machine
 - Calendar, exporting, 379
 - on CDs or DVDs, 506
 - compressed files and folders, 449
 - e-mail, 291
 - encryption, 494
 - formatting, backups prior to, 452
 - iOS devices, 359
 - iTunes library, 335
- baseline for characters, changing, 192
- BBEEdit, 450
- BinHex format, 259
- birthday calendars, 373
 - Contacts, 148-149
- blocking
 - e-mail, 294-295
 - Messages buddies, 322
 - pop-up windows, 264
- Bluetooth.
 - Application Services with, 450
 - desktop icon, 5
 - with Mac for Windows, 481, 488-489
 - making Internet connection with, 234
 - mouse settings, 468
 - moving items with, 430
 - Passkey with, 429
 - preferences, setting, 431
 - printers, installing, 209
 - setting up network, 428-429
 - sharing, 421
- boldfacing
 - document text, 188
 - e-mail message text, 279
 - fonts, 167

Bonjour, 299
list of websites, viewing, 248
printers
installing, 208-209
sharing, 212-213
problems with, 304
starting messaging, 305
turning on, 304
bookmarks. *See also* Safari
with DVD Player, 349
Bookmarks Library. *See* Safari
Boolean operators with Spotlight search, 59
Boot Camp Assistant, 112, 481. *See also*
Mac for Windows
installing Windows on Mac, 484-485
preparing Mac for Windows, 482-483
removing Windows with, 490-491
upgrading from beta, 483
BOOTP (boot protocol), 231
borders for table cells, 195
bouncing e-mail, 294-295
Braille, VoiceOver supporting, 124, 127
brightness on monitor, changing, 470-471
broadband connection. *See* cable modems
browsers. *See* Web browsers
buddies. *See* Messages
bulleted lists, 194
in e-mail message text, 279
burning. *See* CDs; DVDs
Business, Dashboard displaying, 168-169
.bzip files, opening, 448

C

cable modems, 228
Ethernet with, 231
firewalls for, 425
sharing connection, 424
cache
for e-mail, 270
Safari cache, emptying, 246
calculations. *See also* Calculator
Calculator, 135
conversions, performing, 152-153
Dashboard displaying, 168-169
working with, 152
CalDAV
setting up accounts, 268

workplace calendar server, 378-379
Calendar, 135.
adding calendar accounts, 370
adding calendar events, 374
attachments for event, working with, 374
Automator workflow from, 520
backing up calendar, 379
birthdays, adding and showing, 379
creating calendars with, 372-373
Dashboard displaying, 168-169
deleting events, 375
details of event, editing, 375
editing calendar events, 374-375
full screen app, using, 139, 370-371
groups in calendar, creating, 372-373
importing/exporting events, 379
inviting attendees, 376
maps, 374-375
preferences, changing, 373
printing calendar, 377
publishing calendar, 378
reminders
creating, 384
printing, 377
shared calendars, finding, 378
Spotlight searches, keywords for, 59
subscribing to calendar, 378-379
sharing, iCloud calendar, 380-381
travel time, 374-375
view, changing, 371
viewing window, 370
weather forecast, 374-375
CardDAV
Contacts, 150-151
setting up accounts, 268
calendars. *See* Calendar
cards. *See also* vCards
case-sensitivity
for finding/replacing text, 186
of passwords, 3
CD-ROMs, CD-Rs, CD-RWs, 29, 54
sharing, 420-421
CDs. *See also* iTunes
adding/removing files/folders from, 55
backing up files on, burning, 506
creating, 55
disk image, burning from, 503

- erasing, 456
- music CDs, burning, 335
- preparing to burn, 54
- sharing, 420-421
- Sidebar, burning disk with, 18
- start settings, changing, 113
- System Information, 461
- uneven CDs, loading, 29

cell phones.

- Bluetooth preferences, setting, 431
- iPhones with iTunes, 341

cells in tables, 194-195

center-alignment

- of document text, 188
- of tables, 194

change of address notification, 146

characters

- baseline, changing, 192
- for file names, 44
- spacing, changing, 192
- special characters, inserting, 198

check boxes in dialogs, 9

check marks in menus, 7

Chess, 131, 143

children. [See](#) parental controls

Chinese handwriting, 179

cleaning up

- files and folders set by clean up, 35
- Icons view, items in, 34-35

clicking with mouse, 6

Clipboard

- document text on, 176-177
- web page text, copying, 257

Close button for windows, 12

closed captioning in QuickTime Player, 351

closing

- dialog options, 9
- documents, 201
- windows, 12-13

Cloud. [See also](#) iCloud

- accounts, 268, 269, 270-273
- Back to My Mac, 360
- calendar sharing, 380-381
- Contacts, 146-147, 150-151
- Find My Mac, Find My iPhone, 361, 362-363
- introduction, 355
- iTunes, 326, 330-331, 341, 343

- preferences, 96, 358-359
- setting up, Mac and PC, 356-357
- setting up account, 268
- sharing files, 358-359
- sign in and out, 356-358
- storage, manage, 359
- using, on Mac, 364
- web browser, using, 362-363

collating print output, 216

color labels

- for files and folders, 42-43
- for Find window searches, 69
- names, changing, 43

Color Picker, selecting with, 475

colors. [See also](#) ColorSync

- Color Picker, selecting with, 475
- Digital Color meter, using, 474
- for document text, 188
- with DVD Player, 349
- for e-mail message text, 279
- for fonts, 167
- highlight colors, changing, 100
- for instant message text, 312-313
- monitor options, 470
- palettes, selecting, 475-476
- printer speed and, 206
- printing, matching for, 217
- for quoted text, 284
- of Sticky Notes, 165

ColorSync

- for fax documents, 225
- matching colors to device with, 476-477
- for printed documents, 217

columns. [See also](#) List view; tables

- windows, headings for, 12

Columns view, 32

- customizing window views, 82-83
- keyboard options in, 39
- Preview column, 39
- viewing folders in, 39

Comic Book effect, 347

commands, 7. [See also](#) specific commands

- Startup commands, 405, 411
- VoiceOver commands, 128-129

comments

- Info window options, 53
- in Keychain, 414

- compatibility of hardware devices, 480
- compressing/uncompressing
 - attachments, files for, 286
 - compressed files, 449
 - downloaded applications, 133
 - files and folders, 35
 - restoring compressed files, 449
 - Safari, disk images in, 259
 - Stuffit Expander, opening compressed files with, 35, 133, 448
- computers. *See also* networks
 - Find window searching, 68
 - information, 530
 - iTunes, authorizing/deauthorizing, 326
 - local name, changing, 421
 - maintaining, 445
 - recover entire computer, 501-502
 - several computers, connecting, 434-435
 - stand-alone computers, starting on, 2
- Console utility, viewing system messages with, 460
- Contacts, 131, 135.
 - adding in Mail with, 275-277
 - archiving data, 147
 - Bluetooth with, 428
 - creating, 146-147
 - Dashboard displaying, 168-169
 - Directory for sharing information, 151
 - editing contact information, 148-149
 - faxes, addressing, 224
 - images, adding, 148
 - iPhoto pictures from, 148
 - managing contacts, 150
 - Messages buddies from, 308
 - pictures to contacts, adding, 148
 - printing from, 149
 - Safari Favorities bar, adding to, 248-249
 - sending e-mail from, 276-277
 - sharing, 150-151
 - Smart Addresses, using, 276
 - Spotlight searches, keywords for, 59
 - subscribing to, 151
 - vCards, 147, 150-151
- contents, Find window searches by, 69
- contextual menus, 8
- conversions with Calculator, 152-153
- cookies, 262-263
 - deleting, 266
- cool genie effect, 89
- copies for printing, 216
- Copy command, 46
- copying. *See also* drag-and-drop
 - Automator workflows, 517
 - documents, text in, 177
 - with Exposé, 47
 - files and folders, 46-47
 - Find window files, 71
 - formatting, 197
 - hard disk, 453
 - icons, 10-11
 - ruler, 189
 - Sidebar, copying folders with, 18
 - web page text, 257
 - Windows and Mac OS X, files between, 488-489
- copyrights
 - documents, inserting in symbol in, 198
 - iTunes and, 333
 - spacing for symbol, 192
 - web page text, copying, 257
- Cover Flow, 32
 - customizing window views, 82-83
 - iTunes, working with music in, 329
 - viewing files in, 38
- cover pages, creating, 217, 221
- CPU activity, viewing, 459
- Create Archive command, 449
- credit cards
 - AutoFill with Safari, 250-251, 416-418
 - for iTunes Music Store, 330
- CSS, 172
- currency conversions, calculating, 152-153
- Customize Toolbar dialog, 84-85
- customizing
 - Automator toolbars, 519
 - Dock, 88-89
 - DVD Player, 349
 - Exposé, 92
 - fonts, 167
 - keyboard shortcuts, 467
 - QuickTime Player, 350-351
 - Safari window, 236
 - Sidebar, 86-87
 - Spaces, 93
 - views, 32
 - widgets, 171

Cut command, 46

D

Dashboard, 135

- deleting widgets, 170-171
- full screen app, using, 139
- installing widgets, 170
- preferences, changing, 169
- pre-installed widgets, using, 168-169
- showing/hiding widgets on, 168
- Web Clip widget, creating, 172
- working with, 168

Dashcode, 172

data detector, 181

dates and times

- announcing, 105
- files and folders arranged by, 35
- international options, changing, 106-107
- menu bar clock, using, 105
- setting, 104-105
- showing, 105
- Spotlight searches, keywords for, 59
- time zones, setting, 104
- World Clock, displaying, 168-169

deleting. *See also* Dock; Messages; Mail; Safari

- aliases, 90
- attachments from e-mail, 287
- Automator workflows, 517
- Calendar events, 374
- Contacts, 148-149
- Dashboard widgets, 171
- documents, text in, 176
- downloaded file, 259
- e-mail, 290-291
- files and folders, 50
- hardware devices, 480
- Keychain names, 412-413
- List view, columns in, 37
- printers, 208-209
- print queue, job from, 220
- recently used documents, 175
- Safari History list entries, 246
- securely deleting files and folders, 51
- stacks from Dock, 21
- third-party preferences, 97
- toolbar icons, 85

user accounts, 399

design themes, 5

desktop. *See also* icons

- backgrounds, selecting, 102
- introduction to, 4-5
- screen, 2

Desktop folder, 30-31

desktop printers, using, 217

Development menu, Safari, 261

Devices section, Sidebar, 18

DHCP (Dynamic Host Configuration Protocol), 231

dialogs

- closing options, 9
- language options, setting, 106-107
- navigating in, 9

dial-up connections, 230

dictation, 116-117

Dictation & Speech preferences, 97, 116-117

Dictionary, 135, 173. *See also* spell and grammar checking

- adding words to, 182
- AppleScript dictionary, Automator, 526
- Dashboard displaying, 168-169
- looking up words with, 184
- parental controls, setting, 185
- preferences, setting, 184-185
- recent searches, viewing, 185

Digital 8 camcorders with iMovie, 354

digital cameras. *See* Image Capture; iPhoto

digital certificates with Keychain, 412

Digital Color meter, 474

digital hub, cloud (iCloud), 355, 369

Digital Video (DV) camcorders, 303

directions, Maps, 158-159

Directory, 135

Contacts information, sharing, 151

disabled persons. *See* Accessibility

disk file system, 451

- activities, monitoring, 458-459
- Console, viewing system messages with, 460-461
- copying disk, 453
- formatting disks, 452
- optimizing disk, 455
- problems, fixing, 454
- System Information, viewing system information with, 461

- disk image
 - blank disk image as backup, 503
 - burning CD/DVD from, 503
 - creating, 502-503
 - restoring to disk, 505
- disk space, freeing, 453
- disks. *See also* disk file system; hard drive
 - ejecting and mounting disks, 56
 - opening/viewing, 28-29
- Disk Utility, 54. *See also* backing up; disk file system
 - copying disk, 453
 - formatting disks, 452
 - repairing disks, 454
 - repairing disk permissions, 455
 - restoring disk images with, 505
 - Windows, removing, 490-491
- display. *See* monitor
 - preferences, 470-473
- .dmg file format, 448
- DNS (Domain Name Server), 228
 - for modems, 230
- Do Not Disturb, Notification Center, 390-393
- Dock, 5. *See also* showing/hiding
 - aliases on, 90-91
 - applications, launching, 136-137
 - customizing, 88-89
 - deleting
 - items, 89
 - stacks, 21
 - Launchpad, using, 136-137
 - moving items from, 89
 - showing/hiding, 88
 - hidden Dock, displaying, 20
 - stacks, 21
 - Simple Finder, 94
 - stacks, 21
- documents, 173. *See also* attachments;
Dictionary; faxing; HTML
 - bulleted lists, adding, 194
 - character spacing, changing, 192
 - closing, 201
 - copying text, 177
 - corrections in, 180
 - creating, 174
 - deleting text, 176
 - different program, opening with, 141
 - editing text, 176-177
 - existing documents, opening, 175
 - file formats for, 174
 - files, adding, 199
 - finding/replacing text in, 186-187
 - formatting
 - copying/pasting, 197
 - text, 188
 - grammar-checking, 182-183
 - handwritten text, inserting, 178-179
 - hyphenation, setting, 191
 - icons, 10
 - images, adding, 199
 - inserting text, 176
 - line spacing, changing, 193
 - lists, adding, 194
 - Microsoft Word file, saving as, 174, 200
 - movies, adding, 199
 - moving text, 177
 - numbered lists, adding, 194
 - opening, 30-31
 - page breaks, inserting and deleting, 193
 - Page Setup options for, 214
 - paragraph indents, setting, 191
 - paragraph tabs, setting, 190
 - PDF files, saving as, 219
 - Plain Text files, saving as, 200-201
 - previewing printed documents, 218
 - protecting, 200
 - read-only files, saving documents, 200
 - recent documents, opening, 175
 - RTF file, saving document as, 174, 200
 - rulers, using, 189
 - selecting text in, 176
 - spacing
 - character spacing, changing, 192
 - line spacing, changing, 193
 - speaking text in, 185
 - special characters, inserting, 198
 - spell-checking, 182-183
 - styles, applying, 196-197
 - tables, adding, 194-195
 - text wrap, changing, 191
 - typing errors, correcting, 180
 - undoing/redoing actions in, 180
 - viewing, 30-31
 - web page, opening, 238-239
- Documents folder, 30-31

- dots per inch (dpi), 206
- double-clicking with mouse, 6
- downloading. *See also* iTunes; Safari
 - Acrobat Reader, 219
 - deleting downloaded file, 259
 - disk images, 259
 - installing downloaded applications, 133
 - printer drivers, 207
 - Safari, from, 236, 258-259
 - software, 446
 - stopping downloading of file, 259
 - widgets, 168
- Downloads folder, 30-31
- Downloads window
 - clearing settings, 266
 - working with files in, 258-259
- dpi (dots per inch), 206
- drag-and-drop
 - document text, moving/copying, 177
 - files and folders, copying/moving, 47
- dragging
 - aliases, 91
 - with mouse, 6
- drivers for printers, 207
- Drop Box folder in Home folder, 410, 436
- DSL (digital subscriber line), 228
 - Ethernet with, 231
 - sharing connection, 424
- DVD Player, 135, 325
 - browsing movies with, 348
 - customizing, 349
 - key points, creating, 349
 - playing movies with, 348
- DVD-R and DVD-RWs, 29, 54
 - sharing, 420-421
- DVDs, 29. *See also* iDVD
 - adding/removing files/folders from, 55
 - backing up files on, 506
 - creating, 55
 - disk image, burning from, 503
 - erasing, 456
 - preparing to burn, 54
 - sharing, 420-421
 - start settings, changing, 113
 - System Information, viewing, 461
 - uneven DVDs, loading, 29

E

- editing
 - Contacts information, 148-149
 - documents, text in, 176
 - keychains, 414-415
 - Smart folders, 72-73
 - tags, 19, 42-43
- Edit menu Undo/Redo commands, 45
- editing movies, 352-353
- ejecting disks, 18, 56
 - desktop icon, 5
- ellipses (...)
 - full text, showing, 36
 - in menus, 7
- e-mail. *See also* Mail
- embedding movies and images, 199
- emoticons in instant messages, 312-313
- empty Trash warning, turning on/off, 51, 81
- encryption
 - backups, 494
 - Encrypt, from Finder, 28
 - FireVault using, 409
 - Recovery key, password, 410-411
 - Keychain data, 412
- Energy Saver preferences, 110-111
- energy
 - activities, monitoring, 458-459
 - App Nap, 110, 458-459
 - preferences, 110-111
- entry fields in dialogs, 9
- EPS (Encapsulated PostScript) files, 162
- erasing
 - CDs/DVDs, 456
 - deleting files, 50-51
 - disk, 452-453
 - hard disk, 533
- erase free space, 452-453
- Esc key, 9
- Ethernet. *See also* AirPort
 - configuring connection, 228
 - for LANs, 426
 - networks, 228
 - setting up connection, 231
- Eudora mail, importing, 269
- example workflow. *See* Automator
- exporting. *See* importing/exporting

Exposé. *See also* Mission Control
copying items with, 47
customizing, 92
Dashboard preferences, changing, 169
moving and copying files with, 47
using with Mission Control, 22-23
space with, 23
extensions, Safari, 260
external disks, 29

F

Facebook

Calendar events, 370, 372-373
Contacts, 148-149
Notification Center, 390-393
QuickTime, 352-353
Safari extension, 260-261
posting, Notification Center, 394
setting up account, 268, 370
sharing, 49, 344

FaceTime, 135

Contacts, 148-149
with Messenger, 316-317
Notification Center, 390-393
preferences, 323
starting, 323
using with Preview, 162-163
video call with iPad, iPod touch or
Mac, 323-324

Fast User Switching, enabling, 406

favorites

folder, 31
style favorites, applying, 196-197

faxing, 205

automatically receiving faxes, 226
Contacts, addressing faxes from, 224
cover pages, creating, 217, 221
receiving faxes, 226
scheduling faxes, 225
sending fax documents, 224-225
sleep mode, turning off, 226
status of fax, checking, 225

Feedback window for speech recognition, 120-123

file extensions

different program, opening documents
with, 141

for document files, 174

Find window searching, 68
renaming files, effect of, 45
showing/hiding, 81

File Info window, 400

file management, 27

file permissions

for copying and moving files, 47
setting, 400

files, 1. *See also* aliases; Exposé; file
permissions; Home folder;
naming/renaming

arranging files, options for, 35

Bluetooth, moving with, 430

colors, organization by, 42

Columns view, working in, 39

compressing, 35

copying, 46-47

Cover Flow, viewing with, 38

deleting, 50

documents, adding to, 199

e-mail as file, saving, 292

Icons view, viewing in, 34-35

Info window, information in, 52-53

instant messages, sending with, 312-314

kind

arrangement of files by, 35

Find window search for files by, 69

List view, working in, 36-37

moving, 46-47

Network Sharing Services, 420, 422-423

Quick Look, viewing in, 40

recently used files, opening, 138

restoring deleted files, 50-51

sorting by column, 37

Stationery Pad, 52-53

FileVault. *See also* Encryption

computer, protecting, 409

passwords with, 409

Recovery key, password, 410-411

turning on/off, 409

filters. *See also* Quartz Filters

Spotlight results, filtering, 62-63

viewing information on, 477

Final Cut Pro, 350-351

Finder, 1. *See also* CDs; DVDs; Finder
Preferences; indexing

Application Services with, 450

- Automator workflow from, 520
- full screen, using, 12, 14-16
- Help menu, 74
- icons view, customizing, 82
- introduction to, 4-5
- mouse pointer in, 6
- networks, browsing, 432-433
- parts of a window, 12
- Simple Finder, 94
- Spotlight results in, 65
- toolbar, customizing, 84-85
- undoing actions in, 45
- window opening, customizing, 80
- Finder Preferences, 28, 77
 - Advanced preferences pane, 78
 - description of, 78
 - file extensions, showing/hiding, 81
 - General preferences pane, 78
 - icons on desktop, specifying, 79
 - Tags preferences pane, 78
 - Sidebar preferences pane, 78
 - spring-loaded folders, turning on/off, 48
- finding/replacing
 - documents, text in, 186-187
 - Wrap Around option, 186-187
- Find My Mac or Find My iPhone, 361, 362-363
- Find My Friends, 361
- Find window
 - files, searching for, 68-69
 - hard to find information, searching for, 70
 - naming/renaming
 - files, 71
 - searches by name, 69
 - results, working with, 71
- finger gestures
 - Trackpad preferences, 6, 469
- Finger service, 444
- firewalls, 229
 - configuring, 425
 - printers, sharing, 212-213
- FireWire, 56
 - FireVault protecting, 409
- flash drives, 29
- Flickr
 - setting up account, 268
- sharing, 49
- Photo Booth, using with, 345
- QuickTime, 352-353
- Flight tracker, Dashboard display, 168-169
- folders, 27. *See also* aliases; Exposé; naming/renaming; Smart folders; spring-loaded folders
 - arranging folders, options for, 35
 - Automator workflow from, 520
 - bookmarks folder, creating, 248
 - colors, organization by, 42
- folders
 - Columns view, working in, 39
 - compressing, 35
 - copying, 46-47
 - creating, 44
 - deleting, 50
 - icons, 10
 - Icons view, viewing in, 34-35
 - Info window, information in, 52-53
 - kind
 - arrangement of files by, 35
 - Find window search for files by, 69
 - List view, working in, 36-37
 - moving, 46-47
 - Quick Look, viewing in, 40
 - Recent Folders list, 41
 - restoring deleted folders, 50-51
 - Safari bookmarks, creating folder, 248
 - sorting by column, 37
 - Spotlight searches, keywords for, 59
 - types of, 28-29
- Font Book, 131, 135
 - activating/deactivating fonts, 167
 - managing fonts with, 166
- fonts
 - defined, 188
 - for document text, 188
 - for e-mail message text, 279
 - for instant message text, 312-313
 - locating, 167
 - on-screen smoothing, 473
 - Safari font preferences, setting, 261
 - size, 188
 - smoothing styles, changing, 100-101
 - Spotlight searches, keywords for, 59
 - TextEdit preferences, setting, 204

- forcing a restart, 462
- foreign languages. *See* languages
- formatting. *See also* documents
 - copying/pasting, 197
 - disks, 452
 - e-mail message text, 279
 - instant message text, 312-313
 - international options, changing, 106-107
 - TextEdit preferences, setting, 204
- forms, filling out, 250-251
- Forward button on toolbar, 19
- forwarding e-mail, 284-285
- frames, 235
 - printing web page frame, 254
- full screen
 - apps, using, 139
 - interface with DVD Player, 349
 - Mission Control, in, 23
 - Safari, using, 236, 236

G

- Game Center
 - App Store, using, 144
 - getting started, 144
 - Notification Center, 390-393
 - parental controls, 403
 - playing chess, 143
 - playing online games, 144-145
- general preferences, changing, 100-101
- Genius, iTunes, 334, 336
- gestures for ink
 - Ink Pad recognizing, 179
 - turning on/off, 130
- gestures for trackpad, 6, 469
 - Trackpad preferences, 6, 469
- Get Info button, 71
- Get Info dialog box, 65
- Gmail calendar account, 370
- Go menu, 41
- Google
 - Application Services with, 450
 - Calendar account, 370
 - Contacts from, 148-149
 - clearing search settings, 266
 - Dashboard displaying, 168-169
 - Smart Search field, 252-253
 - setting up accounts, 268

- Gmail
 - setting up accounts, 268, 270-271
- Grab, 450
 - screen shots, capturing, 161
- grammar checking. *See* spell and grammar checking
- graphics. *See also* images
 - Quartz Extreme enhanced graphics, 102
 - RTFD files for, 174
- grid settings, overriding, 35
- grouping/ungrouping
 - Calendar, creating calendar groups, 372-373
 - Spotlight results, 64
- GUI (graphic user interface), 1, 468
- .gzip files, 259
- opening, 448

H

- hackers, firewalls and, 425
- handwriting
 - documents, inserting handwritten text in, 178-179
 - Chinese, in, 179
 - ink preferences, setting, 130
- hard drive, 29. *See also* disk file system
 - Find window searching, 68
 - FireVault protecting, 409
 - Info window, information in, 52-53
 - optimizing, 455
 - Recovery key, password, 410-411
 - System Information, 461
 - web page, opening, 238-239
- hard to find information, searching for, 70
- hardware, 463
 - Apple Hardware Test, 464
 - ColorSync, matching colors to device with, 476-477
 - compatibility, checking for, 480
 - installing devices, 464
 - for Mac for Windows, 482
 - preferences, 96
 - viewing, 466
 - problems, preventing, 480
 - removing devices, 465
 - Safe boot, performing, 480
 - settings, viewing, 466

HDTV, connecting to
 display settings, 470-471
 multiple monitors, 472-473

hearing impaired users, preferences, 120-123

help
 Assist Me, help with, 423
 browsing for, 74-75
 for Internet connection, 229
 searching for, 74-75
 with Spotlight, 76
 VoiceOver help, 125

hexadecimal color values, 474

highlight colors, 100

History list. [See](#) Safari

Home folder, 30-31, 398
 desktop, opening from, 31
 Drop Box folder, 410, 436
 Find window searching, 68
 managing files with, 410
 Public folder, 30-31, 410, 436
 Shared folder, 410, 436

Home page. [See](#) Safari

hot spots, VoiceOver, 125, 128

HTML (Hypertext Markup Language)
 Dashcode, 172
 documents in, 174
 links to HTML files, adding, 203
 opening HTML documents, 202
 plain HTML code files, creating, 202-203
 TextEdit, creating HTML documents with, 202-203
 web page code, viewing, 256

HTTP (Hyper-Text Transfer Protocol), 239

hubs for LANs, 426

hyperlinks. [See](#) links

hyphenation, setting, 191

I

iBooks, 135
 iBook Store, 154-155
 iCloud, 356-357
 reading, 157
 markup, 158
 purchasing books, 155
 settings, 154
 sleeping options, 111

 using, 156-157

iCloud. [See also](#) Cloud
 accounts, 268, 269, 270-273
 Back to My Mac, 360
 calendar sharing, Calendar, 380-381
 Contacts, 146-147, 150-151
 files, managing on Mac, 356
 Find My Mac, Find My iPhone, 361, 362-363
 introduction, 355
 iTunes, 326, 330-331, 341, 343
 Keychain, 416-418
 managing files on Mac, 368
 Photo Stream, iPhoto, 364, 362-363
 preferences, 96, 358-359
 setting up account, 268
 setting up, Mac and PC, 356-357
 sharing files, 358-359
 sign in and out, 356-357, 358
 storage, manage, 359
 using, on Mac, 364
 web browser, using, 362-363

iCloud Photos
 Notification Center, 390-393

icons. [See also](#) Trash
 copying, 10-11
 customizing views of, 82-83
 deselecting, 10-11
 on desktop, 4
 disk icons, displaying, 29
 Finder Preferences for displaying, 79
 moving, 10-11
 selecting, 10
 Sidebar, removing icon from, 18
 for Spotlight, 57

Icons view, 32
 arranging items in, 34-35
 customizing window views, 82-83
 spring-loaded folders, opening, 48

iDVD, exploring, 54, 354

iListen, 118

Image Bar with DVD Player, 349

Image Capture, 135
 Automator workflow from, 520
 working with, 160

images. [See also](#) attachments
 Contacts, adding images to, 148
 documents, adding to, 199

images (continued)

- Messages buddy picture, changing, 309
- previewing, 162-163
- Safari, saving web page images in, 257
- Spotlight searches, keywords for, 59
- IMAP (Internet Messages Access Protocol), 271
 - mailboxes for, 289
- iMovie, 354
- Import Bookmarks command, 247
- Import Image command, 450
- importing/exporting. *See also* iTunes
 - animated GIF, exporting movie as, 347
 - Automator workflows, 517
 - Calendar events, 374
 - Contacts, importing, 147
 - iTunes, music from CDs to, 329
 - mailboxes to Mail, 269
 - MP3 players, exporting music to, 342
 - QuickTime, exporting movies, 352-353
- Inbox. *See* Mail
- indents
 - documents, 191
 - for e-mail message text, 279
- indexing, 53, 57, 69
- Info window, file, options, 52-53
- infrared (IR) technology, 233, 325
- ink-jet printers, 206
- Ink Pad, 178
- ink preferences, setting, 130
- iMessage. *See also* Messages
 - account, 302
 - with iOS devices, 300, 319
 - using to send and receive messages, 312-313
 - video chat, 316
- installing. *See also* uninstalling
 - Dashboard widgets, 170
 - hardware devices, 464
 - printers, 208
 - software, 446
 - third-party applications, 133
 - Windows on Mac, 484-485
- instant messages, 299. *See also* Bonjour; Messages
 - SMS (short message service) text, 304
- Intel-based Mac computers. *See* Mac for Windows

- international options, changing, 106-107
- Internet, 227. *See also* AirPort; downloading; firewalls; wireless connections
 - Assist Me button, 229
 - connecting to, 228-229
 - firewall, 425
 - hardware problems, checking on, 480
 - history of, 277
 - modems, setting up, 230
 - multiple connections, 229, 233
 - parental controls for, 402-403
 - searching, 252-253
 - security, 229
 - sharing connections, 229, 421, 424
 - songs, finding names of, 335
 - status menus for connecting to, 234
- Internet Explorer, 227
- Internet Radio, 325
 - iTunes window settings, 327
 - listening to, 339
- iOS device (iPod touch, iPhone, and iPad)
 - Automator example workflow for, 512
 - synching with Contacts, 150-151
 - with FaceTime, 323-324
 - with iCloud, 355-363
 - with iTunes, 341, 343, 356-357
 - with Messages, 300, 312-313, 319
- IP (Internet Protocol). *See also* printers
 - identifying address, 435
 - for ISPs (Internet service providers), 228
 - Sharing Service requiring, 420
- iPad. *See* iOS device
- iPhone. *See* iOS device
- iPhoto
 - Automator example workflow for, 512
 - burning pictures to discs, 54
 - description of, 354
 - e-mail, adding photos to, 278
 - getting pictures for Contacts, 148
 - getting pictures for Messages, 309
 - iCloud, 356, 364-365
 - PhotoBooth, 345-346
- iPod.
 - disks, 29
 - unmounting, 56
- iPod touch. *See* iOS device
- iSight, 131, 303. *See also* Photo Booth
 - with Mac for Windows, 481, 488

- using with Preview, 162-163
- ISPs (Internet service providers), 228
 - attachments and, 286
 - Safari preferences, setting, 261
- italicizing
 - document text, 188
 - e-mail message text, 279
 - fonts, 167
- iTunes, 54, 135, 325.
 - account, authorize or deauthorize, 326
 - aspects of iTunes, viewing, 331
 - automatically playing CDs with, 328
 - backing up library, 335
 - Boot Camp Assistant and, 481
 - Contacts, 150-151
 - copyright laws and, 333
 - Dashboard displaying, 168-169
 - downloading
 - from CDs, 329
 - from iTunes Store, 330-331
 - Genius playlist, 334, 336
 - with iCloud, 330-331, 356-357, 364
 - iCloud, 356-357, 358-359, 364
 - iMix, creating, 333
 - importing/exporting
 - CDs, music from, 329
 - MP3 players, exporting music to, 342
 - playlists, 332, 334
 - Internet Radio, 339
 - iOS devices (iPod, Phones, and iPad)
 - with, 341, 343
 - iTunes Match, 331
 - iTunes Radio, 338
 - with Mac for Windows, 488
 - MiniPlayer, using, 327
 - multiple libraries, creating, 329
 - Notification Center, 390-393
 - Notification options, 333
 - playing music from CDs, 329
 - playlists
 - burning music CDs from, 335
 - creating, importing/exporting, 332-334
 - media, adding, 334
 - Smart Playlists, building, 332-333
 - podcasts, listening to, 340
 - preferences, setting, 328, 342, 343
 - radio list, adding stations to, 338, 339

- Remote App, 337
 - setting up, 326
 - sharing at home, 337
- Smart Playlists, building, 332-333
- starting, 326
- Up Next list, 327, 336
- viewing window, 327
- volume control for, 114
- iTunes Store, 326-327
 - iMix, creating, 333
 - using, 330-331
- iWork
 - iCloud, 362-363
 - in Preview, 162-163

J

- Jabber and Messages, 299, 302
- Java, Safari enabling, 262-263
- JavaScript
 - Dashcode, 172
 - Safari, enabling in, 262-263
- joining iCloud community, 355, 356-357
- Junior voice, 118
- junk e-mail, 294-295
- justification
 - of document text, 188
 - of tables, 195

K

- kerning, changing, 192
- keyboards
 - Accessibility options, 120-123
 - Calculator, using with, 152
 - changing settings, 467
 - international options, changing, 106-107
 - with Mac for Windows, 481, 488-489
 - VoiceOver help, 128
- keyboard shortcuts, 7
 - applications, switching between, 141
 - customizing, 467
 - with DVD Player, 349
 - for Exposé, 92
 - Spotlight, setting for, 66-67
 - turning on, 9
 - with VoiceOver, 128
- Keyboard Viewer, 106-107

Keychain
 access controls, setting, 415
 adding keychains, 412
 description of, 412-413
 iCloud, 356-358, 364, 413, 416-418
 modifying, saving keychains, 414-415
 working with, 412-413
Keychain, iCloud
 settings, 416-417
 using with AutoFill, 418
keywords
 for Find window searches, 69
 for Internet searches, 252
 for Spotlight searches, 59
kilometer to miles conversions, 152-153

L

labels. *See also* color labels
 Contacts labels, 146, 149
 files and folders arranged by, 35
landscape orientation printing, 215, 216
languages
 dictionary sources, 184
 in documents, 175
 Info window options, 53
 international options, changing, 106-107
LANs (local area networks). *See also* AirPort
 Ethernet connection for, 231
 Messages with, 304
 setting up, 426-427
 with Sharing Service, 420
 Windows computers, connecting from, 441
laser printers, 206
Launchpad
 adding or removing apps, 136
 using folders, 136-137
 using with App Store, 132-133
layout
 for fax documents, 225
 for printing, 217
LDAP (Lightweight Directory Access Protocol)
 Contacts, 150-151
 setting up accounts, 268
left-alignment
 of document text, 188

 of tables, 194
left indent marker, 191
libraries. *See* iTunes
Library folder, 28-31
Library pane on Automator window, 508
LightTunnel effect, 347
line height/spacing, changing, 193
LinkedIn
 setting up account, 268
 posting, Notification Center, 394
 Shared Links, 236-237, 244
 setting up account, 268
 sharing, 49
links
 e-mail message, sending links in, 286
 to HTML code files, 203
 instant messages, sending with, 314
lists. *See* bulleted lists; numbered lists
List view, 32
 color labels, sorting files and folders, 42
 customizing window views, 82-83
 rearranging, widening columns in, 37
 showing/hiding folders in, 36
 sorting files and folders in, 37-38
 spring-loaded folders, opening, 48
local disk, 29
location services, 408
 Maps for, 158-159
locking/unlocking preferences, 99
logging in, 1
 items, specifying, 404
 with Network Sharing Services, 421
logging out, 25
Login window, 2
 actions from, 3
 activating, 397
 bypassing, 3
lowering characters, 192
LTP Over IPsec protocol, 442

M

MacBinary format, 259
MacBook OS X DVD, keeping, 411
Mac Finder. *See* Finder
Mac for Windows, 481. *See also* Boot Camp Assistant
 installing Windows on Mac, 484-485

- Migration Assistant
 - between Mac and PC, 457
- multiple internal disks, removing
 - Windows from computer with, 490
- preparing, 482-483
- removing Windows, 490-491
- starting after installation of, 486-487
- using Windows on Mac, 488-489

Mac information, 530

Mac OS X. *See* OS X

Magic Mouse. *See* Apple Magic Mouse

Magic Trackpad, 6, 35, 136

Mail, 135, 267. *See also* Contacts;
attachments

- accounts
 - adding, 271
 - advanced options, setting, 273
 - managing, 272-273
 - setting up, 269, 270
- addressing e-mail, 276-277
- advanced account options, setting, 273
- Application Services with, 450
- archiving e-mail, 291
- authentication of, 273
- backing up e-mail, 291
- BCc address field, 275
- blocking e-mail, 294-295
- bouncing e-mail, 294-295
- Cc field, 276
- composing e-mail, 275
- conversation, organized by, 288-289
- data detectors, managing information with, 278
- dates and times, setting, 104
- deleting, 290-291
 - options, changing, 291
- diverting incoming e-mail to mailboxes, 296
- draft e-mail, saving, 292
- Exchange, Microsoft, support, 268, 270-271
- Favorites bar, 281
- file, saving e-mail as, 292
- flagging, color-coded, 293-294
- formatting message text, 279
- forwarding e-mail, 284-285
- full screen app, using, 139, 281
- grammar-checking e-mail, 275

- importing mailboxes and e-mail, 269
- incoming e-mail, setting rules for, 296
- instant message, replying to e-mail with, 284
- junk e-mail options, 294-295
- links in e-mail message, sending, 286
- mailboxes
 - for backing up e-mail, 291
 - diverting incoming e-mail to, 296
 - new mailbox, creating, 288
 - organizing e-mail in, 289
 - Smart Mailbox, creating, 297
 - standard mailboxes, 288
- Message List view, changing, 281, 283
- new e-mail, checking for, 282
- new mailbox, creating, 288
- Notification Center, 390-393
- offline viewing, keeping copies for, 273
- opening e-mail, 282-283
- Out of Office message, creating, 296
- parental controls for, 402-403
- passwords for, 269, 273
- Photo Booth, using with, 345
- photographs, adding, 278
- preferences for addressing, 276-277
- previous recipients list, sending e-mail with, 276-277
- printing e-mail, 291
- priority to mail, adding, 275
- quoted text in, 284
- reading and receiving e-mail, 282-283
- recovering deleted e-mail, 290
- redirecting e-mail, 284-285
- replying to, 284
- resending messages, 295
- rules, creating, 296
- saving e-mail, 292
- searching e-mail for text, 293
- sending e-mail, 275
- servers, 270-271
 - removing mail from, 273
- sharing, web sites, 244
- signatures, creating, 280
- Smart Addresses, using, 276
- Smart Mailbox, creating, 297
- sorting messages, 289
- speaking voice, adding, 278
- spell-checking e-mail, 275

Mail (continued)

- Spotlight searches, keywords for, 59
- starting, 269
- stationery, adding, 278
- threads, sorting e-mail by, 289
- Trash mailbox, 288
- VIPs, 298
- window, viewing, 274

maintaining computer, 445

malware, preventing, 407

Maps, 135

- events, Calendar, 374-375
- directions, getting, 158
- navigating, 158-159
- Notification Center, 390-393
- viewing, 158
- weather forecast, Calendar, 374-375

master password, restoring, 410-411

maximizing/minimizing

- changing options, 100
- Dock, 88
- iTunes window, minimizing, 331
- slowing minimization, 89

me card, Contacts, 147

media

- iTunes playlists, adding to, 332, 334
- sharing media at home, 337
- working with, 336

Media browser for Automator workflows, 517

memory

- calculation results, saving, 153
- Info window options, 53
- system memory, viewing, 459

menu bar, 5

- AirPlay, 470-473
- Bluetooth placed on, 429
- clock, using, 105
- Displays icon on, 470
- rearranging status icons on, 8
- status of fax, showing, 225, 226

menus

- contextual menus, 8
- language options, setting, 106-107
- pull-down menus, 8
- working with, 7

Messages, 131, 135, 299. *See also* Bonjour accounts, creating, 268, 302-303

- adding buddies, 308
- with AirPort, 304
- alerts, setting, 321
- animated GIF, creating, 309
- appearance of chat, changing, 320
- Application Services with, 450
- audio chats, 316, 318
- away messages, 306
- backdrops, adding, 318
- bandwidth speed for video chats, changing, 316-317
- blocking buddies, 322
- collecting chats in single window, 313
- conversations, working with, 315
- custom status messages, creating, 306
- deleting, budding, 308, 311
- downloading versions of, 303
- e-mail, responding to, 284
- emoticons, inserting, 312-313
- files with message, sending, 314
- formatting message text, 312-313
- full screen app, using, 139
- groups of buddies, managing, 310-311
- help in, 74, 300
- links with messages, sending, 314
- Notification Center, 378-394
- options, messages, 319
- parental controls for, 402-403
- passwords for, 303
- performance and quality specs, 317
- Photo Booth
 - effects, adding, 318
 - using with, 345
 - video clips in, 346
- pictures
 - of buddies, 309
 - of video chats, 317
- receiving instant messages, 312
- recording video chats, 318
- renaming buddy groups, 311
- searching for buddies, 310-311
- sending instant messages, 312, 394
- sharing screens, 305
- sharing, web sites, 244
- signing in and out, starting, 300
- status, changing, 306
- Status menu, using, 306-307
- Tab bar, 312-313

- turning on/off
 - groups, use of, 310
 - Status menu, 307
- video chats, 316
 - backdrops, adding, 318
 - bandwidth speed, changing, 316-317
 - enhancing, 318
 - installing hardware for, 303
 - monitoring, 317
 - Photo Book effects, adding, 318
 - pictures of, 317
 - recording, 318
- viewing window, 301
- view of buddy list, changing, 311
- metadata, 57
 - specific metadata, searching for, 70
 - Spotlight, finding information with, 58
- microphones with Messages, 316
- Microsoft. *See also* Mac for Windows; Microsoft Word; Windows
 - Excel, Contacts for faxes with, 224
 - Exchange 2007, 2010 or later
 - calendar, 370
 - Contacts, 150-151
 - Internet Accounts, 268
 - Mail server, 268, 270-271
 - setting up account, 268
 - Internet Explorer, 227, 235
 - Office documents, in Preview, 162-163
 - Outlook/Outlook Express, importing e-mail to, 269
- Microsoft Word
 - Contacts for faxes with, 224
 - documents as files, 174, 200
 - formatting text in documents, 188
 - opening documents in, 141
- MIDI
 - devices, configuring, 478-479
- Migration Assistant
 - between Mac and PC, 457
- MiniDV camcorders with iMovie, 354
- Minimize button for windows, 12, 15
- mini restarts, 462
- Mission Control, 135
 - copying items with, 47
 - customizing, 92-93
 - customizing with Dashboard, 169
 - moving and copying files with, 47
 - multiple displays, 472-473
 - using 22-23
- Mobile Documents folder, 368
- modems, 228. *See also* cable modems
 - configuring connection, 228
 - setting up connection, 230
- monitors. *See also* colors
 - Apple TV, 344, 470-473
 - AirPlay, 344, 470-473
 - brightness on monitor, changing, 470-471
 - detect displays, 470
 - display settings, changing, 470-473
 - fonts on screen, smoothing, 473
 - resolution, 470-471
- mounting disks, 56
- mouse. *See also* Apple Magic Mouse
 - Accessibility options, 120-123
 - changing settings, 468
 - pointer, 6
 - windows, resizing, 15
 - working with, 6
- Mouse Keys, 120-123
- movies. *See* videos
- Movies folder, 30-31
- moving. *See also* drag-and-drop; navigating
 - Bluetooth, items with, 430
 - Contacts, 148
 - Dock items, 89
 - documents, text in, 177
 - with Exposé, 47
 - files and folders, 46-47
 - icons, 10-11
 - Mailboxes on screen, 289
 - Safari, bookmarks in, 247
 - Sidebar, moving folders with, 18
 - spaces, window between, 23
 - windows, 14
- MP3 players, exporting music to, 342
- MR (Memory Recall) button, 153
- multi-function devices, 206
- Multi-Touch gestures, 6, 35, 136
- music, 325. *See also* CDs; iTunes; MIDI
 - finding names of songs, 335
 - Spotlight searches, keywords for, 59
- Music folder, 30-31
- muting sounds, 114
- me card, Contacts, 147

N

naming/renaming. *See also* Find window; Keychain

- files and folders, 44-45
 - arranging by names, 35
- Info window options, 53
- Mailboxes, 289
- Messages buddy groups, 311
- Safari Bookmarks Library collection, 249
- tags names, changing, 43
- user accounts, short name for, 398

Nature Background, 102

navigating

- in dialogs, 9
- with VoiceOver, 125, 126
- web pages, 238-239

nesting tables, 195

Netscape Navigator, 227, 235

- Mail, importing e-mail to, 269

NetStat, 444

network disks, 29

- Info window, information in, 52-53

Network Preferences pane, connecting to Internet with, 234

network printers, 212-213

- accessing shared printers, 212-213
- installing, 208

networks, 419. *See also* AirPort; Bluetooth; LANs (local area networks); network printers; Network Sharing Service

- activity, viewing, 459
- Bonjour messaging on, 299, 304-305
- connecting
 - with Assistant, 427
 - over local networks, VPN, 442-443
 - from Windows, 441
- diagnostics, using, 427
- Finder, browsing with, 432-433
- other computers, connecting to, 434-435
- port configuration, 233
- privileges for users and groups, creating, 422
- searching for files on, 433
- sending files wirelessly, AirDrop, 437
- setting up, connecting to with an assist, 427
- several computers, connecting to, 434
- Sidebar, accessing from, 433

- System Information, viewing system information with, 461
- utilities, 444
- VPN (Virtual Private Network), VLAN (Virtual Local Network), connecting with, 442-443
- Windows, sharing Mac files with, 440
- Windows computers, connecting from, 441

Network Sharing Service, 420-421

- file sharing, setting up, 422-423
- Internet Sharing, 424

Network Utility, 444

New dialog box, 511

no access for network users, 422

nonresponding applications, quitting, 142

notes. *See also* Mail; Sticky Notes

- Keychain, adding secure notes with, 412-413

Notes

- accounts, 387
- creating, 388-389
- iCloud, 358, 364, 362-363
- managing, 388-389
- Notification Center, 390-393

Notification Center

- gesture settings for, 469
- get notifications, 392
 - from websites, 393
- post to social network, 394
- preferences, 96, 390-391
- using, 392-393

Notifications preferences, Safari, 265

NOT operator, searching with, 59

NPR, listening to, 339

NSFNET, 227

NTFS, reformatting with, 484

NTSC format with iMovie, 354

numbered lists, 194

- in e-mail message text, 279

numbering

- international options, changing, 106-107
- recent items, changing numbering of, 100-101

NumPad Commander, 125, 127

O

Open dialog box in Automator, 511

- opening
 - applications, 136-137, 138
 - Dashboard, 168
 - disks, 28-29
 - documents, 30-31, 141
 - Info window options, 53
 - recent applications and documents, 41
 - recently used applications, 138
 - Scripts menu, scripts from, 525
 - windows, 12-13
- operating system, 1
- optimizing hard drive, 455
- Option buttons in dialogs, 9
- orientation for printing, 215, 216
- OR operator, searching with, 59
- OS X, 494
 - applications, list of, 135
 - CD, restoring passwords with, 411
 - getting from App Store, 531
 - install, 528, 532-533
 - Migration Assistant, 457
 - OS X DVD, keeping, 411
 - preparing for, 528
 - recover entire computer, 501-502
 - reinstall, 528, 534
 - restarting with, 112
 - Server account, creating, 268
 - system requirements, 528
 - Time Machine for reverting to previous version, 500-501
 - uninstall, 528
 - utilities, 528, 532-534
 - version, 529
 - Windows files, copying, 488-489
- outlining
 - document text, 188
 - fonts, 167
- Out of Office message, creating, 296

P

- page breaks, inserting and deleting, 193
- Page Setup
 - individual defaults, setting up, 215
 - for printers, 210
 - printing and range options, 214-216
 - for text wrap, 191
- pages per minute (ppm), 206

- PAL format with iMovie, 354
- Palm OS devices. *See* PDAs (personal data assistants)
- panes. *See also* specific panes
 - working with, 7
- paper feed for printing, 217
- paper handling for fax documents, 225
- paper size for printing, 210, 214, 216
- paragraphs
 - indent markers, 191
 - spacing, 193
- parental controls
 - for Dictionary, 185
 - logging activity with, 402
 - time limits, setting, 403
 - for user accounts, 401, 402-403
- partitioning disks, 483, 533
- passwords. *See also* Keychain
 - AutoFill with Safari, 250-251, 416-418
 - with FireVault, 409
 - hints, adding, 398
 - for Internet connections, 228
 - for logging out, 25
 - from login window, 397
 - for Mail, 269, 273
 - for Messages, 303
 - password, changing, Apple ID, 410-411
 - Recovery key, FileVault, 410-411
 - reset password, admin or user, 411
 - on shared computers, 3
 - in Simple Finder, 94
 - tips on creating, 410
- Paste command, 46
- pasting
 - Automator workflows, 517
 - formatting, 197
 - ruler, 189
- path bar
 - for windows, 12
- PDAs.
 - Bluetooth with, 428
 - networks with, 419
- PDF files
 - Auto Save, in Preview, 162-163
 - documents as PDF files, saving, 219
 - downloading Acrobat Reader, 219
 - previewing, 162-163
 - Safari, viewing in, 255

PDF files (continued)

- Saving in, TextEdit, 200
- signatures, adding, in Preview, 162-163
- Spotlight searches, keywords for, 59
- working with, 163
- pen cursors, 130
- People, Dashboard displaying, 168-169
- permissions. *See also* file permissions
 - disk permissions, repairing, 455
 - file access permissions, 400
 - file permissions, 436
 - for screen sharing, 438-439
- phones. *See* cell phones
- Photo Album, Automator example for, 512
- Photo Booth, 135, 325. *See also* Messages
 - animated GIF, creating, 309
 - capturing photos in, 345
 - effects, adding, 347
 - proof sheets, 345
 - videos
 - effects, 318
 - recording, 346
- Photo Browser, 278
- Photo Stream
 - iCloud, 356, 358, 364-365, 362-363
- photographs.
 - e-mail, inserting in, 278
 - Messages buddy picture, changing, 309
- Photoshop Preview, opening files in, 162
- pictures. *See* images
- Pictures folder, 30-31
- Pipe Organ voice, 118
- Places section, Sidebar, 18
- Plain Text Encoding pop-up, 175
- Plain Text files
 - documents as Plain Text files, saving, 201
 - TextEdit preferences, setting, 204
- playlists. *See* iTunes
- plug-and-play devices, 464
- plug-ins
 - Automator with, 513, 520
 - compatible plug-ins, checking, 264
 - Safari, enabling in, 262-263
- podcasts.
 - listening to, 340
- pointing with mouse, 6
- POP (Post Office Protocol), 271
- pop-up menus, 8
 - in dialogs, 9
 - on toolbar, 19
- pop-up windows, blocking, 264
- portrait orientation printing, 215, 216
- PostScript files, 211
 - PDF file, converting to, 162
- PowerBook/MacBook
 - sleeping options, 111
 - wireless connections, 232
- power failure restart options, 110-111
- Power Nap, 110, 495
- PowerPC, Rosetta, 533
- power strips, 464
- ppm (pages per minute), 206
- PPoE (Point to Point Protocol over Ethernet), 231
 - making connection with, 234
- PPTP protocol, 442
- preferences. *See also* Finder Preferences; hardware; Messages; Safari; System Preferences
 - Bluetooth preferences, setting, 431
 - Calendar preferences, changing, 373
 - Dictionary preferences, setting, 184-185
 - Dock preferences, setting, 88-89
 - iTunes preferences, setting, 343
 - Language & Region, 106-109
 - Mail, addressing, 276-277
 - Sidebar preferences, changing, 86-87
 - Spotlight preferences, customizing, 66
 - TextEdit preferences, setting, 204
 - for Time Machine, 494
 - VoiceOver preferences, setting, 126-127
- presentation keyword for Spotlight, 59
- Preview, 135, 162-163
 - iCloud, 364-365, 366-367
- Preview column, Columns view, 39
- Preview File Open command, 162
- previewing
 - dialogs, area in, 9
 - Info window options, 53
 - printed documents, 218
 - print image, 216
- Print command, 216-217
- printer drivers, 207
- printers. *See also* Bonjour; network printers
 - adding or removing, 208-209

- default settings, setting, 210
- description of, 206
- desktop printers, using, 217
- IP (Internet Protocol)
 - for installing printers, 209
 - for sharing printers, 212-213
- manually adding, 208-209
- Network Sharing Services, 420
- PostScript Printer Desc. (PPD) files, 211
- sharing, 212-213, 420
- Sharing Service, 420
- specific settings, setting, 211
- Printer Setup Utility, printer drivers in, 207
- Printers folder, displaying printers in, 217
- Printers & Scanners preferences, 210-211
- printing, 205
 - Automator workflow, 519
 - basic print options, setting, 216-217
 - Calendar, 377
 - from Contacts, 149
 - cover pages, creating, 217, 221
 - e-mail messages, 291
 - help topics, 75
 - Page Setup options, 214-215
 - previewing printed documents, 218
 - queues, managing, 217, 220
 - reverse order printing, 217
 - saving print options, 225
 - to shared printers, 213
 - two print jobs with two printers, 215
 - web pages, 254
- Print Queue utility, 217
- privacy preference in Spotlight, 66-67
- Private Browsing, 238
- privileges for users and groups, 422
- proof sheets in Photo Booth, 345
- protocols, 271
- proxies, 228
- Public folder.
 - in Home folder, 30-31, 410, 436
- publishing calendar, 378
- pull-down menus, 8
- Push button in dialogs, 9

Q

- Quartz Extreme enhanced graphics, 102
- Quartz Filters

- Automator example workflow for, 512
 - for printed documents, 217
- Quick Erase setting, 456
- Quick Look
 - attachments, viewing, 286-287
 - toolbar button, 19
 - viewing files with, 40
- QuickTime movies, 346
 - iMovie, 354
 - streaming options, 350-351
- QuickTime Player, 135, 325
 - creating and editing movies, 352-353
 - full screen, 350-351
 - playing movies, 350-351
 - publish to YouTube, Vimeo, Flickr, Facebook, and Mail, 352-353
 - quitting applications, 142
 - rotate movies, 350-351
 - sharing movies, 352-353
- quoting text in e-mail, 284

R

- radio. *See also* Internet Radio; iTunes
 - Internet Radio, 339
 - iTunes Radio, 338
 - podcasts, listening to, 340
- raising characters, 192
- read and write permissions
 - for moving/copying files, 47
 - for network users, 422
 - in Shared folder, 410, 436
- read-only permissions
 - documents as read-only files, 200
 - for moving/copying files, 47
 - for network users, 422
 - in Public folder, 410, 436
- Reading button, Safari, 236
 - using, 242-243
- Reading List, Safari, 236
 - using, 242-243
- Recent Folders list, 41
- recently used items
 - applications, opening, 138
 - documents, opening, 175
 - numbering, changing, 100-101
- recording
 - AppleScripts, 524

recording (continued)

- Automator actions, 520
- video chats, 318
- recovering. *See* restoring
- Recovery key, FileVault, 410-411
- Recovery HD mode, 532-534
- Redo command, 45
- redoing. *See* undoing/redoing
- refresh rate, setting, 470
- registration symbol, inserting, 198
- reinstall OS X, 528, 534
- reloading web pages, 238-239
- Reminders.
 - accounts, 387
 - calendar, 382
 - creating, 383
 - iCloud, 358, 362-363, 364
 - lists, working with, 384-385
 - notification, adding, 386
 - Notification Center, 390-393
 - viewing, 384
 - window, 382
 - working with, 385
- Remote App, 337
- Remove Disc, sharing, 420-421
- removable disks, 29
 - Info window, information in, 52-53
- Rendezvous websites, adding, 248
- repair
 - disks, 454
 - disk permissions, 455
- replacing. *See* finding/replacing
- resizing. *See* size/resizing
- resolution
 - monitor resolution, setting, 470
 - of printers, 206
- restarting, 26
 - forcing a restart, 462
 - from Login window, 3
 - with OS X, 112
 - power failure restart options, 110-111
 - in Target Disk Mode, 112
 - Time Machine backup for, 497
- restoring
 - calendar, importing, 379
 - compressed files and folders, 450
 - deleted files and folders, 50-51

- disk image, 505
- e-mail, 290
- master password, restoring, 410-411
- Return key, 9
- reverse order
 - fax documents, sending, 225
 - printing pages in, 217
- RGB (Red, Green, Blue) colors, 474
- right-alignment
 - of document text, 188
 - of tables, 194
- right indent marker, 191
- Rosetta, PowerPC, 533
- routers, 228, 424
- RTFD files, documents as, 174
- RTF files
 - documents as, 174, 200
 - formatting text in, 188
- rulers, showing/hiding, 189

S

- Safari, 135
 - advanced preferences, setting, 261
 - alerts for nonsecure forms, 251
 - appearance (general) preferences, setting, 261
 - AutoFill preferences, setting, 250
 - bookmarks, 236
 - creating and deleting pages, 247-249
 - folder, creating, 248
 - organizing, 249
 - Spotlight searches, keywords for, 59
 - synching on multiple computers, 249
 - tabs, opening with, 240-241
 - Bookmarks Library, 247
 - deleting bookmarks in, 248-249
 - organizing bookmarks in, 249
 - renaming collection, 249
 - cache, emptying, 246
 - compressing/uncompressing disk images, 259
 - Contacts to Favorites bar, adding, 248-249
 - copying text from web page, 257
 - credit cars, AutoFill, 250-251
 - customizing window, 236
 - default browser, selecting, 266

Safari (continued)

- deleting
 - bookmarks, 248-249
 - History list entries, 246
- different window, opening page in, 241
- disk images, downloading, 259
- downloading
 - files, downloading, 258-259
- Downloads window, working with files in, 258-259
- encoding preferences, setting, 261
- extensions, 260
- Favorites bar, 236, 236, 247
- font preference, setting, 261
- forms, filling out, 250-251
- full screen app, using, 139
- general preferences, setting, 260
- grammar-checking in, 251
- help information in, 74
- History list
 - clearing settings, 266
 - preferences, setting, 260
 - viewing, 246
- Home page
 - changing, 237
 - going to, 238-239
 - preferences, setting, 260
- HTML code, viewing, 256
- iCloud, 358, 364-365, 366-367
- navigating in, 238-239
- nonworking web pages, 264
- Notification Center, 390-393
 - from websites, 393
- Notifications preferences, 265
- opening web pages in, 238
- PDF files, viewing, 255
- pictures from web page, saving, 257
- plug-ins, 262-263
- pop-up windows, blocking, 264
- printing web pages, 254
- reloading pages, 238-239
- resetting settings for, 266
- saving
 - information in web page, 256-257
 - text of web page, 256
- security & privacy preferences, 262-263
- Shared Links, 236-237, 244

- sharing, 244
- Sidebar, 236, 242-244, 247-249
- size of text, changing, 241
- Smart Search field, 238-239, 252
- SnapBack page, 253
- spell-checking in, 251
- starting application, 236
- style sheet preferences, 261
- synching bookmarks on computers, 249
- tabs
 - opening web page with, 240-241
 - setting browsing options for, 240
- Top Sites, 245, 260
- viewing window, 236
- Web Clip widgets, creating, 172

Safe boot, performing, 480

Safe Mode, 2

Save As dialog box, 200

saving. *See also* Safari

- attachments, files in, 287
- Automator workflow, 519
- Bonjour chats, 305
- e-mail, 292
- Keychain, changes in, 415
- print options, 225
- Smart folders, copy of, 73
- web page information, 256-257

scanning

- documents, 222-223
- images, 222-223

scanner information, viewing, 461

scheduling. *See also* Calendar

- fax documents, 225
- faxes, 225

screen savers, setting up, 103

screen sharing

- permissions, setting, 438
- using, 360, 439

screen shots, capturing, 161, 352-353

Script Editor, 524

- Application Services with, 450

Script menus. *See also* AppleScripts

- adding scripts to, 523
- Automator workflow from, 520
- displaying, 522
- opening scripts from, 525

- scroll bars
 - changing action of, 100
 - options, changing, 100
- search boxes
 - in Automator, 508-509
 - on toolbar, 19
 - for windows, 12
- search engines, 252-253
- Search For section, 18
 - Smart folders, using, 72-73
- searching. *See also* Dictionary; finding/replacing; Find window; Spotlight
 - Automator workflows, 517
 - e-mail for text, 293
 - for hard to find information, 70
 - for help, 74-75
 - Internet, 252-253
 - metadata searches, 70
 - network, files on, 433
 - with VoiceOver, 125
- secret folder hierarchy menu, 41
- security. *See also* Keychain; passwords; Safari
 - App Store downloads, 407
 - Internet security, 229
 - for logging out, 25
 - for switching between users, 24-25
 - security & privacy preferences, setting, 407-409
- selecting
 - documents, text in, 176
 - icons, 10
- Sepia effect, 347
- servers. *See also* Mail
 - Find window searching, 68
 - OS X Server account, 268
- Share button
 - Notification Center, 378-394
- Shared folder in Home folder, 410, 436
- Shared Links, Safari, 236-237, 244
- Shared section, Sidebar, 18
- sharing. *See also* network printers; Network Sharing Service; screen sharing
 - buddies, screens with, 305
 - Home folder, sharing files in, 410, 436
 - Calendars, 378
 - Contacts, 146, 150-151
 - Messages screens, 305
 - Internet connections, 229
 - Network Sharing Services, 420-421
 - online services, 49, 450
 - printers, 212-213, 420
 - starting on shared computer, 2-3
 - widgets, 168
 - Windows, Mac files with, 360, 440
 - Windows computers, connecting from, 441
- Sharing Preferences, 420
- shortcuts. *See* aliases; keyboard shortcuts
- Show All command on Spotlight menu, 60
- showing/hiding. *See also* Dock
 - applications, 140
 - Dashboard, widgets on, 168
 - with Exposé, 22
 - file extensions, 81
 - List view, folders in, 36
 - Mailbox list, 289
 - rulers, 189
 - Sidebar and toolbars, 18-19, 86
- Show Inspector, 52
- Show Modem Status menu, 230
- Show View Options command, 34
- shutting down, 26
 - from Login window, 3
 - options, setting, 110-111
- Sidebar
 - customizing, 86-87
 - networks, accessing, 433
 - preferences, changing, 86-87
 - Safari, 236, 242-244, 248-249
 - shared (AirDrop), displaying, 437
 - showing/hiding, 18, 19, 86
 - Smart folders, using, 72-73
 - tagging with, 42-43
 - using, 18
 - for windows, 12
- sight impaired users, preferences, 120-123
- signatures to e-mail, 280
 - adding, in Preview, 162-163
- Simple Finder, 94
- size/resizing. *See also* compressing/uncompressing
 - files and folders arranged by size, 35
 - Find window searches by size, 69
 - font size, 188

- help text, 75
- web page text, 241
- windows, 12, 14-15
- Ski Report, Dashboard displaying, 168-169
- sleep mode, 26
 - faxes, turning off to receive, 226
 - from Login window, 3
 - setting sleep options, 110-111
- slider in dialogs, 9
- slideshows for Spotlight results, 65
- Slow Keys, 120-123
- Smart folders
 - changing search criteria for, 73
 - creating and editing, 72-73
 - saving copy of, 73
 - Sidebar, using in, 72-73
- Smart Mailbox, creating, 297
- Smart Magnify tool, Preview, 162-163
- Smart Playlists, building, 332-333
- smart searches with VoiceOver, 125
- SMB/CIFS
 - file services, 440
 - sharing printers with, 212-213
- smileys in instant messages, 312-313
- smoothing fonts on screen, 473
- SMS (short message service) text, sending, 304
- SMTP (Simple Mail Transfer Protocol), 271
- SnapBack page, 253
- Snap to Grid setting, 35
- software. *See also* hardware
 - automating updates, 447
 - compatibility, checking for, 480
 - downloading, 446
 - installing, 132-133, 446
 - removing hardware device software, 480
 - uninstalling, 50, 133, 446
 - updating, 446
- Solid Colors Background, 102
- sorting
 - by color labels, 42-43
 - e-mail messages, 289
 - Find window file results, 71
 - List view, files and folders in, 36-37
 - Spotlight results, 64
 - widgets, 171
 - sounds. *See also* alerts; VoiceOver

- changing sound effects, 114
- dates and times, announcing, 105
- input options, setting, 115
- MIDI devices, configuring, 478-479
- output options, setting, 115
- Spotlight searches, keywords for, 59
- Spacebar with spring-loaded folders, 48
- Spaces. *See also* Mission Control
 - customizing, 92-93
 - Dashboard preferences, changing, 169
 - grouping windows into, 23
 - multiple displays, 472-473
- spacing
 - character spacing, changing, 192
 - line spacing, changing, 193
- Speakable Commands window, 120
- speaking voice. *See also* Alex; VoiceOver
 - document text, speaking, 185
 - for e-mail, 278
 - interface options, setting, 119
- speech recognition, 120-123. *See also* Alex
 - Application Services with, 450
 - with Contacts, 146, 149
 - enabling, 117
 - for Sticky Notes, 165
 - using, 117
- speed of printers, 206
- spell and grammar checking, 173
 - adding words to dictionary, 182
 - for documents, 182-183
 - e-mail, 275
 - in Safari, 251
 - in Spotlight, 61
- Spotlight, 57
 - backed-up items, recovering, 498-499
 - canceling search, 59
 - desktop icon, 5
 - e-mail, searching for, 293
 - filtering results, 62-63
 - finding information with, 58-59
 - grouping results, 64
 - help with, 76
 - keyboard shortcuts, setting, 66-67
 - keywords for searches, 59
 - metadata, finding information with, 59
 - preferences, setting, 66-67
 - privacy preferences, setting, 66-67

Spotlight (continued)

- sorting results, 64
- viewing results in window, 60-61
- windows, working with, 60-61
- working with results, 65
- Spotlight Search box, 76
- spring-loaded folders
 - customizing, 80
 - using, 48
- stacks on Dock, 21
- starting. *See also* restarting
 - Automator, 510
 - Bonjour messaging, 305
 - CDs, changing start settings for, 113
 - DVDs, changing start settings for, 113
 - with Fast Startup Switch, 24
 - iTunes, 326
 - Mac for Windows, 486-487
 - Mac disk, starting from, 112
 - Messages, 300
 - power failure restart options, 110-111
 - Safe boot, performing, 480
 - specifying startup items, 404-405
 - stand-alone computer, 2
- Startup commands, 405, 411
- startup disk, 28-29
 - selecting, 112
- Startup Disk Control Panel, 112
- stationery for e-mail, 278
- Stationery Pad in Info window, 52-53
- status bar
 - in Safari, 236
 - for windows, 12
- status menus
 - in Messages, 306-307
 - Internet, connecting to, 234
- Sticky Keys, 120-123
- Sticky Notes, 135
 - Application Services with, 450
 - creating, 165
 - Dashboard displaying, 168-169
- Stocks, Dashboard displaying, 168-169
- Stuffit Expander, 35, 133, 448
- styles
 - deleting style favorites, 196-197
 - documents, applying to, 196-197
 - favorite styles, applying, 196-197
 - for fonts, 167
 - Safari style sheets, 261
 - toolbar styles, changing, 85
- submenus, 8
- subnet masks, 228
- subscribing
 - to Calendar, 378-379
 - to Contacts, 151
 - to podcasts, 340
- subscript characters, 192
- summary
 - of Application Services, 450
 - of printer options, 217
- superscript characters, 192
- support for Mac, 530
- surge protectors, 464
- switching
 - between applications, 140-141
 - between Dock applications, 20
 - Fast User Switching, enabling, 406
 - between help libraries, 74
 - between users, 24-25
 - between windows, 14
- symbols. *See also* copyrights; trademarks
 - registration symbol, inserting, 198
- synchronization. *See also* Yahoo!, iPhone, iPad, iPod touch synchronization
 - of Contacts, 146
 - Safari bookmarks on multiple computers, 249
- System Administrator. *See* Administrator
- System folder, 28-29
- System Preferences, 95. *See also* hardware; monitors; QuickTime movies; VoiceOver
 - Accessibility options, 120-123
 - App Store options, 446-447
 - Bluetooth options, 431
 - CDs & DVDs options, 113, 328
 - Date & Time options, 104-105
 - description of, 96-97
 - desktop backgrounds, changing, 102
 - Dictation & Speech options, 116-117
 - Displays options, 470-473
 - Dock options, 88-89
 - Energy Saver options, 110-111
 - General options, 100-101
 - iCloud options, 356-359

- Ink options, 130
- international options, changing, 106-107
- Internet Accounts options, 268
- Internet preferences, list of, 96-97
- Keyboard options, 467
- Language & Region options, 106-107
- locking/unlocking, 99
- Mission Control options, 92-93
- Mouse, changing, 468
- Network options, 429
- network preferences, list of, 96-97
- Notifications options, 390-391
- overall preferences, list of, 96-97
- Parental Controls options, 402-403
- personal preferences, list of, 96
- Printers & Scanners, 210-211, 212-213
- Screen Savers, setting up, 103
- Security & Privacy, 407-409
- Sharing options, 420-423
- sleeping options, setting, 110-111
- Sound, controlling, 114-117
- speaking voice, setting, 118-119
- speech recognition options, 120-123
- Spotlight searches, keywords for, 59
- Startup disk, selecting, 112
- Time Machine options, 494
- Trackpad, 6, 469
- Users & Groups options, 397-401
 - viewing, 98
- System Information, viewing system information with, 461
- system recovery with Time Machine, 484
- system requirements, OS X, 528

T

- tab bars in Safari, 236
- tab bars in Finder
 - adding, 17
 - closing, 17
 - copying or moving with, 46-47
 - opening windows with, 17
 - parts of a window, 12
 - showing or hiding, 16
 - work with, 17
- tables
 - cells, 194-195
 - documents, adding to, 194-195

- merging cells in, 195
- nesting tables, 195
- tabs. *See also* Safari
 - in dialogs, 9
 - paragraph tabs, setting, 190
- tab stops, setting, 190
- tactile feel of keyboard, 467
- Tags
 - arranging by, 33-34
 - assigning, 18, 42
 - deleting, 43
 - editing, 19, 42-43
 - Finder preferences, 80, 86-87
 - renaming, 43
 - searching with, 68-70
 - setting file information, 52-53
 - Sidebar, 18
 - sorting by, 43
 - tagging, 18, 42-43
 - untagging (removing), 42
 - viewing, 18, 33, 43
- tagging files, 164, 200-201, 219, 256
- Places section, Sidebar, 18
- Take Video Snapshot button, 148
- .tar files, opening, 448
- Target Disk Mode, restarting computer, 112
- TCP/IP, 438
 - for modems, 230
- telephones. *See* cell phones
- television podcasts, listening to, 340
- text. *See also* documents; Mail
 - encoding, selecting, 260-261
 - in Safari, 236
 - substitution, preferences, 108-109
- TextEdit, 135, 173. *See also* documents
 - Application Services with, 450
 - automatic opening documents in, 81
 - iCloud, 364-365, 366-367
 - opening documents, 141, 174-175
 - Page Setup options, 214-215
 - preferences, setting, 204
 - speaking text in, 185
 - for Web design, 202-203
- text substitution, 108-109, 181
- text wrap
 - changing, 191
 - TextEdit preferences, setting, 204

thesaurus, 184
 third-party applications. *See also* software
 installing, 133
 System Preferences, 97
 threads, sorting e-mail by, 289
 Time Capsule, 494, 497
 Time Machine, 135, 493
 entire computer system, recovering, 484
 excluding items from backup, 496
 Power Nap, using with, 110, 495
 preferences, setting up, 494
 previous version of Mac OS X, reverting
 to, 484-501
 recovering backed-up items, 498-499
 restarting backup, 497
 setting up, 494
 starting manual back up, 495
 system, recovering, 484-501
 working with backup, 497
 time management. *See* Calendar
 times. *See* dates and times
 time zones, setting, 104
 Timer Coalescing, 459
 title bars
 aliases, creating, 91
 for windows, 12
 toolbars. *See also* Automator
 adding icons to, 85
 customizing, 84-85
 deleting icons from, 85
 Finder toolbar, customizing, 84-85
 parts of, 19
 rearranging icons on, 85
 in Safari, 236
 showing/hiding, 18, 19
 styles for, 85
 for windows, 12
 working with, 7
 Top Sites, Safari, 245
 trackpad, 6
 Trackpad preferences, 469
 trademark symbols
 documents, inserting in, 198
 Translation, Dashboard displaying, 168-169
 Trash, 10
 empty Trash warning, turning on/off, 51,
 81
 files and folders in, 50
 securely deleting files and folders, 51
 software, uninstalling, 50, 446
 uninstalling software with, 50, 446
 transfer information
 between Mac and PC, 457
 trojan horses, preventing, 407
 troubleshooting
 Bonjour problems, 304
 disk problems, 454
 hardware problems, 480
 Safe boot, performing, 480
 turning on/off. *See also* Messages
 Bonjour, 304
 Dock hiding, 20
 empty Trash warning, 51, 81
 FireVault, 409
 gestures, 130
 keyboard shortcuts, 9
 spring-loaded folders, 48
 Twitter
 Application services, using, 450
 Photo Booth, using with, 345-346
 post a tweet, Notification Center, 394
 set picture as profile picture, 345
 setting up account, 268
 Safari extension, 260-261
 Shared Links, 236-237, 244
 sharing, 49, 244

U

underlining
 document text, 188
 e-mail message text, 279
 fonts, 167
 Undo command, 45
 undoing/redoing
 Contacts, 149
 documents, actions in, 180
 file deletions, 51
 in Finder, 45
 ink recognizing, 130
 Unicode for languages, 175
 uninstalling
 hardware, 465
 OS X, 528
 software, 50

- software update options, 446
- Unit Converter, Dashboard display, 168-169
- UNIX compressed files, opening, 448
- unmounting networks, 56
- updating
 - automating software updates, 447
 - from Boot Camp beta, 483
 - widgets, 169
- up/down arrows in dialogs, 9
- URLs (Uniform Resource Locators), 238
 - Application Services with, 450
 - home page, typing address for, 237
- USB
 - FireVault protecting, 409
- user accounts, 395, 396
 - access privileges, setting, 401
 - adding, 398
 - deleting, 399
 - Fast User Switching, enabling, 406
 - file permissions, setting, 400
 - parental controls, setting, 401, 402-403
 - short name for, 398
- user & groups preferences, 96-97. *See* accounts and user accounts.
- user names for Internet connections, 228
- Users folder, 28-31
- Utilities folder, 505

V

- Variable list on Automator window, 508-509
- vCards, 147, 150-151
 - in attachments, 286
 - e-mail, including with, 280
- verbosity preferences, setting, 126
- video cameras, 303
- videos. *See also* DVD Player; Messages; Photo Booth; QuickTime movies; QuickTime Player
 - animated GIF, exporting movie as, 347
 - Dashboard displaying, 168-169
 - documents, adding to, 199
 - iMovie, 354
 - playing with DVD Player, 348
 - Spotlight searches, keywords for, 59
- View buttons on toolbar, 19
- views and viewing. *See also* specific views changing window views, 32-33

- customizing views, 32
- disks, viewing, 28-29
- documents, viewing, 30-31
- hardware settings, 466
 - Calendar window, 370
 - iTunes window, 327
 - System Preferences, 98
- Vimeo
 - Photo Booth, using with, 345
 - QuickTime, 352-353
 - setting up account, 268
 - sharing, 49
- viruses, preventing, 407
- Virtual Network Computing (VNC), 438
- visible files, searching for, 69
- VoiceOver, 120
 - Braille, support for, 124, 127
 - commands, using, 128-129
 - description of, 124-125
 - hot spots, 125, 128
 - keys for, 125
 - preferences, setting, 126-127
 - searches and utility, 125
- VO keys, 125
- volume. *See* sounds
- Volume desktop icon, 5
- VPN (Virtual Private Network), 442
- VLAN (Virtual Local Area Network), 443

W

- Wacom for handwriting recognition, 178
- waking up options, setting, 110-111
- Watch Me Do action, 516
- Weather, Dashboard displaying, 168-169
- Web addresses. *See* URLs (Uniform Resource Locators)
- Web browsers, 235. *See also* Safari
 - default browser, selecting, 266
 - history of, 227
 - Mail, starting, 269
- Web Clips widget, creating, 172
- web pages. *See also* HomePage; RSS feeds; Safari
 - copying text from, 257
 - different window, opening page in, 241
 - Image Capture, building with, 160
 - navigating, 238-239

web pages (continued)

- nonworking web pages, 264
- printing, 254
- reloading, 238-239
- saving, 256
- searching within, 252-253
- size of text, changing, 241
- websites, 235. *See also* HomePage; web pages
 - for printer driver downloads, 207
- Whois service, 444
- widgets, 168. *See also* Dashboard
- Wi-Fi connection. *See* AirPort; wireless connection
- Wikipedia, 184
- windows, 1
 - activating, 12-13
 - Columns view opening new windows, 39
 - Exposé, using, 22
 - Finder Preferences for customizing, 80
 - mouse, resizing with, 15
 - opening/closing, moving, 12-14
 - sizing/resizing, 12, 14-15
 - spaces, grouping windows into, 23
 - switching between, 14
 - TextEdit preferences, setting, 204
 - views, changing, 32-33
- Windows Media
 - Boot Camp Assistant and, 481
 - with Mac for Windows, 488
- Windows, operating syste. *See also* Mac for Windows
 - connecting to, 440-441
 - outside network, connecting, 441
 - sharing with, 440
 - upgrading to Windows, 484
- WinZip, opening files compressed by, 448
- wireless connection, Wi-Fi, 228. *See also* AirDrop; AirPort; Bluetooth
 - infrared technology, 233
 - sending files, 437
 - setting up connection, 232, 429
- workflow. *See* Automator
- World Clock, displaying, 168-169
- worms, preventing, 407
- write-only permissions for net users, 422

X

- X-Ray effect, Photo Booth, 347

Y

- Yahoo! Address Book,
 - importing and syncing, 147
 - creating an account, 150-151, 268
- Yahoo!
 - calendar account, 268, 370
 - instant message account, 302-303
 - setting up account, 268
- Yelp, Maps, 158-159
- YouTube, QuickTime, 352-353

Z

- Zoom button, 12, 15
- zooming in/out
 - with DVD Player, 349
 - in Preview, 163