

Switching to Mac Superguide



Foreword

Welcome to the Mac world. Things probably look a little strange around here. There's no Start menu down at the bottom of the screen. Menus stay up at the top no matter which application you're using. And those green, yellow, and red buttons in window corners don't do exactly the same things they did on your old PC.

The differences are more than visual. Moving from Windows to OS X means rewiring your muscle memory and learning to do old things in new ways. The basic stuff you do dozens of times a day—opening and closing programs and files, managing windows—are all done differently on a Mac. Switching can feel like you've been transported to a country where the language sounds vaguely familiar, but is definitely not your native tongue. This book will be your guide and interpreter.

In this guide, we'll give you a quick orientation to your new computing landscape and its principal parts (the Finder, the Dock, the Menu Bar). We'll show you how to work with files and programs and how to get started with OS X's built-in applications. We can also help you make the move, transferring your old files to your new system and setting things up so they look and work the way you want them to. We'll even show you how to run Windows on your Mac (if you must) or to share files, screens, backup drives, and routers between your new Mac and Windows PCs.

Think of us as a friendly new neighbor: eager to welcome you and happy to do whatever we can to help you settle in.

Table of Contents



Navigate Your Mac

- 6 The Finder**
The Finder is the navigation portal for your Mac and will help you keep files and folders organized, locate applications and other items, and move around your system efficiently.
- 13 The Dock**
Use this handy feature to access apps quickly and keep your desktop free of clutter.
- 18 The Menu Bar**
The Apple's menu bar contains all the basic commands for your Mac and its apps.
- 20 Work with Files**
Get the lowdown on handling all types of files, including how to open, preview, and rename them.
- 29 Search Your Mac**
If you're a little lost, use the Mac's sophisticated search features to find your way.
- 38 System Preferences**
Custom-tailor your Mac to suit your needs with these preference settings.



Transfer Files

- 44 How to Transfer**
Plan on transferring files from a PC to a Mac? Here's everything you need to know about safely migrating general data.
- 48 Import Specific Data**
Check out this section for advice on transferring other information, such as e-mail messages, contacts, photos, and music.



Work with Applications

- 54 Install, Uninstall, and Update Programs**
Working with software is different—and easier—on a Mac. Learn how to add and remove programs in OS X.
- 58 Meet OS X's Included Apps**
Get the scoop on all of Apple's applications, from Web browsing in Safari to goofing off with your Webcam in Photo Booth.
- 77 Replace Windows Software**
If you're seeking Mac equivalents to staple Windows software, check out these noteworthy substitutes.



Run Windows on Your Mac

80 **How It Works**

Did you know that you can actually run Windows on a Mac? Here's how to pick the best tools and setups.

81 **Use Boot Camp**

Boot Camp is an Apple utility that lets you install a copy of Windows on your Mac. See how it works and decide if it's the solution for you.

83 **Use a Virtualization Program**

Other Windows-on-a-Mac solutions include the virtualization programs VirtualBox, Fusion, and Parallels. Learn how they differ and pick the best one for your tasks.

87 **Migrate Your PC**

Move your old PC programs and files directly into a virtual version of Windows running on your Mac.

The Switcher's Rosetta Stone:

Your key to Windows-to-Mac translation

Most major Windows features have equivalents on your new Mac.

If you used this in Windows...	look here in OS X...	For more information see...
Start menu	Apple menu and Applications folder	<i>Navigate Your Mac</i> chapter
Taskbar	Dock	<i>Navigate Your Mac</i> chapter
System Tray	Right side of menu bar	<i>Navigate Your Mac</i> chapter
Explorer	Finder	<i>Navigate Your Mac</i> chapter
Preview Pane	Quick Look	<i>Get Oriented</i> chapter
My Network Places	Sharing preference pane	<i>Work with Windows Computers</i> chapter
Control Panel	System Preferences	<i>Get Oriented</i> chapter
My Documents	Home folder	<i>Get Oriented</i> chapter
Search	Spotlight	<i>Get Oriented</i> chapter
Gadgets and Sidebar (Vista and Windows 7)	Dashboard	<i>Work with Applications</i> chapter
Backup (XP) and Backup and Restore Center (Vista and Windows 7)	Time Machine	<i>Troubleshoot Your Mac</i> chapter
Recycle Bin	Trash	<i>Navigate Your Mac</i> chapter

Navigate Your Mac



Getting acquainted with any new operating system can be difficult. Leaving the familiar world of the Windows PC is a bit disorienting, and those who switch to the Mac often find themselves facing strange terms, unfamiliar interface elements, and a host of seemingly inexplicable features. But OS X's built-in navigation tools take the stress out of getting around your new system.

Adjusting to OS X is less like learning how to drive than it is like figuring out the controls in a new car. This chapter will guide you through some common OS X interface elements that help you find files and folders, and will get you navigating your Mac like a pro. Before you know it, you'll go from clueless newbie to confident power user.

TABLE OF CONTENTS

- 6** The Finder
- 13** The Dock
- 18** The Menu Bar

The Finder

The Finder is the space where you interact with your Mac—it is your computer’s metaphorical face (and the Dock represents it with a smiling blue face). When you look at your desktop (see “The Big Picture”) or at a window showing your files and folders, you’re looking at the Finder.

You’ll use the Finder for many of your day-to-day tasks. For instance, it’s where you create new folders; review information about the size of files; move, duplicate, and delete files; burn files to CD-R or DVD-R discs; browse your Mac’s hard drive; and even find files through the Finder’s Spotlight search feature (you’ll read more about that in the *Get Oriented* chapter).

Some features in the two operating systems, such as Windows Vista’s Search and OS X’s Spotlight, are practically identical. Keyboard com-



The Big Picture Here’s a quick look at your desktop’s components—items we’ll refer to again and again in the pages of this book.

mands you know from Windows tend to work in OS X too, as long you hold down the ⌘ key instead of Control. Even Alt-Tab application switching is nearly identical, except that you use ⌘-Tab instead.

The Main Finder Window

You can navigate all the files, folders, and applications on your Mac from a Finder window. To open a new window, click an empty part of your desktop, click File in the menu bar, and select New Finder Window (or press ⌘-N). You'll also get a new Finder window whenever you click the Finder icon in your Dock, double-click a folder icon, or double-click your hard drive's icon on the desktop.

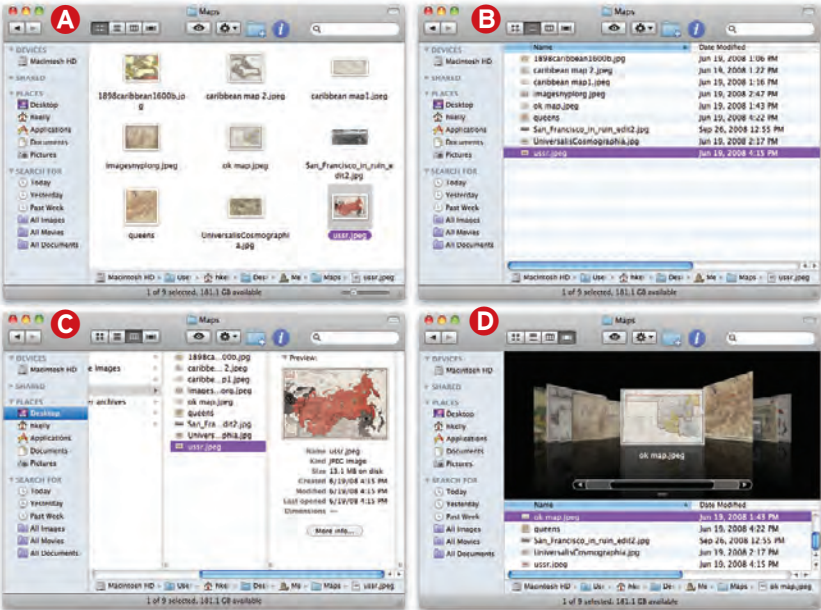
OS X gives you four different ways to browse your files in a Finder window—the icon, list, column, and cover flow views (see “Pick a View”). You control a window's view by using the Finder's View menu or by clicking the small View icons at the top of a Finder window.

ICON VIEW In icon view, you can arrange thumbnails of your files and folders as you please, just as if you were working in real space. This is particularly handy for a folder of photos, for instance. To change the size of the icons, drag the icon size slider at the bottom of the Finder window to the left or right.

LIST VIEW You can also choose list view, which shows a list of files and folders on alternating white and light blue rows. Next to each folder is a disclosure triangle. Click the triangle and you'll see the contents of the folder without having to open it. This view is useful for sorting your files according to a specific criterion—for example, alphabetically, by date, or by file size. Click the header once to sort by that attribute; click twice to reverse the order. You can also add other columns of information in the View Options window (View ► Show View Options or ⌘-J).

COLUMN VIEW If you need to navigate a large hard drive, column view may be the best option. In one open window, you can get to any spot on your hard drive with a few clicks. In this view, each column corresponds to a location on your hard drive. Click a folder and its contents appear in the next column to the right. If you click a file or a program icon, information about that file or program appears in the next column.

COVER FLOW VIEW When you click the Cover Flow button in the Finder, previews of your files appear as glossy graphics in the top section of the window; the same files are shown in a list in the bottom section. Cover flow view is great when you need to sift through a folder of photos, videos, or even text files, and it offers a more detailed preview—you can



Pick a View There are four ways to view Finder windows in OS X: icon view **A**, list view **B**, column view **C**, and cover flow view **D**. Choose one by clicking the appropriate view button at the top of the Finder window.

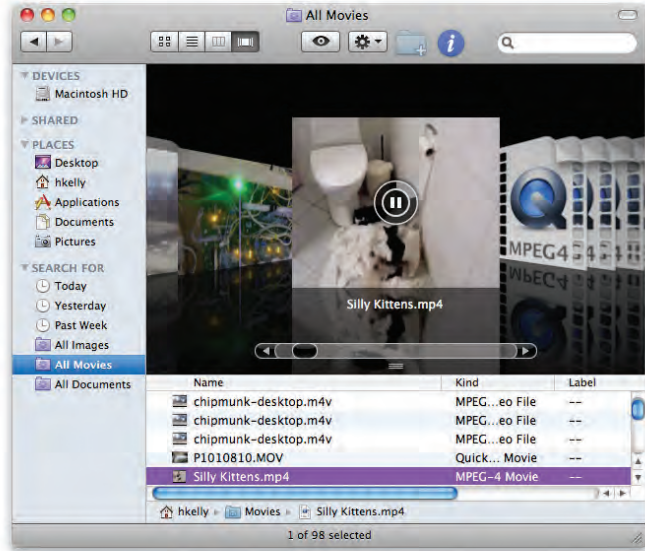
page through PDFs and text files, and play movie and audio files (see “Press Play”).

The Finder Sidebar

The sidebar is the light blue list of disks, shared drives, locations, and searches that appears on the left edge of all your Finder windows (see “On the Side”). If you click an icon once in the sidebar, that item will launch (if it’s an application) or open (if it’s a folder, file, or device). Items in the Finder’s sidebar are arranged by category—Devices, Shared, Places, and Search For. Hide or reveal a category’s items by clicking the disclosure triangle next to the category name. Click and drag any item away from the sidebar to make it disappear in a puff of smoke. If you want to rearrange items in a category, just click and drag an item up or down. You can also select Finder ► Preferences, click Sidebar, and then select or deselect items to add or delete them from the list there.

DEVICES Items in this category include your computer; its hard drives; any external drives or peripherals you have connected; your iDisk

Press Play
In Snow Leopard, you can preview text files, PDFs, movies, and music from within the Finder.

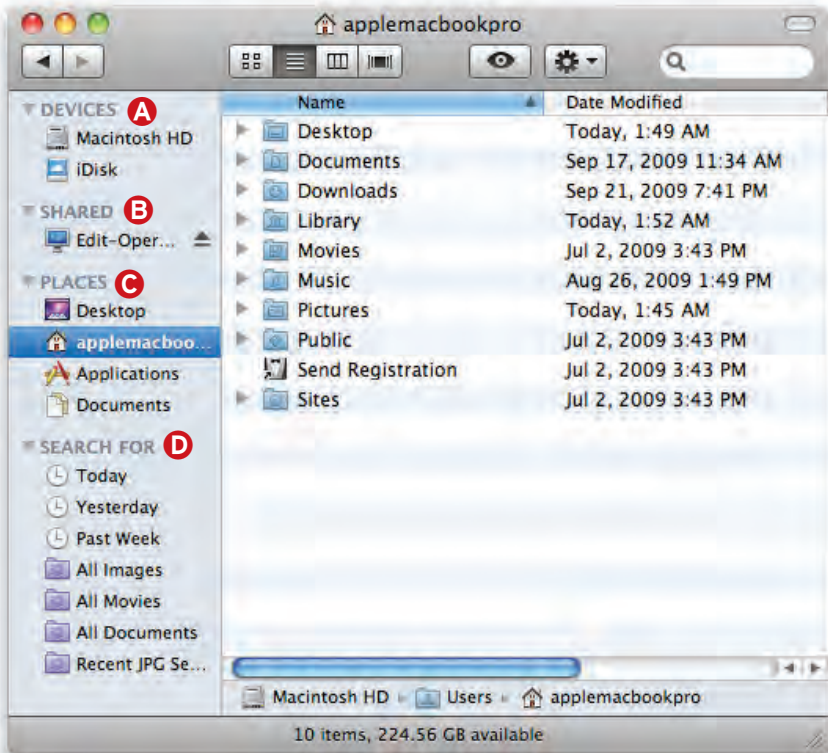


(if you have a MobileMe account and have it mounted or if you use local iDisk syncing); and any connected CDs, DVDs, or iPods. Using the sidebar's Devices category, you can quickly eject disks or hard drives by Control-clicking (equivalent to right-clicking in Windows) a device in the sidebar and selecting the Eject option in the contextual menu. If the device you want to eject has any open files or is in use, you'll get an error message. You can't eject your Mac's startup disk either.

SHARED This category includes other computers or storage devices on your network. Not only do Macs show up here, but also any Windows, Linux, or Unix computers that Apple's Bonjour networking technology recognizes. Other shared items will display in this section if you use the Finder's Go ► Connect To Server command to connect to them. If any computers on your network are missing from this category, you may need to relaunch the Finder. To do so, hold down the Option key, then click and hold the Finder icon in the Dock, and choose Relaunch Finder from the menu that appears. This will update the Finder's display.

PLACES This category lets you access folders and files with a single click. By default, folders such as your Home folder (represented by the house icon with your user name next to it), Applications, Documents, and Desktop will be here. To add a folder or file to this section, select it and drag it to the sidebar position you want. Alternatively, you can select an

NAVIGATE YOUR MAC



On the Side The Finder's sidebar has four sections: Devices **A**, Shared **B**, Places **C**, and Search For **D**.

item in the Finder, press ⌘-T , and it will appear in the sidebar under Places as well. The Finder sidebar also appears to the side of Open and Save dialog boxes, making it a great way to save files into folders you use often.

SEARCH FOR This section contains smart folders—saved Finder searches. These include both the Finder's default smart folders, such as Today (files you've used today) and All Movies (all your video files), and any that you've created.

Create a smart folder by selecting File \blacktriangleright New Smart Folder. Click the plus sign (+) underneath the search field. Then, from the pop-up menu, select Other. In the list that appears, select File Label. In the Finder window, click the red square and then click Save. In the dialog box that appears, name the folder, select the Add To Sidebar option, and then click Save.

The Finder Toolbar

At the top of each Finder window is a toolbar. It's visible all the time, unless you hide it by pressing ⌘-Option-T (this also hides the sidebar). By default, the toolbar contains a number of useful buttons, as well as the search field. Click the back and forward buttons to navigate to folders you've visited recently. Click any of the four View buttons to set your Finder view. Click the Action menu (labeled with a gear icon) to quickly create a new folder, make a file alias, move something to the Trash, and more. Click the Quick Look button (labeled with an eye icon) to view the contents of a file, or to turn a bunch of images into a slideshow.

To quickly jump to another folder in your hierarchy, control-click or right-click on the window's title bar above the toolbar. You'll get a list of parent folders.

You can customize the toolbar by choosing View ► Customize Toolbar. There are about a dozen buttons you can add for actions you perform often, such as ejecting disks or getting information about files. You can also add your favorite files, folders, or programs to the toolbar. Drag an item up to the toolbar to a position and then wait a second. The cursor will change to a green plus sign. Release the item or move it to a different location, and it will be added to the toolbar. Once you've added an item to the toolbar, just click to open or launch it; you can also drag files, folders, and applications onto the toolbar.

You can change the size of toolbar icons, as well as whether their names display; you can even forgo icons in favor of text. Do this from the Customize Toolbar dialog box or by ⌘-clicking the button at the top right of the window. Keep clicking while holding down the ⌘ key to cycle through the six possibilities.

Master the Finder

Although you can access most Finder commands from the Finder menu bar, using keyboard shortcuts for common actions will save you a lot of time.

If You Want to Do This...	...Press This
Open a new Finder window	⌘-N
Create a new folder	⌘-Shift-N
Get more information about a selected file or folder	⌘-I
Switch to icon view	⌘-1
Switch to list view	⌘-2
Switch to column view	⌘-3
Switch to cover flow view	⌘-4
Show view options for a folder	⌘-J
Create an alias of an item	⌘-L
Move the selected item(s) to the Trash	⌘-Delete
Select multiple files and folders even if they aren't next to one another	⌘-click
Select multiple files and folders that are next to one another	Shift-click
Bring up a contextual menu with additional options	Control-click
Create a copy of the item you're dragging	Option-drag
Create an alias of the item you're dragging but leave the original where it is	⌘-Option-drag
Start a search	⌘-F
Jump to your user folder	⌘-Shift-H
Jump to the Applications folder	⌘-Shift-A
Get help with the Finder	⌘-Shift-?

The Dock

The Dock in OS X is your one-stop shop for opening and switching between programs, managing window clutter, and accessing important files. By default, the Dock sits at the very bottom of your screen and displays applications on the left side of the divider and minimized windows, stacks, and the Trash on the right (see “Meet the Dock”).

Putting applications in the Dock allows you to get to them with just one click instead of having to access your Applications folder. Once you’ve filled the Dock with your preferred applications, you can use it to execute basic commands like Open, Close, Force Quit, and more.

Add and Remove Programs

The Dock comes prestocked with the programs Apple considers most important, but you’re not restricted to just these programs. Whenever you launch a program, its icon appears on the Dock. When you quit the program, that icon will vanish—unless you add it permanently. If you want a program’s icon to remain in the Dock even when it’s not running, click and hold the program’s Dock icon and select Options ► Keep In Dock from the pop-up menu.

To add an icon for an application that is not running currently, open your Applications folder and drag the program’s icon to any spot to the left of the Dock’s divider bar, then release the mouse button. Items added in this manner will remain in your Dock at all times. You can move an icon by dragging it to another spot on the Dock. Note that if you move a running application to another spot on the Dock, it will become a permanent Dock resident without requiring that you set the Keep In Dock option.



Meet the Dock The Dock gives you one-click access to applications such as iTunes **A**, as well as folders **B** and files. The white dots under icons show which programs are running **C**. Drag files you no longer need to the Trash **D**. Right-click or Control-click the divider bar **E** to see more Dock options.

There are two ways to get rid of unwanted items in your Dock. The fun method is to click and hold the icon you'd like to remove, and then drag it off the Dock. When you release the mouse button, the icon vanishes in a puff of smoke. (Don't worry: removing an icon from your Dock does not remove it from your system.) You can also remove an item from the Dock by right-clicking or Control-clicking the icon and selecting Remove From Dock from the contextual menu.



Look Inside When you right-click or Control-click the Dock's Mail icon, you'll get options to compose a new message or note or to fetch new mail, as well as quick access to all open Mail windows.

Work with Applications in the Dock

Click any application's Dock icon once, and it will bounce a single time and then launch the app. (When an icon bounces multiple times, that means the program needs your attention.) A white dot with a blue halo underneath an application icon indicates that the program is currently running. If you're not sure which application an icon represents, hover your cursor over the icon, and the application's name will appear above it. You can quickly switch between open applications by clicking their icons in the Dock.

You can also use the Dock to open a file in an application other than its default by dragging the file onto the application you want to use. However, if that application doesn't recognize the file type, it won't open the file.

To close a program via the Dock, click and hold or control-click any icon in the Dock to open a contextual menu. If the program is running, you'll see the option to quit. When an application freezes, the contextual menu will also offer an option to force-quit that program. (If you don't see it, Option-Control-click to access it manually.)

When you Control- or right-click an application's Dock icon, many programs offer other useful shortcuts (such as program-specific commands or a way to switch between open files). For instance, the contextual menu for Mail lets you retrieve your e-mail messages and start a new message or note (see "Look Inside"). If you want to see where an item is stored, choose Options ► Show In Finder from the contextual menu, and a Finder window will appear with the item highlighted.

Manage Clutter with the Dock

If you have several different windows open for a single application, as well as windows for other programs, things can get a bit messy. To clear up some space, click and hold a Dock's icon and you'll immediately see all open windows for just that program. Choose the window you want, and everything else will slide back into place.

If you don't want to quit a program but you'd like to hide one of its windows, you can use the Dock as a temporary holding space. To minimize a window, click the yellow button at the top left of the window, double-click its title bar, or press ⌘-M. When you do, the window will shrink down and appear on the right side of the Dock. To get the window back, just click it in the Dock.

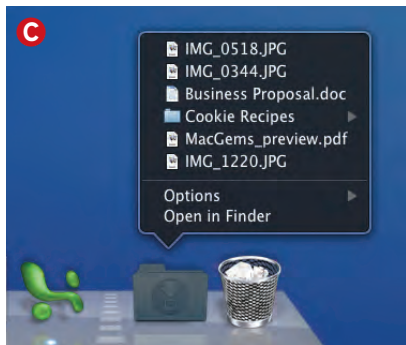
Store and Trash Files and Folders in the Dock

If you regularly need fast access to certain documents or files, you can place them on the Dock too. First drag a folder or file from the Finder to the right side of the Dock's divider bar, and then drop it into position.

Snow Leopard gives you several ways of navigating folders stashed in the Dock. When you click a folder, you'll see a stack—a visual representation of the folder's contents. Once you've clicked a stack to open it, you can use the keyboard to navigate through it. To select a particular file, type the first couple of letters of its name. You can also move through a stack with the arrow and Tab keys.

There are three ways to view items in a stack: fan, grid, and list (see "Three Ways to Stack"). Fan view shows your files as a curving column of icons. This is a good option if the folder contains just a few items. If you have many items, a better option is grid view, which gives you a pop-up window filled with icons. This option works particularly well with a folder of images, as the icon will show a preview.

If the grid gets too crowded, list view is your best bet. It's a neat, navigable column of all the file names and folders in that stack. You can even drill down into a stack's contents in list view by hovering the cursor over



Three Ways to Stack The items in a stack can be viewed as a fan **A**, grid **B**, or list **C**.

subfolders. You can drill down through stacks in grid view as well. Click a folder icon to switch the view to that folder.

To switch between these views, Control-click the stack's Dock icon and choose Fan, Grid, or List from the View Content As section. You can control the sort order, selecting from Name, Date Added, Date Modified, Date Created, and Kind. You also have the option of viewing a stack as a folder or as an icon that shows the most recent stack item.

If you want to open more than one item in a stack, just hold down the Option key; each time you click an item, it will open in the Finder while the stack remains open. If the Finder isn't the frontmost application, the windows will open in the background.

If you click and hold a stack, you can choose the Open In Finder command from the contextual menu to see all of the contents in one Finder window. To jump one level up—exposing the folder containing the stack items—hold down the ⌘ key as you click the stack.

To delete something from your Mac, click a file (or group of files) to select it and drag it onto the Trash icon on the Dock's far right side. Click the Trash icon to see what's in it. Empty the Trash by Control-clicking

its icon and selecting Empty Trash from the contextual menu. Once you do that, the files are gone for good. You can also eject a CD or DVD, or unmount an iPod, a media card, a digital camera, or an external hard drive by dragging its icon to the Trash.

Customize the Dock

In addition to choosing what applications and files you'd like to appear on it, you have a few other ways to personalize your Dock.

CHANGE THE SIZE To resize your Dock, position your cursor directly over its divider bar. The cursor will change into a horizontal bar with arrows pointing up and down—this is the Dock-resizing cursor. Now click and drag—up to make the Dock bigger, down to make it smaller. (Press and hold the Option key while you do this, and the Dock will stick to preset sizes that make your icons as sharp as possible.)

You can also do this via the Dock preference pane. Click the System Preferences icon in the Dock (it looks like three gears), and select the Dock button from the Personal section of the System Preferences window. Adjust the Size slider to your preferred size.

SET THE MAGNIFICATION When you pass your cursor over the Dock, the icon you're pointing at gets bigger. If you've made your Dock tiny, you might find this magnification helpful, but it can be distracting. To disable it, click the Apple menu in the upper left corner of your screen and choose Dock ► Turn Magnification Off. You can also disable it by opening the Dock preference pane and deselecting Magnification. If you want to keep the magnification effect but tone it down, open the Dock preference pane and adjust the Magnification slider by moving it to the left.

MOVE THE DOCK You can move the Dock to the left or right side of the screen. To find these options, go to the Apple menu and select Dock, or open the Dock preference pane and, next to Position on Screen, select Left, Bottom or Right. You can also Control-click the Dock's divider bar, choose Position On Screen in the contextual menu, and then select the side you want.

HIDE THE DOCK To hide your Dock and make it pop into view only when you hover the cursor over the Dock location, click the Apple or contextual Dock menu and choose Dock ► Turn Hiding On. You can also go to the Dock preference pane and select the Automatically Hide And Show The Dock option.

MASTER MINIMIZING You can also customize how windows are minimized from the Dock preferences window. You can use the neat-looking Genie Effect (default), which magically sucks the window into the Dock, or the faster Scale Effect, which just shrinks the window.

The Menu Bar

As familiar as OS X may feel in many ways to a Windows user, the Mac's Finder has a fundamental difference. In Windows, menus are attached to *application windows*. But OS X has a menu bar affixed permanently to the top of the screen. The specific items that appear on that menu bar may change, depending on what application you're using. But many of its elements (particularly those on the right side) stay the same in all apps.

Apple Menu

The small gray Apple icon always appears in the upper left corner of your screen. More than just a reminder that you're using an Apple computer, this icon contains a menu with a number of useful commands, including Shut Down, Restart, Sleep, Force Quit, and Log Out, as well as options to get important information about your system and access System Preferences and Dock settings, and links to recently used applications.

Application Menu

The application menu always displays the name of the currently selected application. When you click it, you'll see program-specific options such as preferences, controls for hiding or quitting the application, and an About item that shows the version number (as well as other information in some cases).

Get Oriented



Going from a Windows PC to a Mac is a bit like moving from a cramped old apartment into your dream house. For all the promise of major long-term gain, you'll have to deal with at least some short-term pain: boxes to pack and unpack, new neighbors to get acquainted with, and a house to turn into a home.

The PC-to-Mac transition presents the same kinds of opportunities and challenges. Now that you're settling into your new environs, it's time to really get to know your way around and learn the essentials.

Here's a quick guide to the most important steps to turn that *house* computer into your *home* computer.

TABLE OF CONTENTS

- 20** Work with Files
- 29** Search Your Mac
- 38** System Preferences

Work with Files

Once you know your way around the Finder, the next challenge is managing the files you create, moving between applications, and working efficiently with your programs. We'll show you how to open and save files, manage unwieldy windows, and much more to help boost your general productivity on your Mac.

Locate Your Files

Now that you know how the Finder works, you can use it to access your files. But where is everything? Although you can store files almost anywhere on your Mac, OS X comes with a basic organizational scheme already in place that you'll do well to follow. Here is a primer on OS X's file organization system.

Your Hard Drive

If you double-click the hard-drive icon on your desktop, you'll see a window containing four folders: Applications, Library, System, and Users.

APPLICATIONS As the name implies, this is where OS X stores applications, and any application stored here is available to all users on your Mac. Apple-provided applications automatically install themselves here, as do many third-party ones, and you can choose to install other programs in this folder as well. Most applications don't have to reside in this folder to run, but it's a good idea not to move anything already installed in this folder. Occasionally, software updates depend on finding the standard programs in their default locations.

LIBRARY The Library folder holds some special things that are available to all users of your Mac. Printer definitions live here, as do all the standard desktop images (the ones listed in the Desktop & Screen Saver preference pane). You'll occasionally need to open the Library folder, unlike the System folder. For example, if you want to install fonts for all users to share, you put them in the Library folder's Fonts folder.

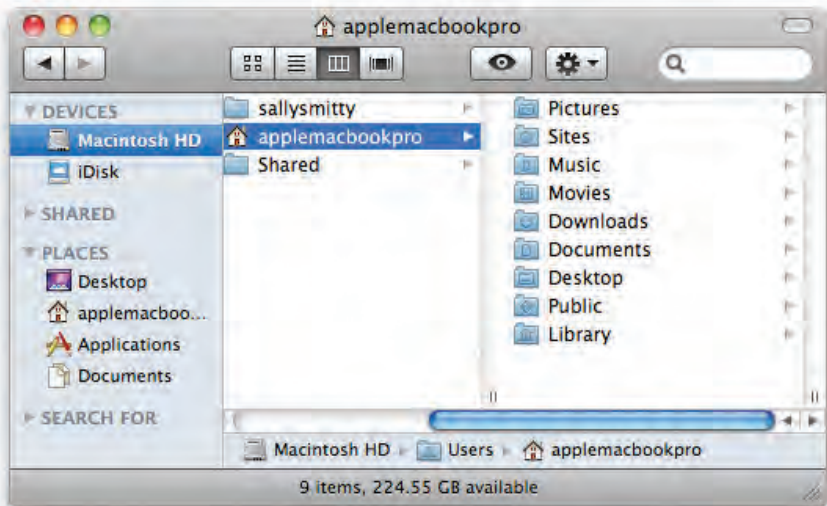
SYSTEM The inner workings of OS X reside here: for instance, the default system fonts, as well as the drivers for devices like video cards and printers. In short, you want to stay out of this folder. Thankfully, OS X has taken some measures that prevent you from changing items in this folder accidentally.

USERS Apple designed Mac OS X with the idea that many people would be using it, each with his or her own account. OS X keeps your things private by tucking them into your own space inside the Users folder. If you open that folder, you'll see a folder for each user account you've created. Your own user or Home folder is marked with a special icon that looks like a house, and has the name you assigned it when installing the OS or creating your account after installation. OS X has reserved this folder for your files (among other things).

Your User Folder

Inside your user folder is a collection of subfolders, each with a custom icon that makes it easy to identify (see "Your User Folder"). Apple created these folders to provide users with an easy-to-understand system for keeping track of their files. These are the folders you'll be frequenting the most.

You don't have to use OS X's preset folders. You can create new folders inside any existing folders or on your desktop. But there is one important rule to keep in mind in here: Do not rename or delete any of the preset folders in your user folder. If you do, you may run into trouble later, as many programs assume that these folders exist in their default locations with exactly these names.



Your User Folder Inside your folder, you'll find nine preset folders that keep your system organized.

DOCUMENTS, MOVIES, MUSIC, PICTURES These folders are fairly self-explanatory. Feel free to store your files in them. Programs place files in these folders, too—iTunes uses the Music folder and many programs write files to the Documents folder, for example.

LIBRARY This folder stores application and system files specific to your user account. This is where OS X keeps all of your applications' preferences, the support files they require, and so on.

SITES The Sites folder holds files related to OS X's built-in Web server.

PUBLIC You can use the Public folder to share your files with other users on your Mac—anything you place in that folder will be visible to other users, and they'll be able to copy items from it. Other users can give you a file by placing it in the Drop Box folder inside the Public folder.

DESKTOP As the name implies, this folder holds any objects that you place on your desktop. If you use the Finder to create a new folder in your Desktop folder, it will immediately appear on the desktop.

DOWNLOADS This folder helps keep your desktop clean by acting as the default destination for all downloaded files. It is conveniently represented by a stack in your Dock. Simply click the stack once to see all recently downloaded songs, documents, and programs.

Use Your Files

No matter what applications you use, you'll spend a lot of time in OS X opening and modifying files. For the most part, this is a fairly simple process. Take a few minutes to play around with opening, previewing, saving, and doing other basic tasks with your files.

Open a File

Opening a file is easy—just double-click its icon in the Finder or on your desktop. You can Control-click or right-click a file and select Open, or select Open With and choose an application from the contextual menu. Another option is to open the application first and then choose File ► Open and navigate to the file you want. Finally, you can drag a file onto the desired application on the Dock or in the Finder.

Preview a File

Sometimes you want to view a file without going to the trouble of opening it in its related application. In Snow Leopard, there are two ways to do this. The first is the Quick Look feature (see "Take a Peek"). To open a file in Quick Look, click the file once and press the spacebar (you can also

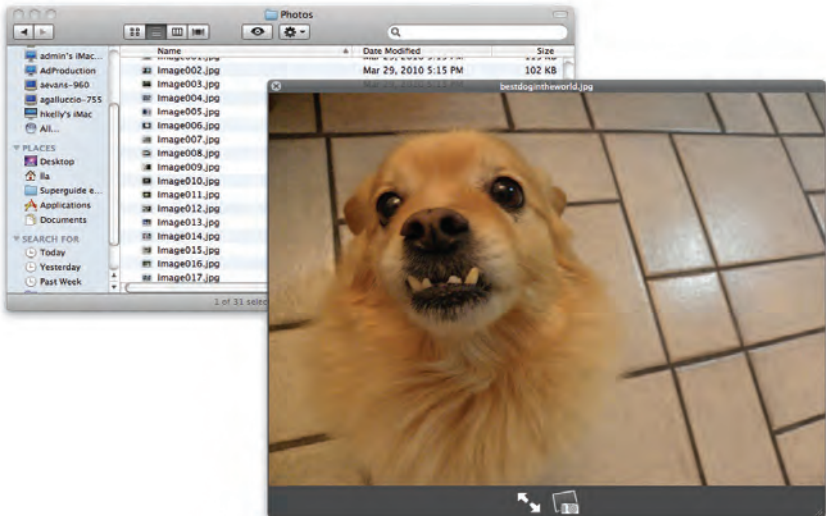
GET ORIENTED

Control-click and select Quick Look from the contextual menu, or select it in the Finder and click the eye icon). A new window will open and display the file's contents. This window is scrollable (for multiple-page documents), resizable, and movable. The double-arrow icon at the bottom of the screen switches the view to full-screen mode. If you're viewing an image, a camera icon lets you add the file to your iPhoto library.

You also have full Finder control in this window and you can use all the normal Finder menus and keyboard shortcuts, like pressing ⌘-O to open a document after checking it out in Quick Look. If you have more than one file selected, Quick Look will show the first file in the selection, and you can use the left- and right-arrow keys to move through your files. Alternately, click the four-panel icon in the Quick Look toolbar (or press ⌘-Return) to view an index page showing thumbnails of every selected file.

You can use Quick Look with nearly any kind of file. Text files, movies, Adobe Photoshop images, PDFs, image files, and MP3s all appear (and with movies and audio files, play) in the Quick Look window. If you use a third-party program with a proprietary file format, however, you may not be able to use Quick Look on its files.

You can also preview most files directly from their Finder icons in the icon, column, or cover flow Finder views. Flip through a PDF or text document, listen to an MP3, or preview a movie, all by clicking its icon.



Take a Peek To quickly see a large version of an image, document, video, or PDF without launching an extra program, select the file you want to open and press the spacebar.

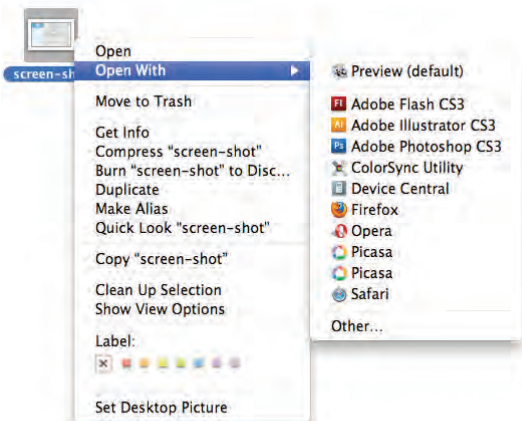
Learn about a File

When you save a file, OS X stores not only the file's contents but also information about the file—such as its permissions, its creation and modification dates, and which application to open it with. To see this information, click the file in the Finder and choose File ► Get Info, right-click or Control-click and select Get Info from the contextual menu, or select the file and press ⌘-I. The resulting window is filled with information about your file. Click the disclosure triangle next to the Open With header to see its default application.

Change a File's Default Application

To open a file in an application other than the one assigned to it, Control-click or right-click the file in the Finder and select Open With from the contextual menu. You'll see a list of applications compatible with that file type (see "Opening Statement"). To choose an application that's not on the list, select Other and use the Choose Application dialog box to locate the appropriate app.

You can also choose to always have an application other than the default app open a particular type of file. Choose a file in the Finder and select File ► Get Info (or press ⌘-I). In the Open With section of the Info window, select the default application you want from the pop-up menu, and then click the Change All button.



Opening Statement To open a file in an application other than its default, Control-click it and select the Open With menu.

Save a File

Apple gives you a strong hint that it would like you to save your documents in particular locations, as evidenced by the Documents, Movies, Music, Pictures, Public, and Sites folders within your user folder, also known as your Home folder. But you're welcome to create a folder and save files just about anywhere you like.

However, you do sometimes have to respect Apple's folder suggestions. For example, if you want to share files with another user, you should place those files in your Public folder, the only folder in your user folder that other users can access. However, you should not save files in folders that OS X uses—the Library and System folders, for example. The contents of these folders are for the system's use, and you should tinker with them only if you know what you're doing.

When you're ready to save an open file, go to File ► Save As. At first glance, the Save dialog box doesn't seem to offer many options for where to save your file—click the Where pull-down menu, and you'll see just a handful of options, including mounted volumes, folders that appear in a Finder window's sidebar, and the folders you've accessed most recently. To save the file to one of these locations, just select it from the list and click Save.

If you want to save your file to a different location, click the blue triangle next to the Save As text box. This switches the dialog box to its expanded view, which offers many more ways to navigate to specific locations on your Mac's hard drive.

The expanded dialog box contains a search field, a quick way to track down a buried folder. When you enter a search term and press Return, the Mac will start searching for all related items on your computer. You can limit or expand your search to specific parts of your system by clicking a location in the gray toolbar that appears below the Search field.

The Save dialog box also offers a New Folder button. This is handy when you're working on the first document of a new project and would like to create a folder to hold all the project's files. Just navigate to where you want this new folder, click New Folder, and give the folder a name. Click Create and the new folder will appear in the location you specified. Select the newly created folder in the Save dialog box to save your file within it.

Name Your Files

Before naming your file, keep these limitations in mind: OS X prohibits file names longer than 256 characters. File names can't include colons (:), or begin with a period (.). You should also avoid using a forward slash (/), because OS X will interpret this character as a separator in a file path.

If a Windows user will be viewing your document, you'll need to take further precautions when naming files. Windows won't accept file names containing any of the following characters: commas (,), question marks (?), slashes (\ and /), colons (:), asterisks (*), angle brackets (< and >), or the pipeline (|).

Work with Extensions

File extensions are the three letters that follow the period at the end of file names—.doc, .txt, and .mp3, for example. A file extension tells the Mac (and other computers) what format the file is in. For instance, the .doc extension tells a Mac and a Windows PC that any Microsoft Word-compatible application can open that file.

OS X doesn't always display a file's extension, but it's there. To view the extension, select the file and press ⌘-I to produce the Get Info window, and then click the triangle next to the Name & Extension heading if necessary. In most cases, you'll see the file's name followed by an extension. If you'd like the extension for a file to always appear as part of the file name, make sure the Hide Extension box is unchecked (see "Hiding the Extension").

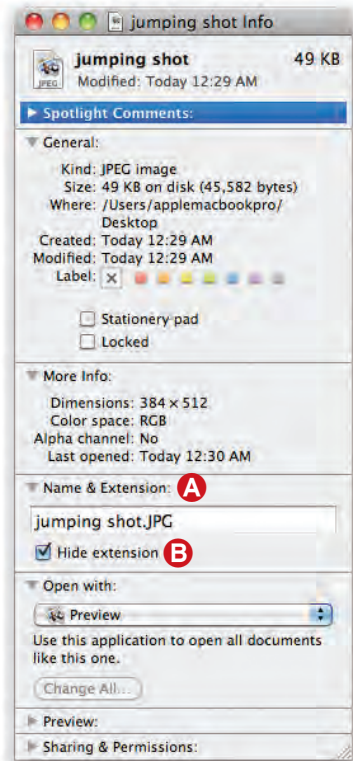
If a file will remain on a Mac, you don't need to worry about file extensions; Macs don't need them to recognize the file type. But if a file will be making its way to a PC, make sure its file extension is visible. Windows sometimes has trouble recognizing file types without extensions.

More File Tricks

There are many more ways to work with your files using the Finder. You can create shortcuts, get more information, and get a full-size preview.

Create Shortcuts for Your Files

OS X gives you multiple ways to quickly access your files, folders, and applications and keep your system organized and clutter-free. Here are your shortcut options.



Hiding the Extension Extensions are invisible by default. To see a file's extension, select that file in the Finder, press ⌘-I , and open the Name & Extension section **A** of the Info window. Be sure to turn off the Hide Extension option **B** before sending the file to a Windows user.

ADD SHORTCUTS TO THE DOCK You can add a shortcut for a file, folder, or application by dragging that item to the Dock and holding it there for a moment. A space will open up; let go of the item and a shortcut to it appears. That shortcut will remain there until you delete it.

USE THE SIDEBAR The Places section of the Finder's sidebar is a collection of quick links to the folders Apple assumes you'll use most. To add an item, drag it to this section of the sidebar, wait for the blue line to appear, and then release the mouse.

If you run the same searches frequently, you can save them in the Search For section of the sidebar. After you create a search in the Finder (see the "Search Your Mac" section), click the Save button, and you'll see an Add To Sidebar option. You can also remove searches by dragging them off the sidebar, or rearrange them by clicking and dragging them to a new location on the sidebar.

There are a couple of ways to customize the sidebar and fill it with the shortcuts you want. To add or remove files, folders, or applications, you can use the Finder's Sidebar preferences. Select Finder ► Preferences, and then click Sidebar. Here you can specify which items show up in the sidebar. Alternatively, just drag items into or out of the area. Note that you can add drives only to the Devices section, and you can add applications, folders, and files only to the Places section.

CREATE ALIASES If you want to store a shortcut somewhere other than in the Dock or in the sidebar, you can create an alias. An alias is a small file that points to something on your Mac (it's similar but not identical to a Windows shortcut). Double-clicking an alias does the same thing as double-clicking the original item—folders and documents open, and applications launch. Use aliases to get easy access to files and applications while keeping the originals in one place (applications in the Applications folder and documents in your Documents folder, for example).

To create an alias, simply select the file you'd like an alias of, and then select File ► Make Alias (or press ⌘-L). You can also create an alias by holding down the ⌘ and Option keys and then dragging a file to a new location—a small arrow in the corner of the drag icon indicates that you'll create a new alias when you release the mouse. Every alias icon has a small arrow at its bottom left. If you no longer need the alias, delete it. This won't harm the original file or folder, since the alias is just a pointer to it.

As you use your Mac, you'll begin to see how incredibly useful aliases can be. Say you want to keep your favorite recipes together in one spot, but you also like to keep your large recipe collection organized in folders by both year and style of food. You could create a new folder called

Favorite Recipes and copy your favorites into it, but that would take more disk space—and if you ever edited the original recipe, your copy wouldn't reflect those edits. Instead, create a new folder and put aliases of your favorite recipes in it. Aliases take up almost no space, and you don't have to worry about ending up with multiple versions of the same file.

Learn More about a File

There may be times when you want to know more about a file than its name, size, and modification date. In those cases, you can pull up an instant dossier called the Info window. Just select the file and choose File ► Get Info or press ⌘-I. From the Finder, you can also click the Info icon (a blue circle labeled with an “i”) in the toolbar.

The Info window shows information about the file you selected, including its creation and modification dates, its location on your hard drive, its label color, the application it opens in by default, the language files it may support (for applications), and who has permission to open it. Info even provides a preview when appropriate.

Delete Files

Whenever you drag an item to the Trash icon on the Dock, select an item (by clicking its icon once) and then press ⌘-Delete, or Control-click an item and select Move To Trash, your file goes into OS X's Trash (the equivalent of Windows' Recycle Bin). You can see what's in your Trash at any time by clicking the Trash's Dock icon. If you need to open a file from the Trash, drag it to an appropriate application on the Dock. You can also click the Quick Look button (the eye icon) for a preview.

Remember that files don't disappear until you empty the Trash. To do this, select Finder ► Empty Trash, or Control-click the Trash icon in the Dock and choose Empty Trash from the contextual menu. If you throw away some really top-secret stuff, you'll want to empty the Trash in a special way—select Finder ► Secure Empty Trash. When you do, OS X writes meaningless data over the space on the drive that the files occupied. This ensures that no one, not even someone with special recovery tools, can retrieve your files.

Search Your Mac

Spotlight is the Mac's central search tool. It provides a quick and easy way to locate and open files, documents, and applications scattered around your hard drive. With Spotlight, you can track down the e-mail message you sent to Jim about the latest movie night, or locate a Microsoft Word document whose name you've forgotten, simply by searching for a unique word or phrase. Once you learn its tricks, it's a great tool to use anytime you feel a little disoriented on your Mac.

Spotlight Basics

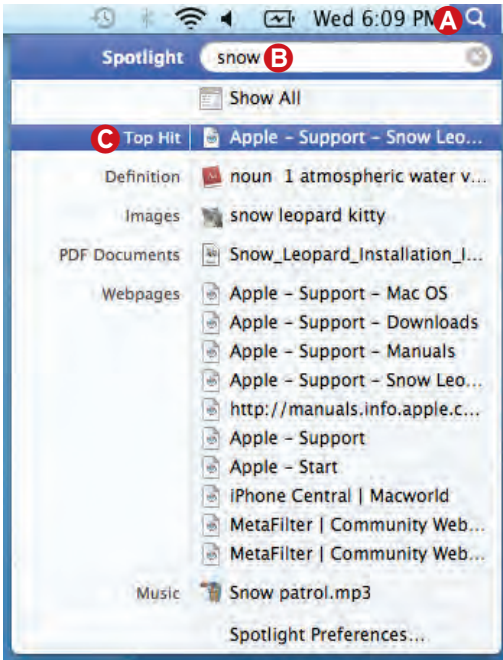
Although you can access Spotlight's searching power from many parts of OS X—including Mail, Preview, iCal, and other programs—most Spotlight queries start in the Spotlight menu.

HOW SPOTLIGHT WORKS When you first start up a new Mac, Spotlight indexes your system, scanning your files and creating a database containing their names, their content, and other information about them. From then on, every time you add a file to your Mac—whether you're creating a new word processor document, receiving an e-mail, or saving a bookmark—Spotlight immediately indexes that file, adding information about it to the database.

Spotlight Shortcuts

Spotlight is all about productivity. To become a search whiz, learn these shortcuts for the Spotlight menu.

Action	Shortcut
Display the Spotlight menu	⌘-Space
Go to the next item	down arrow
Go to the first item in the next category	⌘-down arrow
Go to the previous item	up arrow
Go to the first item in the previous category	⌘-up arrow
View the location of a file	Hover the cursor over the file name



Meet the Spotlight Menu Click the Spotlight icon **A** in the OS X menu bar to access the search field **B**. As you type, Spotlight suggests possible results, indicating its best guess with the Top Hit heading **C**.

Furthermore, if you modify a file and save it, Spotlight records the changes; if you delete a file, Spotlight removes its information from the database.

If you have multiple users on your account, don't worry about others using Spotlight to access your private files. Assuming your files are tucked away in your Home folder, another user logged into your Mac won't see your files in the results. In addition, you can exclude certain folders from the Spotlight index by changing Spotlight's system preferences.

START A BASIC SEARCH To start a new search, click the Spotlight icon on the right side of the menu bar, or press \mathbb{C} -Space to call up the Spotlight menu. Then type in one or more keywords—don't worry about capitalization (see "Meet the Spotlight Menu"). Spotlight starts presenting matches as soon as you begin typing, looking for those search terms in your files' names, content, and hidden information called metadata. As you fill in more of your search query, Spotlight updates its results.

The Spotlight menu sorts results into categories such as Documents, Folders, Images, and Messages, as well as other, more application-specific groupings like Contacts (if you use Apple's Address Book or Microsoft Entourage), Events & To-Do's (from iCal), and Webpages (Safari bookmarks and history). Within each group, results appear according to when

they were last viewed or saved, so the things you've worked on recently will be at the top of the list. The menu also highlights the Top Hit—the result that Spotlight considers most relevant.

If the item you're searching for turns out to be the Top Hit, you can open it by pressing Return. To launch a different file, use the arrow keys to navigate to it and press Return, or click it. Some programs are extra smart when it comes to Spotlight queries. If Preview is your default PDF reader, for example, selecting a PDF in a Spotlight search will open the document and your Spotlight query will be entered in its search box. Pressing return will force Preview to draw up the first occurrence of the word or term. Its sidebar will also show a list of other pages where the search term appears, if applicable.

CHANGE SPOTLIGHT'S PREFERENCES If you'd like to prioritize certain types of files over others, or if you want to exclude certain sections of your computer entirely, you can do so by choosing Spotlight Preferences from the bottom of the Spotlight menu (or navigating to the Spotlight pane in System Preferences).

The Spotlight menu displays categories according to their order in the Search results section of Spotlight's preference pane. You can drag categories around to alter this order, or choose to not display certain groups at all by unchecking them in the list.

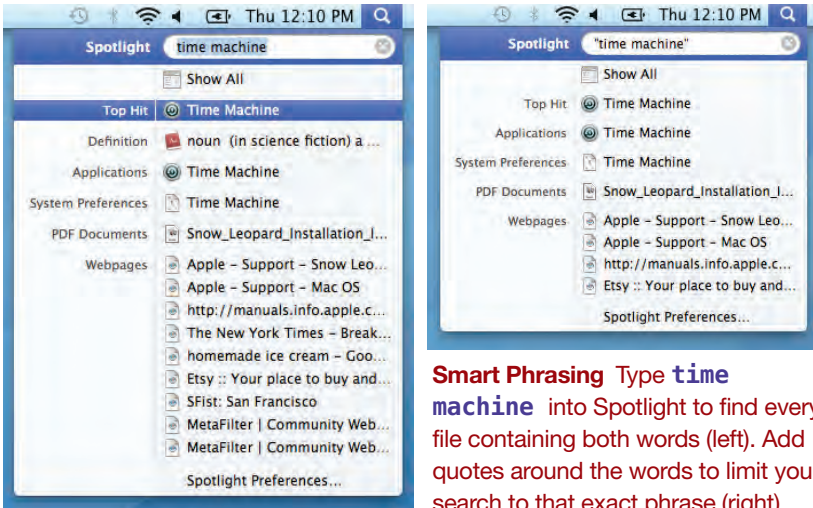
To exclude certain folders or volumes, go to Spotlight's preference pane and click the Privacy tab. Drag the folder you want to exclude to this list, or click the plus sign (+) and select it. To exclude an external volume, first connect the drive, then add it to the list. If you need to search that external hard disk down the line, connect it, remove it from the Privacy list, and then wait while Spotlight reindexes the device.

By default, pressing ⌘-Space activates the Spotlight menu. Likewise, pressing ⌘-Option-Space brings up a Finder search window. To change this, go to the bottom of the Spotlight preference pane and click inside the text field of the shortcut you want to change. Then type your new shortcut. You can also click the pop-up menu to select one of the default shortcuts or a function key. If you want to eliminate the shortcuts completely, remove the checkmarks from their boxes.

Search Tips

If your search involves multiple terms, or if you need to narrow your results to dig up a particularly elusive file, it pays to know how to put together a good search query. By mastering a few simple tricks, you can limit your search to specific types of data, exclude terms, and more, giving you a better shot at locating exactly what you need.

GET ORIENTED



Smart Phrasing Type **time machine** into Spotlight to find every file containing both words (left). Add quotes around the words to limit your search to that exact phrase (right).

USE PHRASES Every Spotlight query is an AND search by default. This means the program looks for files containing all the words you type. For instance, if you enter **time machine**, Spotlight seeks out anything that contains both the words **time** and **machine**. That means the search will turn up any files that mention Time Machine, as well as e-mails from your IT administrator discussing the best time to swing by and fix your machine.

You can narrow down the search results by using quotes—this specifies that the words must appear next to one another. So if you type **"time machine"** Spotlight will only look for files that contain an exact match for the search string in quotes (see "Smart Phrasing").

By the way, you don't have to close the quotes around your phrase; typing only the first set of quotation marks tells Spotlight that the words following it are together. However, if you want to add more search terms after the phrase, you'll need to use the closing quotes.

ADD BOOLEAN OPERATORS Boolean searching uses logical operators (AND, OR, NOT) to refine a search.

For instance, if you type **"time machine" OR morlocks**, you'll see references to Snow Leopard's backup tool, as well as any files related to H. G. Wells' fictional species. To find files that include the term *time machine* but make no mention of H. G. Wells, input **"time machine" NOT Wells**. Whenever you perform a Boolean search, make sure to type operators in all caps.

LIMIT YOUR SEARCH WITH KEYWORDS To help limit searches to certain file types or time periods, use one of the many useful keywords that Spotlight understands. Place the appropriate keyword before your search term, and separate them with a colon.

For example, if you generally know the name of the file you're looking for, you can limit your search to just file names by using the name: keyword. Typing in **name:machine**, for instance, will prompt Spotlight to find only files that contain the word *machine* in the name (though your search results may also turn up bookmarks, iCal events, and other such items).

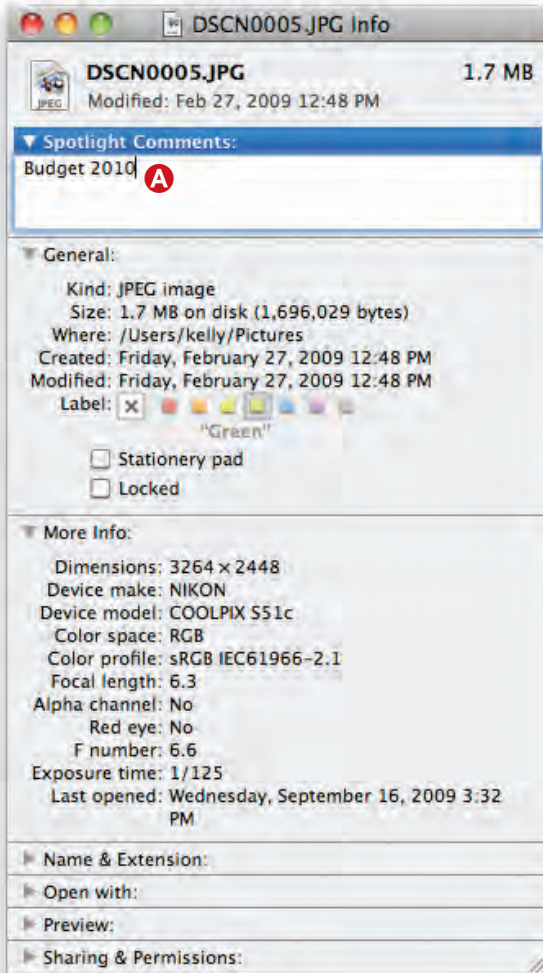
You can also find a file using the author: keyword if you know the name of the person who created the file. Furthermore, typing **date:today** will bring up any files you created, read, received, or opened today (Spotlight also understands more specific parameters such as an exact date or a range of dates). One of the most useful ways to narrow down a search, however, is by using the kind: keyword. This allows you to distill a large query by restricting your list of results to a certain file format, such as PDF.

SEARCH METADATA In addition to scouring your files' names and contents, Spotlight also peruses metadata—information generated by the program or device that created the file. To view what metadata a file is storing, select it in the Finder, press \mathbb{C} -I to open a Get Info window, and click the triangle next to More Info (see “Metadata Check”). This will bring up the basic metadata for your file, which varies depending on the file type.

You're not limited to the metadata you see here, however; you can also add your own keywords to any file. In the Get Info window, click the triangle next to Spotlight Comments. In the text field that appears, enter any keywords that might help you in future searches, such as the project to which the file is related or the last name of someone associated with it. For example, adding the comment **dream house** to any files related to the purchase and remodeling of your new home will allow you to find all of those files in one shot.

Search with the Finder

Finding the files you need isn't always a simple case of typing a few words or doing a keyword search. Sometimes you must use multiple criteria to narrow down the results; other times you may want to run a broad search—for example, every music file on your hard drive that's encoded at 320 KBps. For larger or more complex searches, open up a Finder window and run your query from there.



Metadata Check

For this image file, the Get Info window displays the camera model used and its focal length. For information the file doesn't automatically track, you can add your own search terms in the Spotlight Comments field **A**. Here we've indicated that this file is part of a budget presentation.

OPEN A FINDER SEARCH WINDOW To access Spotlight via the Finder, you can open up a generic Finder window and use the search box at the top; press **⌘-F** to convert any open Finder window to a search window; or press **⌘-Option-Space** to open a brand-new search window. You can also access the Finder window after you've started a query in the Spotlight menu by choosing Show All at the top of the menu.

DEFINE THE SEARCH'S SCOPE The Finder's search bar contains several options for tailoring your results (see "Finder Search"). You can

click the File Name button located just below the search box, which forces Spotlight to search only for file names rather than names and contents. Or you can click This Mac to change the target from the folder you were in when you started searching to your entire Mac.

If your computer is connected to other Macs, click the Shared button to search any networked machines as well.

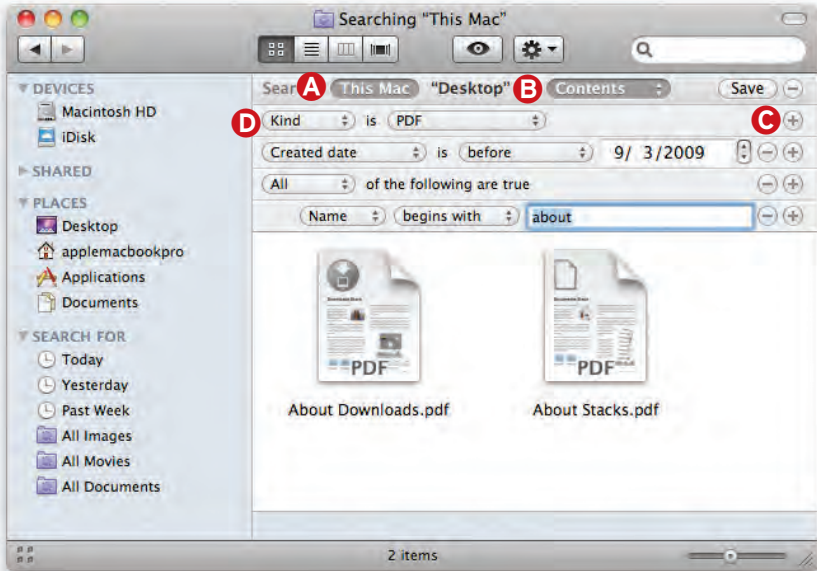
ADD CRITERIA On the right side of the search bar, you'll see a plus-sign button. Clicking it brings up two pull-down menus; the first is set to Kind by default and the second to Any. However, there are many more options to choose from, such as Created Date, Last Opened Date, or Name. Or, from the Kind drop-down menu, choose Other to call up more options, including Authors, Email Addresses, Recipients (those people who received the file), Layers (the names of Photoshop layers), and much more. Click the checkbox next to an item if you want it to appear in the main pull-down menu in the future so you can easily access it again. As you select different options, the second menu changes dynamically to allow you to set the appropriate parameters (such as dates, numbers, and so on).

If you're looking for a particular type of file, keep the first menu set to Kind, then use the Any menu to select from Image, Document, Movie, and more. You can access more file types by choosing Other from the Any menu, then entering a kind of file, such as Excel, in the text field.

COMBINE MULTIPLE QUERIES Sometimes a search requires more than one set of criteria to summon up the results you want. Finder-window searches allow you to specify as many parameters as you'd like. Say you want to search for all Word documents you've created or modified in the last month. To do this, leave the first menu set to Kind, then choose Other from the Any menu. Type **Word** in the text field; this will limit the search to Microsoft Word documents. Click the plus sign in the search bar to add another search parameter. Set the first two pull-down menus to Last Modified Date Is Within Last, enter **1** in the box, and select Months from the last menu. Spotlight will display all the Word files you created or updated within the past month.

ADD HIDDEN BOOLEANS You can use Booleans by typing them in, of course, but if you're more visual by nature, you can also use a hidden feature in the Finder's search window to create Boolean searches—without ever typing AND, OR, or NOT.

In the Finder search window, click the plus sign and use the pull-down menus to set up your first condition. At this point you would typically click the plus sign again to add your second condition. But to add a Boolean search term to your next condition, Option-click instead. The plus sign



Finder Search When you press ⌘-F from the Finder, you'll get a new search window with advanced search tools. From here you can tell Spotlight where on your Mac or network to look **A** and limit its search to file names or file contents **B**. Click the plus-sign button **C** to add new search criteria, which you then configure using the pull-down menus **D**.

will turn into an ellipsis (...), and you'll get a new conditional pull-down menu with options for Any (OR), All (AND), or None (NOT). Now just add conditions to this new indented section to create a Boolean search. Just remember that you can only Option-click after you have created at least one criterion for your search.

SAVE SEARCHES FOR LATER If you plan to search for the latest Word files once a month so you can back them up, you can preserve the searches you run regularly as smart folders.

To save your current search as a smart folder, click the Save button in the search bar, enter a name for the folder, and select a location in which to save it. Enable the Add To Sidebar checkbox if you want to make your smart folder a permanent fixture in the Finder window. From now on, whenever you open this smart folder, Spotlight will run the search again and update the results with any new files that fit the criteria. If you want to change your search, or add or remove criteria, simply open up the smart folder, click the Action button (the gear icon), and select Show Search

Criteria. Note that several default smart folders appear in the Search For section of the Finder's Sidebar, including Today, All Documents, and All Images. You can use the existing folders as they are, or modify them to suit your needs.

STRING IT ALL TOGETHER Thanks to its broader keyword capabilities and new mix of search options, Spotlight is more powerful and flexible than ever before. So say good-bye to the days of misplaced e-mails and lost documents. Now that you know the ins and outs of Snow Leopard's all-powerful search technology, you'll be able to locate anything you need, anytime you need it.

Troubleshoot a Forgetful Spotlight

Sometimes Spotlight just can't find what you're looking for, even though you know the file exists. This problem occurs when Spotlight's indexes get out of sync. To set things right, try rebuilding the indexes, which forces Spotlight to scour your drive again and get the right search results.

Open the Spotlight pane in System Preferences. Click the Privacy tab, then drag your hard drive to the list of locations you don't want Spotlight to search. Wait a few seconds, then select the drive and click the minus-sign (-) button. By dragging the drive into this list, you force Spotlight to erase the index; when you remove it from the list, Spotlight notes that the drive is again available for indexing and starts chugging away at that task.

System Preferences

No two Mac users are exactly alike. Thankfully, Mac OS X offers countless ways to customize your Mac's settings so they better reflect your personal tastes (including the colors you see and the sounds your Mac makes), and your setup's specifics (such as your network settings and security preferences).

These settings are easy to access. OS X stores them in a single program—the System Preferences utility. For people familiar with Windows, System Preferences is like the Control Panels item in the Start menu. It's your main portal for everything from selecting a screensaver to controlling outside access to your Mac's files.

Preference Basics

The System Preferences utility resides in your Applications folder. However, there are a couple of ways to access it more quickly. You can select System Preferences from the drop-down Apple menu or click the System Preferences icon in the Dock (it looks like a group of gears).

Within the System Preferences window, you'll see rows of icons divided into general categories. Each of these icons represents a preference pane that provides access to a specific group of related settings. When people talk about the Sound preferences, for instance, they're referring to the preference pane that appears when you click the Sound icon in the System Preferences window (see "Sound Off").

When you click a preference pane's icon, the System Preferences window displays that pane's settings. In the Appearance pane, for example, you'll find options for changing OS X's accent color, text highlight color, scroll-arrow position, and more. Some panes include more than one screen. For example, if you click the Desktop & Screen Saver icon, the resulting screen will feature two tabs at the top—one for Desktop preferences and another for Screen Saver preferences.

After you've chosen your settings, click Apply (if required), and then click the Show All button at the top of the window to return to the full list of preference panes.

To locate a specific preference fast, you can do a Spotlight search of all available system preferences. Press ⌘-F and type in a keyword—the System Preferences window will go dark and a glowing circle will appear

around any matching results. Or you can use the Spotlight search bar at the top of the System Preferences window to find where a particular setting is located. You can also jump directly to a group of settings by choosing the preference pane's name from the View menu.

If you're looking for preferences for a specific program—such as Safari or iPhoto—you'll find those within the program itself. Open the application, click its name in the menu bar, and then select Preferences. You can also usually access a program's preferences by pressing ⌘ -comma (,).

Keep in mind that the Finder, although always running, is also a program, and you access its preferences in the same way. The Finder's preferences include settings for which items appear in the sidebar, whether filename extensions are visible, and whether your hard drive and discs show up on your desktop.



Sound Off Each icon in the System Preferences window represents a preference pane that contains a group of related settings. For example, clicking the Sound icon **A** opens the Sound preference pane, which contains Sound Effects, Output, and Input tabs **B**. Click the tabs to switch between groups of settings.

Customize Your System

Many preference panes are easy to navigate and figure out. Others you'll rarely if ever need to meddle with. Here are a few of the more helpful systemwide preferences you can customize and how to make them work.

COMMON BASIC SETTINGS To change your desktop background, go to the Desktop & Screen Saver icon in the System Preferences window. To have your Mac go to sleep after a period of inactivity, click the Energy Saver icon. To set up right-clicking a multibutton mouse, go to the Mouse icon. The Network icon will allow you to configure your network settings. To set up your printer, click Print & Fax. Set the time and customize the menu-bar clock in Date & Time. To tell OS X how often to check for updates, click the Software Update icon.

KEYBOARD The Keyboard preferences pane has two tabs, Keyboard and Keyboard Shortcuts. In the Keyboard tab, you can set general options for how your keyboard functions, including a button to change your modifier keys (Control, Tab, and so on). In the Keyboard Shortcuts pane, you can enable and disable services—handy scripts that automate tedious tasks—and set up keyboard shortcuts. Shortcuts are grouped by category (Dashboard & Dock, Screen Shots, Universal Access, and so on) on the left; select a category and the relevant shortcuts appear on the right. You can also temporarily disable individual shortcuts by unchecking their boxes. The Services tab allows you to assign keyboard shortcuts to individual services.

LANGUAGE & TEXT The Language & Text preference pane has four tabs: Language, Text, Formats, and Input Sources. The Text tab is where you set symbol and text substitutions. Substitutions will automatically replace one text string with another as you type. For example, if you type (c), it automatically becomes © in certain programs, including Pages, TextEdit, and iChat. Substitutions is similar to Office's AutoCorrect feature and to utilities such as TextExpander (macworld.com/1672). Some programs require you to turn on Substitutions from within them. For most programs, you can do this by selecting Edit ► Substitutions, and then selecting Text Replacements from the submenu.

In addition to turning existing text substitutions on or off, you can add custom substitutions from the Text pane by clicking the plus-sign icon below the list. When you're adding your own substitutions, you can paste text from the Clipboard (⌘-V) instead of typing it. Pressing Option-Return instead of just Return inserts a line break in the substitution text.

UNIVERSAL ACCESS The Universal Access preference pane is where you control the host of features Apple has included to make using a Mac easier for people with physical disabilities, such as hearing problems and impaired vision. For example, you can change the size and contrast of a system's display text, or convert stereo audio to mono audio in both channels for people who hear better through a single ear.

One of the most advanced features is VoiceOver, a screen reader that narrates whatever is on your Mac's screen. When you first turn on VoiceOver in the Seeing pane, it will prompt you through a Quick Start tutorial. You can open the VoiceOver Utility from the Seeing pane and customize its settings.

Accounts

Mac OS X lets you create separate identities—known as user accounts—on your Mac. User accounts are great if you have multiple people who want to work on the same computer but who have unique needs. Each user controls his or her own settings, desktop space, and system preferences. And each user controls access to his or her files.

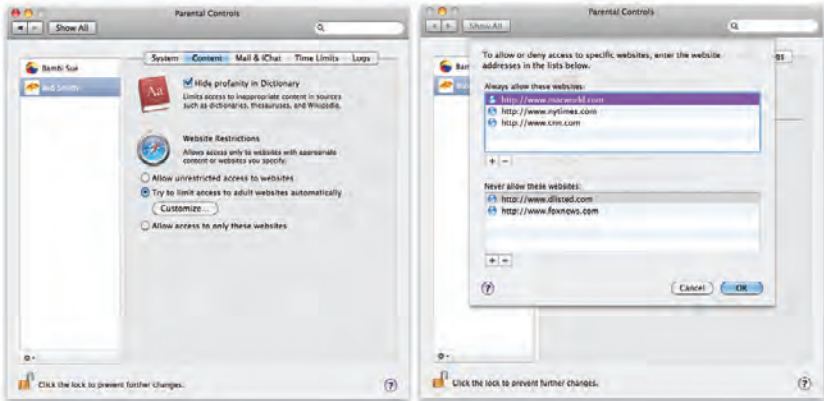
To create an account, go to the Accounts preference pane and click the plus sign below the list of current accounts. In the sheet that drops down, enter a user name, an account name (which doesn't have to match the user name), and a password. From the New Account pull-down menu, select which type of account the new user should have. When you've finished, click the Create Account button at the bottom of the sheet.

ADMINISTRATOR If you're the only user on your Mac, you have an administrator (or admin) account. Your Mac set up this account for you when you installed OS X. An admin account lets you install software in the root-level Applications folder, change preferences that affect the entire system, and create and delete other user accounts.

STANDARD A standard account lets the user work with the Mac freely, install applications in his or her Home folder, and modify some benign System Preferences settings—the desktop pattern and alert sound, for example. However, a standard user can't perform the system-level tasks that admins can.

MANAGED WITH PARENTAL CONTROLS You can further restrict an account by applying Parental Controls settings; this makes it a *managed account*. With parental controls you can control access to certain system settings and programs, manually select the people with whom kids can exchange e-mail and chat messages, set time limitations for computer use, and identify which Web sites users can visit (see “You Can't Do

GET ORIENTED



You Can't Do That Parental controls let you establish which Web sites your children can visit (left). Select the Customize button to give the OK to certain sites (right).

That"). To add parental controls to an account, click the account name and turn on the Enable Parental Controls option. Open the Parental Controls preference pane and select the account name from the column on the left. The Parental Controls settings for a particular account are divided into five screens: System, Content, Mail & iChat, Time Limits, and Logs.

SHARING If you want to just share files with someone on another computer, Snow Leopard offers a sharing-only account. Someone using a sharing-only account can remotely access folders you designate (in the Sharing preference pane). But this type of user cannot sit at your Mac and log in—the account can only be accessed across a network.

GUEST Another option is a guest account. This type of account lets someone use your Mac temporarily without giving him or her access to your account or requiring that you set up a fresh account. It doesn't require a password and doesn't provide administrator access (you can further limit what the user can do by applying Parental Controls). Once the guest user logs out, all data and settings in the guest account's Home folder are deleted—the account is wiped clean for the next guest.

Transfer Files



If you've been using a Windows PC and are now making the move to a Mac, you will likely have files—documents, PDFs, photos, music, and videos—that you want to bring with you. And if you've had that PC for a while, you could have many, many gigabytes of stuff to move.

The first step is getting all of that information from one computer to another. There are a variety of ways to do this, as well as tools and services to make the big move less traumatic.

Once you have all of your data in its new home, you'll have to import it into the proper programs. In this chapter we'll walk you through both steps of the process.

TABLE OF CONTENTS

- 44 How to Transfer
- 48 Import Specific Data

How to Transfer

You probably have a PC filled with files you'll want to keep on your new Mac. The trick is getting those files from one hard drive to another. You have a few options for accomplishing this task.

Let Someone Else Do It

Before you even purchase a new computer, take some time to think about your transferring strategy. Do you want to bring over all of the data on your PC or do you want to start fresh with just the basics? Do you have the time to tackle the job yourself or do you want help?

If you're willing to invest \$99 in having someone else handle the moving-to-the-Mac process, you can have the staff at your local Apple store transfer all of your files for you by signing up for the Apple One to One service (apple.com/retail/onetoone). This service is only available when you first purchase a Mac. Your Apple retail store will transfer your files, install Apple software, and help you get oriented when you pick up



Move It for Me Detto's Move2Mac will handle the transferring of files, folders, and more from your Windows PC to your Mac.

your fully loaded Mac. The program also includes training options.

Before beginning the One to One process, be sure to discuss exactly what you want with the Apple employee. For example, he or she will import all your photos into an iPhoto library by default, which might not be the best solution if you plan to use other photo editing and management software.

Another option to consider is Detto Technologies' Move2Mac service for \$40 (www.detto.com; see "Move it for Me"). This Apple-recommended migration utility not only transfers your files (via network or external drive, moving items from Windows' My Documents to the corresponding folders in OS X), but also moves your Outlook e-mail, calendar, and address book; browser favorites; and even wallpaper preferences—putting your information in the equivalent locations and programs on your Mac.

Use an External Hard Drive

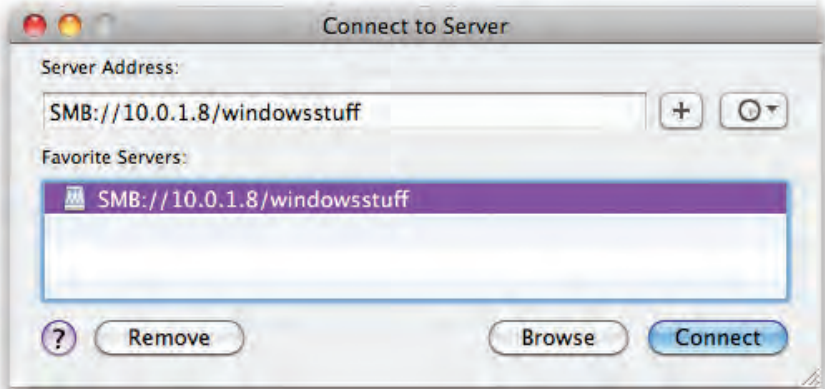
There are several different methods for transferring files from a PC to a Mac. One of the easiest is to use an external USB hard drive (see "Moving Day"). If you don't already have an external drive, there's no better time to buy one: they're cheap, and you'll probably want one to use with OS X's Time Machine backup utility (see the *Troubleshooting Your Mac* chapter).

For data-transfer purposes, make sure the drive is formatted with Windows' FAT32 file system, so both your Windows PC and your Mac can read it and write to it. After you're done copying files over, use OS X's Disk Utility (Applications ► Utilities) to reformat the drive with Apple's HFS+ so you can use it with Time Machine.

To transfer files via your USB drive, connect it to the PC, drag your data onto it, and then disconnect it. Now attach the drive to your Mac, and drag the data onto the Mac's hard drive using the Finder (see the *Navigate Your Mac* chapter for more on the Finder). Your Home folder, which appears in the Finder's left pane and is equivalent to My Documents, is a good place to copy personal files; it has folders called Documents, Movies, Music, and Pictures.



Moving Day An external hard drive offers an easy way to move files and can later serve as your backup drive.



Networking from a Mac To find a networked PC from your Mac, connect both computers with an Ethernet cable, open the Finder, click Go ► Connect To Server, and enter the IP address and share name of the PC.

Over the Network

You can also shuttle files from your old PC to your new Mac using a wireless or wired network; however, the process can be a hassle depending on your setup. Here's one way to do it:

On your Windows PC, select Run from the Start menu, type **cmd**, and then click OK. In the subsequent command line, type **ipconfig**.

Make a note of the IP address that appears. Next, use Windows' Explorer to navigate to a folder containing files you'd like to transfer to the Mac. Right-click it, choose Properties, and click the Sharing tab. Select Share The Folder On The Network (Windows may demand confirmation that you know what you're doing), and then choose a Share name. Click OK.

On your Mac, go to the Finder and select Connect To Server from the Go menu. In the text field that appears, type a server address in this format: **SMB://ip address/share name**. (For example, if the IP address is 10.0.1.8 and the share name you chose is windowsstuff, you'd type **SMB://10.0.1.8/windowsstuff**.) When you click OK, your shared folder in Windows should show up in the Finder, letting you drag its contents onto the Mac.

Make a Direct Connection

Similarly, you can hook up your PC and Mac directly with an Ethernet cable (see "Networking from a Mac"). Once both computers are turned on and connected, go back to the Finder on the Mac, click the Go menu,

TRANSFER FILES

then click Connect To Server. You can enter the same information that you would if connecting over a network: **SMB://ip address/share name**. Click OK and the Windows folder will appear in the Finder.

Other Options

If none of these options will work for you, there are a few less graceful workarounds. You can put your files on a CD, DVD, or memory stick and transfer them manually. You can drop them onto a shared server or e-mail them to yourself. If you use the online backup and syncing tool DropBox (www.dropbox.com), you can install it on your Mac and download all of your files from there.

Transfer Directly to Virtual Windows

If you want to transfer your existing PC setup—including files, settings, and even programs—directly to a virtual version of Windows on your Mac, consider using the transfer utilities that come with virtualization software. For more details, see the *Run Windows on Your Mac* chapter.

Import Specific Data

These days, most common PC file types will work just fine on the Mac, without any need for conversion or special software. Just make sure you've installed the Mac versions of any special PC software that you use regularly.

Snow Leopard has a logical file structure already built in. If you look in your user folder, you will see folders for Documents, Movies, Music, and Pictures. When you are starting out, it is probably a good idea to adhere to this prefab structure.

Here are some specific kinds of data and tips on how to import it for use with popular Mac programs.

E-mail Messages

Getting your old e-mail messages from your PC onto your Mac is easy if you've been using a POP3 or IMAP account that leaves messages on the server. Just launch Mail on your Mac (it's the postage-stamp icon in the Dock). The first time you do so, a setup assistant will walk you through the process, asking for any necessary information. Apple's account setup allows many people to start using Mail by simply typing in an e-mail address. Mail is aware of all the major ISPs' IMAP, POP, and SMTP server settings. Once Mail walks you through the process of adding your account, it will download all of your old mail.



Moving Mail Mail's Import helper can bring your data over from a number of popular programs.

TRANSFER FILES

If your e-mail account doesn't store your messages on a server, but keeps them on your computer instead, transferring them to a new machine can be tough. Where and how those e-mails are stored depends largely on which e-mail client you use. Our best advice is to perform a Google search using the name of your old e-mail client and the phrase "transfer e-mail." OS X's Mail app can import mail in mbox format (choose File ► Import Mailboxes), so, if your old e-mail client can export in that format, you should be able to make the transfer (see "Moving Mail").

Contacts

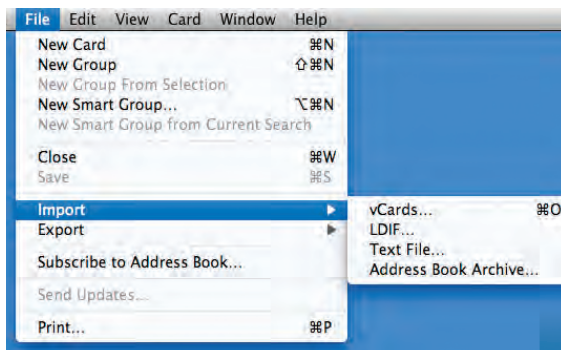
Snow Leopard's contact application is called Address Book. You can import all of your existing contacts into Address Book from a PC software such as Outlook. First you will need to export all contacts from the Windows application as vCards, as text files containing tab-delimited or CSV (comma-separated values) files, or as LDAP Interchange Format (LDIF) files. Move the file or files from the PC to your new Mac.

Next, open Address Book on the Mac. Go to File ► Import and select the appropriate file type (see "Add Addresses"). Navigate to the exported contacts and click Open. If you e-mail vCards to yourself from a PC, you can double-click the attachments in Mail to add them to Address Book.

Photos

How you import your photos depends on what applications you plan on using to manage and edit them on your Mac. Apple's photo management software, iPhoto, is part of the iLife suite. iPhoto stores its library of pictures in a *bundle*, a folder that looks like a file in the Finder.

If you will primarily be using iPhoto, start by copying your folders of photos over from a PC onto your Mac. Then open iPhoto, go to File ►

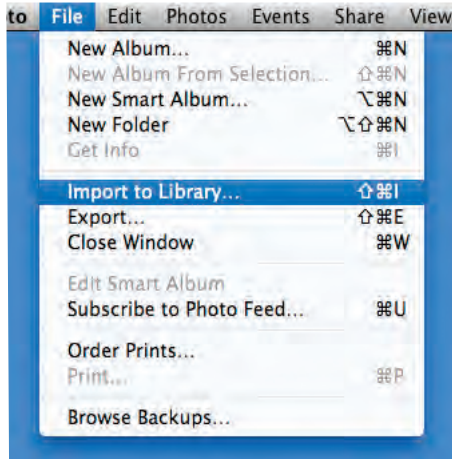


Add Addresses
Standardized address card formats make it easy to import the information from a PC to your Mac.

TRANSFER FILES

Import To Library, and select your photo folder (see “Picture Porting”). If you import your photos all at once, they will be in one library bundle. Alternatively, you can split your photos into folders and import these folders one by one into multiple libraries. Another option is to create individual albums in iPhoto, then drag and drop folders onto the proper albums.

If you plan on mostly using other photo software, skip the iPhoto import, as the consolidated library will only make accessing images confusing.



Picture Porting You can migrate your photos into an iPhoto library with the **File ► Import To Library** command.

Calendar Events

If you decide to use Apple’s included calendaring application, iCal, to manage your schedule, you can import existing calendars from your PC. iCal can import iCal, vCal, and Entourage data. Most PC calendar apps allow you to export your schedule in the iCal or vCal format. Once that information is on your Mac, open iCal, go to **File ► Import**, select the appropriate file type, navigate to the exported file, and click **Import**.

Browser Bookmarks

You can bring over your bookmarks manually and import them into the browser of your choice on your Mac. However, the most efficient way to port over your bookmarks is with the free Xmarks plug-in (www.xmarks.com). This tool can sync bookmarks from Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, or Opera on a PC over to Chrome, Firefox, Opera, or Safari on your new Mac.



Windows Media Files (WMV)

Many Windows media formats will transfer and play back seamlessly on a Mac. One big exception is music and video in Microsoft’s Windows Media formats. For these files, we recommend Telestream’s Flip4Mac WMV Player (macworld.com/5453), which lets you play them

in QuickTime. The basic player is free; there's also a \$29 Flip4Mac WMV Player Pro that can export your files to a Mac-compatible format.



iTunes

Importing the media from a PC's iTunes library and maintaining your playlists and metadata information (such as ratings and last-played dates) is not hard to do. However, it does require a modicum of preparation.

What used to be a complex procedure is now relatively simple with iTunes 9, so make sure you're running the latest version of iTunes on both systems.

PREP YOUR PC First you need to make some preparations on the Windows side. Open iTunes' preferences (Edit ► Preferences) and click the Advanced tab. Check both Keep iTunes Media Folder Organized and Copy Files To iTunes Media Folder When Adding To Library. These settings will ensure that all your media files end up in the main iTunes Media folder, which you will later copy to your Mac.

Next, choose File ► Library ► Organize Library. Check Consolidate Files, then click OK. This moves any files that weren't in the right folder, and makes sure the Library file has the correct pointers to their locations. If the Upgrade To iTunes Media Organization option is not dimmed, check this too; it sorts your files into separate subfolders according to type (music, movies, podcasts, and so on).

MOVE YOUR iTUNES FOLDER When your files are ready—those two steps may take a while if you have a big library—it's time to copy the iTunes folder. Depending on the version of Windows, this folder will be in one of the following locations by default:

Windows 7: *your user name*\My Music\iTunes

Windows Vista: *your user name*\Music\iTunes

Windows XP: Documents and Settings*your user name*\My Documents\My Music\iTunes

Now copy the entire iTunes folder to an external hard drive (OS X should be able to read FAT or NT File System [NTFS] volumes created on a PC), or copy it across your network to your new Mac (the former method will be much faster). In either case, you'll want to copy the iTunes folder to the Music folder in your user folder on the Mac. If there is already an iTunes folder, that means you've launched iTunes at least once on the Mac. If there's no music in it, you can just replace the folder. However, if you've already added music, you won't be able to merge the libraries; from the iTunes Media folder in the iTunes folder, move the Music folder

TRANSFER FILES

to your desktop. Add the files in that folder back into iTunes after you've completed the import process. (Note that you'll lose any playlists, play counts, and the like associated with those files, however.)

LAUNCH iTUNES Once you've copied the iTunes folder to the Mac, you can launch iTunes. Since iTunes uses the same file format for both Mac and Windows, the program will be able to read your iTunes Library file and it will show your music, videos, podcasts, and so on with playlists, ratings and play counts.

TROUBLESHOOT What if your music isn't stored in the default location on Windows? In that case, you'll have a database and library files in the iTunes folder in the regular location, and an iTunes Media folder elsewhere—perhaps on an external hard drive. After performing the prerequisites (changing settings and consolidating), copy the iTunes folder to an external hard drive, and then copy your iTunes Media folder into that iTunes folder. Copy all of that to your Mac, and launch iTunes. As before, it should work fine.

There's one more possibility: you have a large library on an external hard drive, and you want to leave it there. While Macs can read from and write to some Windows-formatted hard drives, they can't write to NTFS disks without additional software. If you're switching to the Mac, it's best to use a Mac-formatted (HFS+) hard drive. So you'll need to copy your music files from your Windows-formatted hard drive to a Mac-formatted drive to make sure everything runs smoothly.

Launch iTunes on your Mac, open its preferences (iTunes ► Preferences), and then click the Advanced icon. Click the Change button next to iTunes Media Folder Location, navigate to the iTunes Media folder on your external hard drive, click Choose, then OK. iTunes will now look to that drive for your content, and everything should be working correctly. If not, choose File ► Library ► Organize Library and consolidate the library, as described above, to fix any problems.

DEAUTHORIZE YOUR PC Finally, if you're switching completely from your PC to your Mac, deauthorize your PC as one of the five computers you've authorized to play protected iTunes Store content.

Work with Applications



While most files can make the move from Windows to Mac, programs typically aren't so adaptable. Software by its very definition works with only one operating system—and unless you plan on spending all your time in a copy of Windows on your Mac, you'll need to replace your Windows applications with Mac equivalents. Unfortunately, while many Windows programs have Mac versions, sometimes you'll end up using a product that looks entirely different from what you used on your PC.

For those apps that don't come in both flavors, you should almost always be able to find something comparable on a Mac. Here are the basics to get started with OS X's essential apps—as well as information on how to handle additional software.

TABLE OF CONTENTS

- 54** Install, Uninstall, and Update Programs
- 58** Meet OS X's Included Apps
- 77** Replace Windows Software

Install, Uninstall, and Update Programs

Apple supplies you with most of what you need to get started with your Mac. Of course, everyone is different, so it might not come with everything you want. Luckily, there's a thriving community of software developers ready to fill in whatever is missing. Here's a guide on how to install, uninstall, and update software on your Mac.

Install Software

New software can end up in different locations on your computer and can come in a couple of different formats.

WHERE TO INSTALL APPLICATIONS By default, OS X stores applications in the Applications folder. They're available to anyone using your Mac—even someone working in a different user account. You can use parental controls to restrict apps for certain users. You can also store applications in the Applications folder inside your user folder (represented by a house icon) or Home folder. Only those people logged into this account can use an application stored in this folder.

For the most part, though, you can put applications anywhere you like—the Mac will launch applications you've placed on the desktop, for example, or stored somewhere else on your hard drive. However, if an installer places files in the Applications folder, you should leave them there—some applications and suites (Microsoft Office, for example) expect to find certain support files in this folder. If you move these files, the applications may not run properly.

Certain types of applications aren't installed in your Applications folder. Be sure to follow the instructions in any Read Me or installation documents, which the download often includes.

HOW TO INSTALL APPLICATIONS Most software you purchase on a disc—a CD or DVD—come with an installer application. Just double-click the installer, and it will walk you through the steps for installing the software. Instead of providing an installer, some discs display an icon of the program, along with instructions telling you to simply drag the icon to your Applications folder.



Image Is Everything A downloaded application will usually appear on your desktop as a .dmg file **A**. When you double-click this file, the Finder will mount a disk image **B**, bringing you to the program’s installer **C**. In many cases, you can simply drag the program icon into your Applications folder **D**. To eject the disk image, click the Eject button **E**.

Software downloaded from a Web site often comes in the form of a disk image—a file with a .dmg file extension. This is like a virtual hard drive. To begin installing, just double-click the .dmg file, and a virtual removable drive icon will appear on your desktop and in the sidebar (see “Image Is Everything”).

Now double-click the disk image, and you’ll find your application or its installer inside. You can install the application the same way you would install an application that came on a disc. When you’re done, eject the disk image by clicking the Eject button next to its name in the Finder window’s sidebar or by dragging it to the Trash.

You’ll occasionally come across an installer that isn’t a .dmg file. Instead, it will have a .zip or .sit extension, indicating that it’s a compressed file. Your Mac can automatically expand .zip files, but to expand .sit files, you’ll need a copy of SmithMicro’s free StuffIt Expander (macworld.com/1625).

CLEAN UP Once you’ve installed an application downloaded from the Web, you may wonder what to do with the installer program. If it’s a freely available installer, or an update that you can download anytime from the publisher’s Web site—you can safely toss it in the Trash. However, you may want to hang on to some installers—for instance, if you’ve purchased a piece of software on the Internet and you can only download it for a limited time. You might even want to burn it onto a CD for safekeeping.

Uninstall Software

When you want to uninstall a piece of software, check the original disc or download package for an uninstaller, or find out whether the installer has an uninstall feature. If it has one of these options, use it. In most cases, however, you can delete an application simply by dragging it to the Trash and selecting Empty Trash from the Finder menu.

Unlike Windows, which scatters countless support files and drivers in different places on your hard drive, OS X stores most support files inside the application bundle, so when you delete an application, all of these files also get deleted.

The exceptions to this are preference files, which almost all applications create and store in the Library folder. However, these files do no harm if you leave them where they are.

Update Software

Making sure that you're always using the most recent versions of applications is a very smart thing to do. However, some caution is prudent—



The Latest and Greatest Software Update keeps watch for new versions of OS X apps and lets you know when they're available.

it's a good idea to check Mac-related Web sites to make sure other people aren't experiencing problems with the update before you install it.

To stay up-to-date with Apple's applications, use the Software Update program, which you can access from the Dock or the Apple icon in the menu bar. Unless you deactivate the Check For Updates option, Software Update will regularly check with Apple over your Internet connection to see whether updates for any Apple software are available. When it learns of new updates, it presents a list of them (see "The Latest and Greatest").

Updates to non-Apple applications won't appear in Software Update. Some programs do check for updates on their own—Microsoft Office, for example, includes a stand-alone application that automatically looks for updates via your Internet connection.

Many other applications don't automatically look for updates but do offer a command—found either in the application's main menu or in its Help menu—that checks for updates.

If neither of these options is available, you can check for updates on your own. Two Web sites, VersionTracker (www.versiontracker.com) and MacUpdate (www.macupdate.com), provide links to the most recent versions of many Mac applications.

Meet OS X's Included Apps

You can hit the ground running with your Mac's numerous installed applications. From standard programs for checking your e-mail, to creative tools such as editing photos, the Mac has its bases covered. Here is an overview of its essential software collection.



Safari

As the amount of news, information, and entertainment from the Internet increases, a Web browser such as Apple's Safari has become a necessity, keeping you informed and up-to-date.

ACCESS YOUR HOME PAGE By default, when you launch Safari or open a new browser window, you'll see Safari's Top Sites page, which includes the pages you visit most often based on usage statistics (see "Top of the Heap"). You can also add your own sites to Top Sites, delete



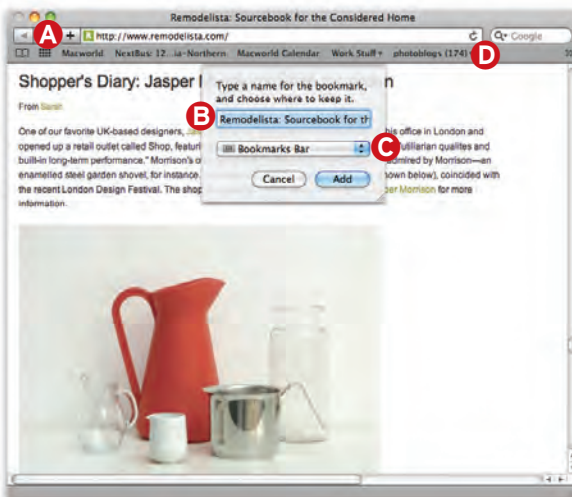
Top of the Heap The Top Sites page shows previews of your most-visited Web pages.

unwanted pages, and rearrange thumbnails. If you want Safari to open to a specific Web page, an empty page, or a set of bookmarks instead of the Top Sites page, you can open Safari's General preferences and choose a new option from the New Windows Open With setting.

OPEN MULTIPLE PAGES AND TABS Like most applications, Safari lets you have multiple windows open simultaneously. Just select File ► New Window to open a new browser window. To open a link in a new browser window that will appear behind the current one, hold down ⌘ as you click the link (⌘-Option if you have tabs enabled).

If open windows start cluttering your screen, use tabbed browsing, which you can enable in Safari (Preferences ► Tabs). Tabbed browsing lets you open pages in separate tabs that appear below Safari's Bookmarks bar. You can also ⌘-click a link to open it in a new tab.

USE BOOKMARKS Bookmarks give you a way to save frequently visited sites without searching for or typing the address each time. To get started with bookmarks, go to the site you want to bookmark, and choose Bookmarks ► Add Bookmark, or click the plus-sign (+) button to the left of the URL address bar. In the dialog box that appears, enter a name for the bookmark and select where you'd like to store it (see "Back for More"). You can add it to the Bookmarks bar (which appears at the top of every browser window), to a Bookmarks folder (which you access by selecting Bookmarks ► Show All Bookmarks), or to the Bookmarks menu (the pull-down menu that appears when you click Bookmarks).



Back for More Click the plus-sign button **A** to turn the current page into a bookmark. You can give it a new name **B** and then determine where it goes **C**. For easy access, put it in the Bookmarks bar **D**.



Search the Past A search of your history in Safari displays results in cover flow view.

If you have multiple tabs open that you'd like to go back to later, you can save them as a group of bookmarks. Select **Bookmarks ► Add Bookmark For These X Tabs** (X is the number of tabs you have open), and then name the bookmark.

VIEW RSS FEEDS RSS feeds are automatically generated news-feeds that you subscribe to. If Safari can find an RSS feed for a site, an RSS button appears in the address bar. Click this button, and the page changes to show you the site's headlines.

You can use the options in the right pane to choose how much of the article is visible in the list, how the list is organized, and how far back in time the articles go. Bookmark this page for quick access to the RSS feed.

SEARCH YOUR BROWSING HISTORY Safari lets you search your history by keyword. That means it will search the URL, the title bar, and, most important, the actual content of the pages you've visited.

You can access the history search field from the Top Sites view, from your Bookmarks pane, or by selecting **History ► Show All History**. When you click the search box, you get a view of Web pages identical to the cover flow display in iTunes or Mac OS X's Finder (see "Search the Past"). Type a term in the search box, and Safari whittles down the displayed pages to match your results.



Mail

Just about everyone uses e-mail, and many of us have multiple e-mail accounts. Apple's Mail program helps you check those accounts, organize messages, and fight spam. Not sure where to start? Here's how to tackle some of the most common Mail tasks.

SET UP YOUR ACCOUNT The first time you launch Mail, it will prompt you to create a new account. A setup assistant will help you with this process, asking for any necessary information. Apple's account setup allows many people to start using Mail by simply typing an e-mail address. After that, Mail takes care of everything else for you.

If you've entered information for an e-mail account that Mail can't configure automatically, you'll have to set it up manually. Mail gives you clear examples of the information you should enter, so you won't get confused. For further help, check your ISP's Web site. To add another account, choose File ► Add Account to launch the New Account assistant.

SEND AND DELETE MESSAGES To send a message, select File ► New Message (or press ⌘-N). Enter the recipient's e-mail address in the To field, enter a subject, type your message, and then click Send at the top of the New Message window. To send an e-mail to multiple recipients, place a comma between each address in the To field.

There are a couple of options for deleting messages in Mail, depending on how you've set up your account. Open Mail's Accounts pane (Preferences ► Accounts) and click the Mailbox Behaviors tab to view your account's Trash options. Use these options to have Mail store deleted messages in the Trash folder in the list of Mail's mailboxes. You can also choose how often those messages are permanently deleted—never, after one day, after a week, after a month, or when you quit Mail. Once you've deleted messages from the Trash, they're pretty much gone.

CHECK ONE OR MULTIPLE ACCOUNTS If you have one account provided by your employer and another that you use at home, you can use Mail to check both at the same time. Open Mail's Accounts pane, click the first account you'd like to check, and then click the Advanced tab. Turn on the Enable This Account option. Do the same thing for each account you want to check. The next time you click the Get Mail button, Mail will download messages from every enabled account. If you've enabled multiple accounts, but you just want to check one of them, choose Mailbox ► Get New Mail and select the account you'd like to retrieve messages from.

CHECK RSS FEEDS Like Safari, Mail can check your RSS feeds. When you choose File ► Add RSS Feeds, Mail can update and locate feeds you want to keep track of. New items in the RSS list show up similarly to new mail messages, with the total number of unread stories displayed on the folder. Clicking an RSS item opens a new window with a short teaser. Click the Read More button to open the full story in Safari.

WORK WITH APPLICATIONS

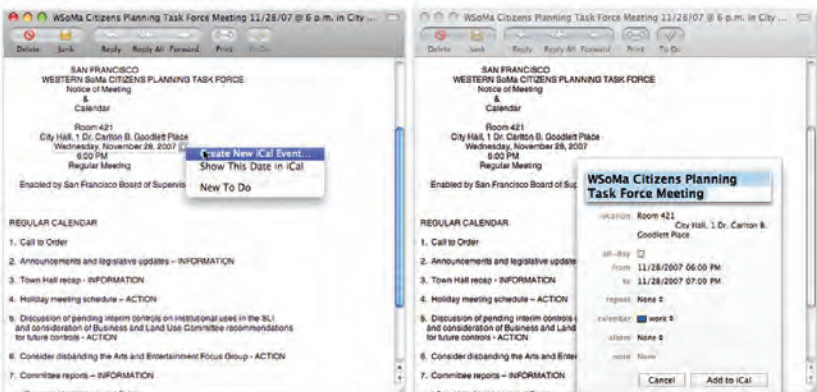
ADD INFORMATION TO iCAL AND ADDRESS BOOK One convenient feature of OS X is that you don't have to leave Mail and open Address Book to add new contacts. Instead, open an e-mail from the person you'd like to add. Control-click his or her name and select Add To Address Book from the contextual menu, or just press ⌘-Shift-Y.

Mail also simplifies the process of getting other important contact information and event details out of e-mail messages and into your calendar or address book. If someone sends you an e-mail with a street address in the body, hover the cursor over that address, and Mail highlights it with a gray box. Click the arrow that appears to the right of the text, and Mail gives you the option of adding that address to a new or existing contact in Address Book.

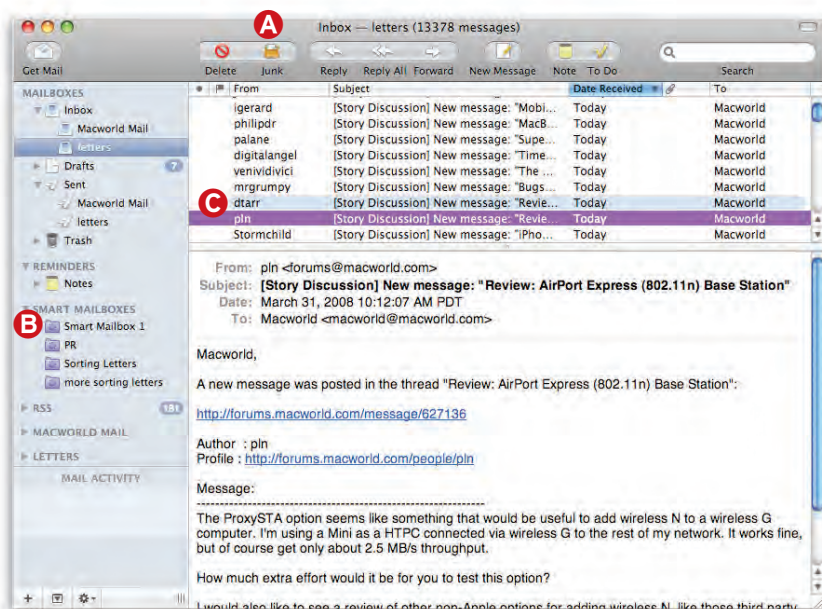
Clicking a date or time will give you the option of creating a new event in iCal, opening the date in question so you can check your schedule, or copying the text (see "Fill It In").

ORGANIZE YOUR E-MAIL AND USE SMART MAILBOXES Like most e-mail programs, Mail lets you create folders, called mailboxes, to organize your e-mail messages (see "Mail Call"). To create a new mailbox, click the plus-sign button at the bottom of the mailbox list (or choose Mailbox ► New Mailbox).

Dragging one message at a time into a mailbox can be tedious, however. A much easier option is to set up a smart mailbox—a mailbox that automatically groups messages that meet certain conditions.



Fill It In When Mail detects a date in your e-mail message, it gives you the option of creating a new event in iCal (left). It then opens a small iCal window that you can fill in (right).



Mail Call The junk-mail filter in Mail detects possible spam messages and places them in the Junk mailbox **A**. You can organize messages in folders or create smart mailboxes **B**. When you click an e-mail in any mailbox's message list **C**, Mail highlights other related messages.

To create a smart mailbox, choose Mailbox ► New Smart Mailbox. In the sheet that appears, use the pop-up menus to set up a condition. For instance, if you have your siblings in an Address Book group called Family, you could choose Sender Is Member Of Group Family. You can add more conditions by clicking the plus sign, or delete conditions by clicking the minus sign (-).

KEEP NOTES AND CREATE TO-DO'S When you click the Note button in the toolbar (or press ⌘-Control-N), a New Note window appears. Notes can handle colored text, graphics, and attachments, so you can keep everything you need close at hand. You can also create additional mailboxes to further organize your notes, and you can group notes into smart mailboxes or folders.

Mail's To Do feature makes it easy to stay on top of important tasks. If an e-mail message or note contains action items, Mail lets you designate these as to-do items. You can create to-do items by highlighting text

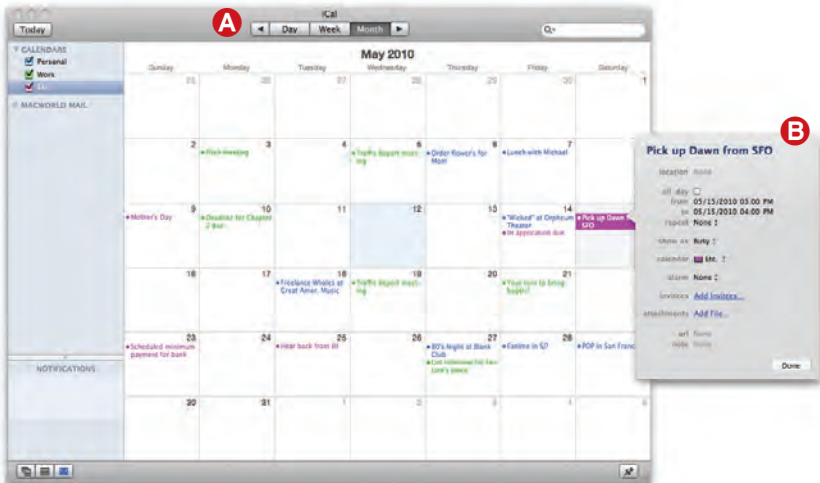
within a note or message and clicking the To Do button in the message's or note's toolbar. You can also make a to-do item from scratch by clicking the To Do button at the top of the main window (or press ⌘-Option-Y). Like notes, to-do items appear in their own mailbox. They also appear in iCal's To Do pane. This integration is great because it doesn't force you to switch back and forth (or require that you remember to add something to your calendar later).



iCal

Apple's calendar application, iCal, helps you manage your schedule and provides space for jotting down one-time or recurring events. You can view those events in Day, Week, or Month format (see "Make a Date"). For instructions on how to import calendars from your PC, see the *Transfer Files* chapter.

CREATE AND EDIT NEW EVENTS To add an event to iCal, press ⌘-N or double-click the desired day. In the resulting window, enter an event name, set the time—or turn on the All-Day option for events that don't have a specific time—and add any other details you'd like. You can even attach files to the event—so you don't forget to bring your agenda, for example. Click Done to close the window and add your new event to the calendar.



Make a Date iCal helps you keep track of your schedule. You can switch between Day, Week, and Month views (the latter is shown here) **A**. Enter the details of your appointments in iCal's Info pane **B**.

If you want to edit an event that's already on the calendar, double-click its title to open an editable Info pane. (If the pane that pops up doesn't let you edit its contents, open iCal's Advanced preferences and turn on the Open Events In Separate Windows option.)

iCal also offers a To Do list (integrated with Mail's), where you can check off items as you complete them. To display this pane, choose View ► Show To Do List.

MANAGE MULTIPLE CALENDARS iCal lets you create multiple calendars. To create a new calendar, click the plus sign in the lower left corner of the window. A new entry will appear under the Calendars heading (if you don't see it, choose View ► Calendar List).

You can assign any color you want to a calendar by selecting the calendar's name and pressing ⌘-I. Click the pull-down list of colors and choose a new color, or choose Other to designate your own color. Now, when you create a new event, you can assign it to a specific calendar by opening the Calendar pull-down menu in the event's Edit pane.



iChat

iChat is an instant-messaging client that lets you fling messages back and forth in real time. It's an easy way for coworkers or friends to communicate from across an office or across the country.

GET STARTED To use iChat, you'll need an account. To get a free screen name that you can use for iChat, open Accounts in iTunes' Preferences and click the plus-sign button. In the dialog box that appears, click Get An iChat Account to be taken to Apple's Web site. Alternately, you can sign up for a free AIM (AOL Instant Messenger) account at www.aim.com.

iChat lets you set up buddies (people you regularly chat with or would like to chat with), and then it shows you when they're available. To add a buddy, click the plus sign at the bottom of your Buddy List (or go to Buddies ► Add Buddy) and enter his or her screen name. To start a chat, just choose a buddy who's logged in to iChat or another compatible instant-messaging client, double-click your buddy's name, start typing, and press the Return key to send your message. Your buddy types a reply, and you're on your way.

Typing isn't all iChat lets you do. If a buddy's name has a telephone icon next to it, that means he or she can have an audio chat over iChat. A video camera icon means your buddy can carry on a live video chat.

CARRY ON MULTIPLE AND GROUP CHATS If you're chatting with multiple people at once, you can cut down on the clutter by using tabbed chats. Open Preferences ► Messages, and enable the Collect Chats In A

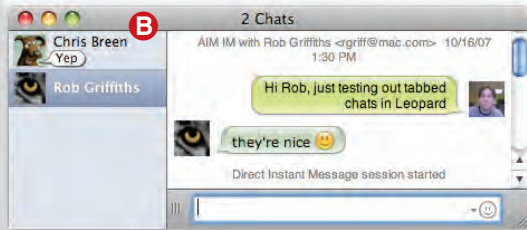
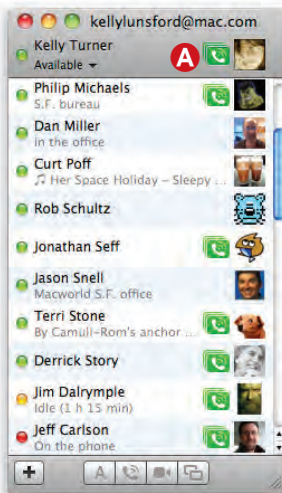
Single Window option. When you start a second conversation, your chat window will expand and display the name and icon of each buddy you're conversing with in a blue-tinted pane to the left of the message window. While you're chatting with one person, new replies from others will show up as speech bubbles next to their icons in the side pane—clicking a person's icon causes his or her bubble to vanish and brings you into an active chat window with that person (see "A Quick Chat").

iChat offers more than just one-on-one chats. You can initiate group text chats that include as many participants as your computer can handle—a fast Mac can manage over a dozen participants.

To create a group chat, choose File ► New Chat, and type the names of the buddies you want to invite in the chat box. You can also drag screen names from your buddy list into the text box. When you type a message, an invitation will go out to the entire group.

SHARE FILES, PHOTOS, VIDEOS, AND MORE You can also share files via iChat. Just drag a file into iChat's text field and press Return, and when your buddy accepts the file, it's on its way. This is particularly useful when you want to send a file that exceeds your ISP's file-size limit.

Want to show off your vacation photos or give a Keynote presentation over a video chat? To help you share visual information with others, iChat provides iChat Theater. This feature lets you display an iPhoto slideshow, a Keynote presentation, a QuickTime movie, or anything else that works with Quick Look as part of your video chat. To get started, choose Share



A Quick Chat iChat lets you see whether your buddies are online **A** and whether they are available for an audio, video, or text-only chat. If you're chatting with more than one person at a time, you can consolidate the conversations into a single chat window **B**.

A File With iChat Theater or Share iPhoto With iChat Theater from iChat's File menu. Select one or more files or an iPhoto library, event, or album, and then click Share. Next you'll be asked to invite someone to the video chat. If you are already engaged in a video chat, you can also drag a group of files into the iChat video window and drop them on the Share With iChat Theater section. A Quick Look preview of the files will appear on your desktop—closing it removes the file from iChat Theater.

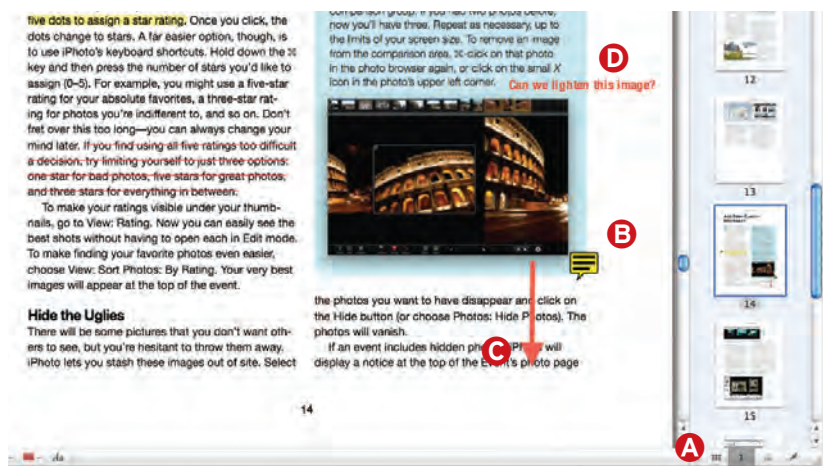


Preview

Need to open an image file but don't want to add it to iPhoto or use an image editor? Preview lets you view and edit PDF and JPEG files without opening Acrobat.

EDIT PDFS In Preview you can add notes; highlight and strike through text; add text boxes; and use ovals, arrows, or rectangles to call attention to specific sections of the page. You can even add links to other pages in a document or to Web sites. Best of all, other PDF readers—including both Mac and Windows versions of Adobe Acrobat Reader—can display all of these annotations.

To get started, open a PDF and click the Annotate button at the top of the window. A small toolbar appears at the bottom of the window with all of the annotation options (see “Mark Up”). To delete extraneous pages or change the order of pages, press ⌘-Shift-D to display the sidebar (if it's



Mark Up You can use the Annotate toolbar **A** to add notes **B**, arrows **C**, text **D**, and more to your PDFs.

WORK WITH APPLICATIONS

not already visible), and then select a page and press Delete. To move a page, select it and drag it to the desired location.

If you're finding the sidebar difficult to navigate, choose View ► Sidebar ► Contact Sheet (or press ⌘-Option-1). The main document window will disappear and you'll get rows of thumbnails instead. Use the zoom slider to fit more or fewer thumbnails on a row.

To merge PDFs, open the PDF files, making sure the sidebar is visible. Drag a page from one document's sidebar to another, and drop it in the appropriate location. To add an entire document, drag the file's proxy icon (the icon in the title bar) to any location in the other document's sidebar.

EDIT IMAGES To crop an image, open it and then click the Select button in the toolbar. Click and drag to create the area you want to crop.

Once you've made your selection, choose Tools ► Crop or press ⌘-K. If you like what you see, save the file; if not, press ⌘-Z to go back to the original image. You can then resize your image (choose Tools ► Adjust Size) or change its resolution. To maintain the image's proportions, make sure to select the Scale Proportionally option. To make an image smaller without losing quality, keep Resample Image selected.

To adjust image color, brightness, and exposure, open the image in Preview and then choose Tools ► Adjust Color (see "Pretty Pictures"). The



Pretty Pictures You don't need an image editor to make basic corrections to a photo. Preview lets you resize images, make color corrections, and sharpen photos.

tools in this palette let you tweak your picture's color balance, brightness, saturation, and sharpness, and even add a sepia tone. Move the different sliders to see what your picture will look like if you save your changes.



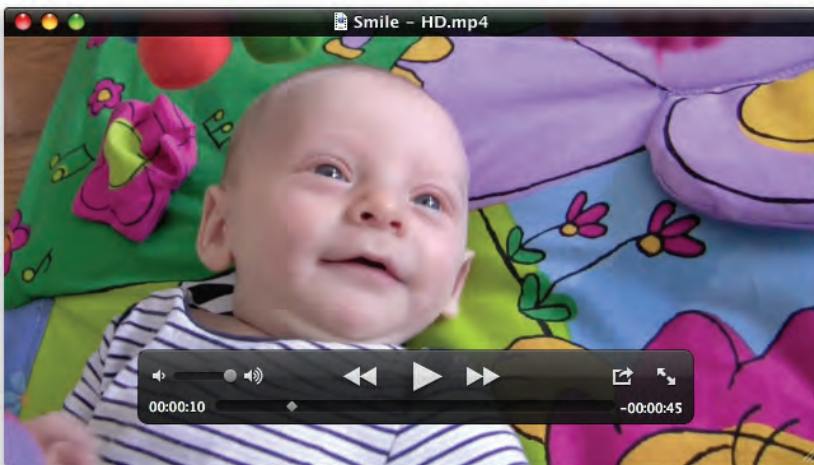
QuickTime Player

QuickTime Player is Snow Leopard's tool for playing back audio and video files. Double-click a compatible video file to launch it. In the window that appears, you'll see your video, overlaid with the title bar and the playback controls (see "Play It Again").

Within the control toolbar, you'll find a play button and reverse and forward buttons that rewind or fast-forward video, respectively. At the bottom is a slider for scrolling through a movie. On the left side is a volume slider and on the right is a button to access chapters (it appears only if the file has chapters), a Share button, and a button to toggle in and out of full-screen mode.

Once you begin playing a movie, the title bar and controls fade away (after a few seconds if your cursor is over the video, or immediately if you move your cursor away from the video). What you're left with is a video playing in a borderless window with slightly rounded corners.

SHARE VIDEOS The Share button allows you to encode and send your video to iTunes, a MobileMe Gallery, or YouTube. If you choose iTunes, you can pick iPhone & iPod, Apple TV, or Computer as output



Play It Again Use the floating toolbar to control your video's playback in QuickTime Player.

options, displaying the resulting file size for each. You can select only one, and if QuickTime determines that your file isn't large enough to create an Apple TV or Computer version, those options are grayed out.

The final choice in the Share pop-up menu is Trim. Select it and QuickTime changes the control window to display thumbnails of your video on a timeline. From there, you can drag the ends in to shorten the video to a smaller clip. However, you can't use the feature to remove unwanted portions—commercials, say—from a video and retain the rest.

RECORD YOUR SCREEN QuickTime also lets you capture video of your Mac's screen—useful for showing a family member how to do something in OS X, for example. Select File ► New Screen Recording and a floating window appears. To pick your settings, click the small white arrow in the lower right corner. A pop-up window appears, letting you choose the audio source, the quality (medium or high), and where QuickTime should save the movie.

When you're ready, click the red button to begin recording. When you're done, simply stop recording—either by clicking the Stop Recording item in the menu bar or by pressing ⌘-Control-Escape.



Image Capture

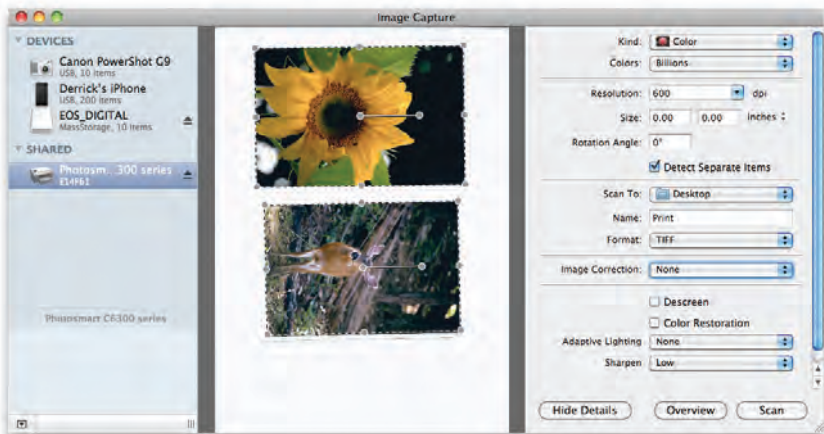
This photo-savvy program can grab a quick shot from your camera, control scanners, and more.

Once you fire up the application, you can connect anything from an iPhone to an SLR, browse images on the memory card, and then download only the ones you want. You can have multiple devices connected at once and choose among them, and even share their images with other users on your network.

GRAB A QUICK SHOT Have you ever come home from an event and wanted to quickly e-mail one or two photos from the day? Connect your camera or card reader and launch Image Capture (if it's not already open). You'll see thumbnails of all the images on your camera.

Click the shot you want, use the Import To pop-up menu to specify where to save it, and then click the Import button. (Don't be tempted by the glowing blue Import All button; that downloads the entire camera roll.) You'll get the full-resolution photo—along with any metadata and GPS coordinates—in the destination you chose. If you want multiple images, ⌘-click the desired ones and choose Import. This is also a great way to download your iPhone videos, which appear alongside the still photos in Image Capture.

SORT YOUR PICTURES Image Capture also lets you change how you sort the images on your device. Click the list view icon at the bottom

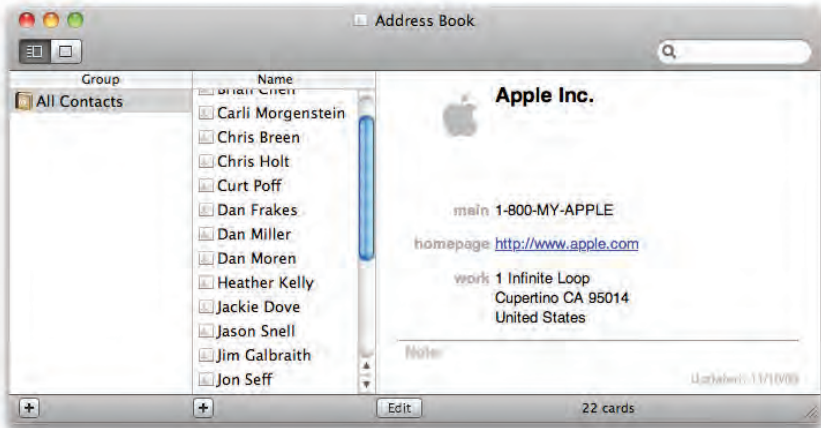


Scan It You can use Image Capture to control a scanner attached to your computer or network. Image Capture can scan two images at once. When it's done, you'll end up with two separate image files.

of the Image Capture window to gain access to a whopping 17 columns of data, including Name, Date, File Size, Aperture, Shutter Speed, ISO, and Focal Length. Once you've sorted your photos, you can switch back to icon view; your pictures will retain the order you've set.

SPEED UP SCANNING TASKS To start a scan, click the device's name in Image Capture (see "Scan It"). Simply turn on the Detect Separate Items option and then press Scan. You can place a couple of snapshots on the flatbed surface, because Image Capture works with the scanner's software to detect separate images when scanning. When the scanner is finished, you'll get a preview of your snapshots, each outlined with a border. To refine your scanner settings—including resolution, color, size, rotation, and file format—click the Show Details button. Once the final scan is complete, you'll end up with individual files for each snapshot.

SHARE DEVICES OVER A NETWORK If you have multiple Macs running Snow Leopard on your network, you can also give them access to a USB-connected camera or memory card. To share your images over the network, connect your iPhone, card reader, or compatible digital camera to your Mac, open Image Capture, and then turn on the Share *Device* option at the bottom of the left column (*Device* is the USB-connected camera, card, or iPhone). If you don't see this option, click the small up arrow. Next, go to another Mac on the network and open Image Capture. Your device should appear under the Shared heading.



Getting to Know You Address Book provides a host of fields for entering personal information.



Address Book

Address Book is Apple's program for creating, sorting, and storing personal contacts. The Address Book window is divided into three panes. From left to right, there's a list of groups, a list of contacts within the selected group, and then the selected contact's information. For instructions on how to import your existing contacts from a PC, see the *Transfer Files* chapter.

ADD A CONTACT To add a contact to your address book, click the plus-sign button under the Name column, and enter your contact's information. Address Book also offers a Note field for jotting down miscellaneous information—the name of your boss's dog or her favorite restaurant, for instance (see "Getting to Know You").

WORK WITH GROUPS Groups are a handy way to communicate with all the members of your book club, orchestra, or volunteer fire brigade. You can also set up smart groups, collections of contacts that match conditions you set up. For example, you could create a smart group that includes anyone within your zip code or any contacts you have who are from other countries.

ADDRESS BOOK AND OTHER PROGRAMS A variety of Apple programs rely on Address Book. For example, the e-mail addresses you access in Mail are stored in Address Book. Likewise, you can use Mail to send an e-mail message to all the members in a group by dragging (or typing) the group's name into the message's To field. Address Book is

also where iChat stores your buddies' contact information. You can open Address Book from iCal to invite contacts to an event. And if you have an iPhone or iPod (other than the shuffle) connected to your Mac, you can sync your Address Book contacts with it and take them on the road.

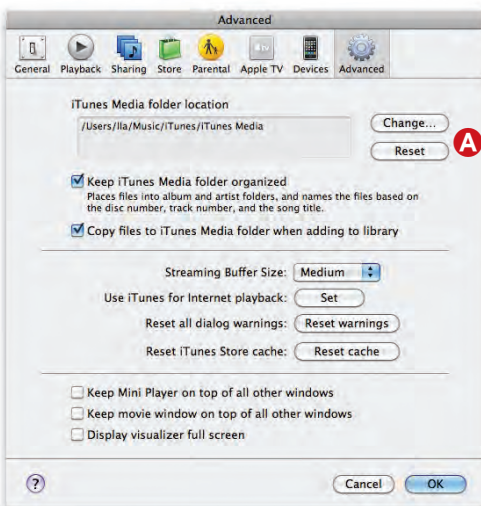


iTunes

iTunes is Apple's music player, but it can do so much more. It is your Mac's central hub for purchasing music, iPhone or iPad apps, movies, and TV shows through its iTunes store. You can also listen to the radio and Podcasts, share music, and create mixes in iTunes. If you're already using iTunes on your PC, you can import all of your media and playlists.

STORE YOUR FILES The first time you launch iTunes, the program creates an iTunes Music folder in *your user folder/Music/iTunes*. By default, iTunes downloads purchased files and copies all imported media files to this folder. However, you don't have to store your files in iTunes' designated folder.

If you want to move your iTunes Music folder from your Home folder to another location, such as an external hard drive, copy your iTunes Music folder to the desired location on the secondary hard drive. Next, you need to tell iTunes where to find the relocated folder. Open your iTunes preferences (iTunes ► Preferences) and click Advanced. There, find the iTunes Media Folder Location section and click the Change button (see "Stash



Stash Your Songs The Advanced tab in iTunes' Preferences menu controls how the program manages your media. If you've moved your iTunes Media folder or created a new folder, click the Change button **A** to tell iTunes where to place any new music or video files it imports.

Your Songs”). Navigate to the iTunes Media folder on the secondary hard drive and click Choose, and then OK. This will tell iTunes not only where to find your old files, but also where to store your new files.

MANAGE FILES YOURSELF Want to use your own method for organizing your media files? iTunes is willing to respect that, too. The trick is to set the program so it doesn’t copy files to the iTunes Music folder when you drag them into your iTunes library. Instead, iTunes will leave the files where they are on your hard drive. This lets you keep some files in your local iTunes Music folder and others on an external drive or in another location on your startup volume.

To make the change, open iTunes’ Advanced preferences and deselect the Copy Files To iTunes Media Folder When Adding To Library option. Now when you drag files into iTunes, the software will simply add pointers to those files instead of copying them. However, music you rip via iTunes or media you purchase from the iTunes Store will still end up in the standard location (the iTunes Music folder within your user folder).

NAVIGATE YOUR LIBRARY Once you’ve decided where to store your files, you almost never need to think about folder structures or file names again. That’s because iTunes provides a simple, attractive interface for quickly sifting through your growing library—regardless of where those files live on your system. In fact, iTunes offers three ways to navigate your music and video collection—list, album, and cover flow view.

MASTER THE iTUNES STORE When you’re in the mood for something new, one of the first places to go is the iTunes Store, where you can browse albums, purchase songs, and even write reviews. To access the store, open iTunes and click the iTunes Store entry in the source list (you must have an Internet connection). The store is a great way to discover new music, rediscover old favorites, and keep track of beloved artists.

Other Applications

Your Mac also comes with plenty of less essential apps that prove just as handy. Here are a few worth noting due to their obvious usefulness.



FRONT ROW This app lets you navigate the media content on your Mac—including music, music videos, TV shows, movies, photos, and podcasts—in a full-screen interface. What’s more, you can use an Apple Remote to make selections, so you don’t even have to get up from the couch. To have Front

Row automatically launch when you insert a DVD, open the CDs & DVDs system preferences and make sure that the Open Front Row option is selected in the When You Insert A Video DVD menu.



PHOTO BOOTH Photo Booth captures photos and video through your Mac's built-in camera. It includes a collection of image-altering effects you can use to distort your photos. Just click the Effects button to see the collection of 24 effects and apply them to your photos. You can eliminate the countdown Photo Booth performs before taking a picture by holding down the Option key before you click the red camera button. And to eliminate the flash that automatically goes off, hold down the Shift key. If you want to skip the flash and the countdown, combine these actions.



DASHBOARD Dashboard is a neat OS X feature that makes basic computing tasks easy and quick. It can save you the step of launching an extra application or heading out on the Web to look up a bit of information. To launch it, click its Dock icon (a circular black gauge) or press F12. Your desktop will dim and a collection of mini-applications called *widgets* will appear.

Once you've switched over to the Dashboard layer, click the plus-sign icon in the lower left corner to call up the Widget Bar, where you'll see an alphabetical, graphical list of all the widgets installed on your Mac. When you click More Widgets (either from the Dock or from the Dashboard layer), you'll be taken to Apple's Dashboard widgets page. There you can check out and download additional widgets (all of which are self-installing).



DICTIONARY Snow Leopard ships with a handy Dictionary program that includes not only a standard dictionary, but also a reference of Mac-related terms, a thesaurus, and more. You can navigate to Dictionary pages you've previously viewed via the back button in your toolbar. If you don't want to launch Dictionary, you can also access its power by typing a word into Spotlight's search field (the definition will be one of the search results) or via a Dashboard widget.



FONT BOOK When you have a lot of fonts, finding a specific one can be hard. You can use Font Book to classify fonts in many ways, including by project, kind (Classic, Fixed Width, and so on), or end destination (such as a Web site). You can also control which fonts are available in a particular application. You can preview a typeface in Font Book and install or disable it (or an entire type family) by clicking a button at the bottom of the Font Book window. To import a font you've just downloaded, double-click its icon in your computer after you finish saving it to your hard drive. Font Book will open and display a preview of your recently acquired font. Then click the Install Font button.



STICKIES Need to leave notes for yourself but don't have a scrap of paper handy? The Stickies application is basically a pad of virtual adhesive notes. You can place a new note anywhere on your desktop, and then add text or drag in URLs from your Web browser. If you want access to Stickies but don't want to clutter up your screen, you can also store them in Dashboard.



TEXTEDIT If you need to write a letter or read a document, Apple's text editor, TextEdit, is here to help. While TextEdit doesn't offer the wealth of bells and whistles that you'll find in a dedicated word processing program, it does get the job done. For the most design flexibility when creating documents, select Make Rich Text from the Format menu. This format offers more control over how the document looks; you'll find alignment controls (for right- or left-aligned, justified, or centered text), tabs, indent controls, settings for editing line spacing, and customizable styles.

You can also create tables and embed images in Rich Text documents. TextEdit supports Apple's built-in spelling checker, which looks for spelling errors as you type. Best of all, TextEdit can open most text documents—including Web archives and Microsoft Word documents. And you can save your TextEdit document in Word or HTML format.

Replace Windows Software

Many Windows programs have Mac versions. Unfortunately, in some cases they're entirely different from their PC counterparts. Not to fear: There are plenty of impressive OS X apps from both Apple and third-party vendors. Here are some options in the most important categories.

Web Browsers

Most leading Windows browsers—including Google Chrome, Mozilla Firefox, Opera, and Apple's own Safari—are available in more or less identical Mac versions. If you've been using Internet Explorer (the one Windows browser you won't find on the Mac), give Safari or Firefox a try on the Mac—both are impressive and markedly faster than IE. Another useful tool is the free Xmarks plug-in (www.xmarks.com), which can sync your bookmarks from Internet Explorer or Firefox on a PC over to Safari or Firefox on your new Mac.

Microsoft Office

Office 2008, Microsoft's Mac suite, has fewer applications and fewer features overall than Office 2007 for Windows—and its user interface only



The Word on Pages
Pages '09, the word processor in Apple's iWork '09, isn't as feature-rich as Microsoft Word, but it's easy to use and creates slick designs.

roughly approximates the Windows version's. The Home and Student edition is \$150. If you want to spend less and you don't use some of Office's more advanced features, consider Apple's own iWork '09 (macworld.com/5454). This suite, which bundles the Pages word processor, Numbers spreadsheet, and Keynote presentation for a reasonable \$79, is slick but less full featured than Office.

E-mail and Calendaring

All Macs come with Apple's more than respectable Mail and iCal programs—and the new versions in Snow Leopard can even connect to the Microsoft Exchange servers many businesses use. That's good news given that there's currently no version of Outlook for OS X (Microsoft plans to release one in 2010, but Office 2008 comes with a different, skimpier e-mail and calendar package called Entourage).

Personal Finance

On the Mac, finance mainstay Quicken is stuck on the antiquated 2007 version, which isn't a native Intel application. Intuit says a new edition will appear in February 2010. If you can't wait, check out the \$40 Moneydance (www.moneydance.com) or the free online app, Mint.com (www.mint.com).

Creative Apps

One of the best thing about Macs is that they come with Apple's innovative iLife suite (apple.com/ilife) of photo, video, music, and Web tools. Even if you've never used it, it'll probably feel familiar—Windows apps have adopted many of its features. Try iLife before you buy anything else; if you're not satisfied, you may want to spring for meatier third-party alternatives such as Adobe's \$100 Photoshop Elements 8 photo editor (www.adobe.com) and Roxio's \$100 Toast Titanium software for CD, DVD, and Blu-Ray burning (www.roxio.com).

Utilities

Disk Utility is an essential tool for formatting, partitioning, and otherwise wrangling hard drives. Its Repair Disk Permissions feature can fix a remarkable percentage of mysterious Mac problems. Two solid third-party packages cater to hard-core utility fans: Micromat's \$98 TechTool Pro (www.micromat.com) and Alsoft's \$100 Disk Warrior (www.alfsoft.com).

Run Windows on Your Mac



These days, buying a Mac doesn't mean you have to leave Windows behind. In 2006, Apple started building Macs with Intel processors. Among the other benefits of that switch: You can run Microsoft's operating system on Apple's hardware.

This flexibility is one of the Mac's most significant competitive advantages over Windows PCs. And it's a huge help, particularly at work, if you've got Windows programs that you just can't live without and that aren't available in Mac versions. It can also be handy for maintaining compatibility with Windows-using coworkers.

This chapter will get you started running Windows on your Mac.

TABLE OF CONTENTS

- 80** How It Works
- 81** Use Boot Camp
- 83** Use a Virtualization Program
- 87** Migrate Your PC

How It Works



There are two different ways to run Windows on a Mac: Boot Camp and virtualization.

OS X itself includes Boot Camp, a utility that lets you install a copy of Windows (which you supply) on your Mac. You can then boot into either operating system. Windows will run just as fast on any PC with comparable specs, and all Windows-compatible applications and peripherals will work. Boot Camp works by providing a few drivers that Windows needs to use the Mac's hardware inside its window.

One disadvantage of Boot Camp is that you have to boot into one operating system or the other; you can't press ⌘ -Tab to switch between your open Windows and Mac apps.

To do that kind of fast switching, you need to use virtualization software, which lets you create a virtual PC within OS X. The best options are Parallels Desktop, VMware Fusion, and VirtualBox. These programs let you run Windows in an OS X window, either in full-screen mode or side by side with your OS X apps. They also have tools to help you transfer your old copy of Windows to your new Mac—applications, settings, and all. The \$80 VMware Fusion lets you do it via a wireless or wired network; Parallels \$100 Switch to Mac Edition includes a similar feature, except that it does the transfer over a bundled USB cable.

Virtualization has its downsides: You'll see a performance hit (particularly when you're running games), and battery life on notebooks can suffer. While most peripherals work in both operating systems, some won't. Still, a Mac running Snow Leopard and a virtualized copy of Windows delivers the best of both computing platforms on one machine.

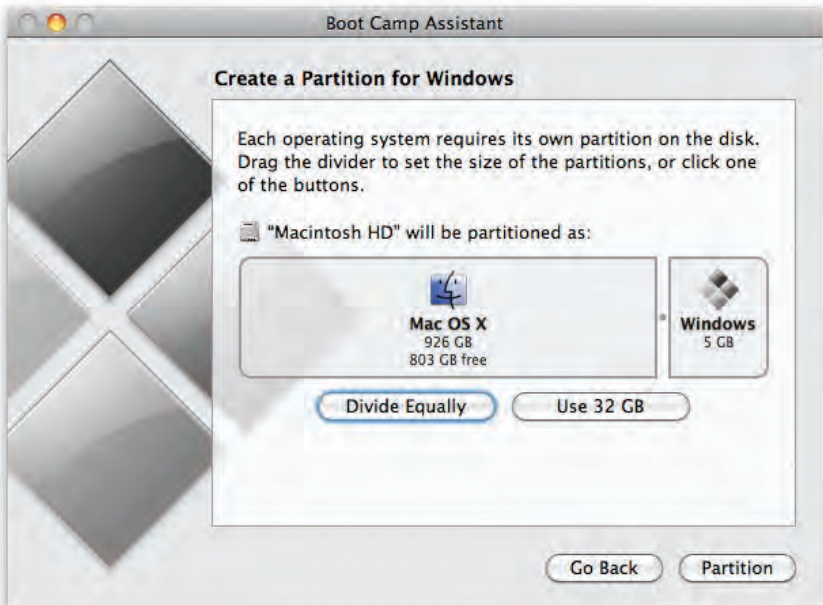
Use Boot Camp



Kee in mind that Boot Camp support isn't as important as it once was. You might need Boot Camp if you want to play cutting-edge 3D games, run really CPU- and graphics-intensive applications, or have a piece of hardware the virtualization apps don't support. Otherwise virtualization is the best solution.

Install Boot Camp

When installing Boot Camp, the first thing you do is make sure you have the most recent version of Boot Camp Assistant (www.apple.com/support/bootcamp). Then run the assistant and let it partition your hard drive into two pieces—one for OS X and another for Windows (see “Divide and Install”). It's important to back up your disk before partitioning your drive, to protect against data loss (see the *Troubleshoot Your Mac* chapter).



Divide and Install To set up Boot Camp on a Mac, you must partition your hard drive. Boot Camp Assistant will walk you through the process.

The partition size you specify in Boot Camp Assistant will depend largely on what you plan to do with Windows; if you're installing big apps or you'll be using big data files in Windows, size the partition so it can handle the data. You won't lose any of your existing data in the partitioning process, and if you change your mind later, Boot Camp Assistant can merge your split disk back into one, deleting the Windows data while keeping your OS X files intact.

The next step is to install Windows on your system. You'll be prompted to insert your Windows installation CD, and then the installer will start. You can install the Windows XP version with Service Pack 2 or later, Windows Vista, or Windows 7.

After installing Windows, you'll need to insert your Mac OS X installation disk to install any Mac drivers on the Windows side. You'll be guided through the process and then prompted to restart your system.

Software and Hardware Support

Pretty much anything that runs on Windows will now run on your Mac, without any emulation or simulation.

The main downside is that you have to reboot your machine to run your Windows software. So if you're involved in a project in OS X and want to run a Windows application that virtualization software can't handle, you have to save your work, shut down your Mac, reboot, do whatever it is you wanted to do in Windows, and then repeat the whole process to get back to OS X.

The other bummer is that it's trickier to share files between Windows and OS X in Boot Camp than in the virtualization apps. You'll need a FAT32-formatted drive, or access to a file server to which both Windows and OS X can connect. The other alternative is to purchase Mediafour's MacDrive for Windows, which will let Windows read from and write to your Mac partition (www.mediafour.com). MacDrive works quite well but will set you back \$50.

Thanks to the Mac drivers for including Windows on the OS X installation CD, all your Mac-specific hardware—Bluetooth, AirPort, and even the built-in iSight camera—will work perfectly in Windows.

Use a Virtualization Program

If you plan on switching between operating systems frequently, you'll need to install virtualization software instead of relying on Boot Camp. This section will help you figure out which program will serve you best.

The Options

Which virtualization software you go with depends mostly on how you plan to use it. Here are the top three contenders. You can test these recommendations by downloading a copy of each app and trying it for free.



VIRTUALBOX (free; www.virtualbox.org). This is the best—meaning the only—solution if you don't want to spend any money and you have no need for fancy graphics or gaming capabilities. It has OpenGL acceleration for Linux and



Out of the Box The free VirtualBox is the best Windows virtualization option for new Mac owners on a tight budget.

OpenSolaris, as well as multiprocessor support and basic 3D graphics (see “Out of the Box”).

However, VirtualBox (👎👎) is the slowest of the three applications and is missing some amenities that make the others easier to use. Most noticeably, VirtualBox doesn’t have easy installation wizards, which makes it harder to set up and configure than Fusion or Parallels. It also doesn’t support some features (such as drag and drop or shared Clipboards). The HD video playback is less than stellar.

FUSION (\$80; www.vmware.com). If you need to use several different operating systems or if you want a program that’s easy to use but not dumbed down, with the fit and finish of a good Mac app, Fusion (👍👍👍) is the best choice. It is polished and offers good OpenGL 2.0 support, it works well with multiple monitors, and it has excellent Windows media playback.

On the downside, Fusion offers no OpenGL 2.0 in Windows 7 and can’t utilize more than four CPU cores. Depending on what type of file you are working with, some operations can be slow.

PARALLELS (\$80; www.parallels.com). Parallels (👍👍👍) is best if you want speed and the highest total feature count. Parallels is the most feature-rich of the current crop of virtualization programs; it has good DirectX and OpenGL support; and it offers Multi-Touch support.

The program does have some cons, including sometimes unreliable upgrades, an unfinished feel in spots, and a more complex interface than the other applications. It also defaults to a fully integrated—and less secure—OS X and Windows mode.

Pick the Right Application for You

Your choice of virtualization app depends almost entirely on why you want to run another operating system on your Mac. You can’t predict exactly how well each app will work in every situation. But read through the following scenarios and find the one that best describes your needs.

YOU NEED SOMETHING EASY TO USE Of the three programs, Fusion comes out ahead in usability. It has a polished feel, and while it has plenty of features, they’re all relatively straightforward to find and use (see “Fusion at a Glance”).

Parallels includes more features, but they’re harder to find and con-

RUN WINDOWS ON YOUR MAC



Fusion at a Glance When you run Fusion, your Mac will retain its normal navigation features while you're working in Windows.

figure. Parallels also defaults to a “fully shared” Windows installation. That is, the default view is Coherence mode, in which the two OSs freely share Windows and OS X files and folders. This could have security implications. Fusion is more conservative in that its default setup isn't fully shared.

Fusion software updates are more reliable than Parallels updates. When VMware releases a new version of the program, you can feel confident that it will generally work without problems. If you choose Parallels, install upgrades with caution—wait a bit for any bugs to get worked out.

YOU WANT TO PLAY GAMES You'll get the best Windows gaming experience running in fully native Windows with Boot Camp. If you'd rather not reboot to play, Parallels 5 is your best bet. There's one caveat: Although most games' visuals will look the same in Fusion and Parallels, when there *are* exceptions, Fusion looks best.

Parallels 5 can run complex, modern games like Call of Duty 4 (www.callofduty.com) with the graphics complexity turned way down, and has only minor problems with older games. Fusion plays most of the older games too, with only minor differences in graphics.

YOUR WINDOWS APP IS A CPU HOG Parallels supports the most virtual CPUs (eight), so it would seem to be the logical choice for CPU-intensive applications. Fusion can actually use more CPU power than

RUN WINDOWS ON YOUR MAC



Power Player Fusion can use more CPU power than Snow Leopard assigns it, but Parallels can support eight virtual CPUs.

OS X assigns it. If you play a Windows HD video file on a single-CPU Windows machine, for example, CPU utilization can exceed 100 percent (see “Power Player”). But for now, Fusion is limited to four virtual CPUs, compared with Parallels’ eight.

YOU ALREADY INSTALLED WINDOWS VIA BOOT CAMP Both Fusion and Parallels can see and use the Boot Camp Windows installation as a virtual machine; VirtualBox cannot.

YOU WANT TO WATCH HD WINDOWS VIDEO FILES Both Parallels and Fusion handled a 1080p high-definition test file well in all versions of Windows. Fusion uses slightly less computing power while providing equally good playback, but both programs are worth considering for HD video playback. VirtualBox still has issues running HD video in anything other than Windows XP Pro.

YOU WANT TO USE A PROGRAM BASED ON OPENGL IN WINDOWS OR LINUX All three virtualization programs offer some form of OpenGL acceleration, but only Parallels offers it in Linux and all recent versions of Windows. Parallels also has the fastest OpenGL acceleration, and does a good job with the visual effects in Ubuntu Linux.

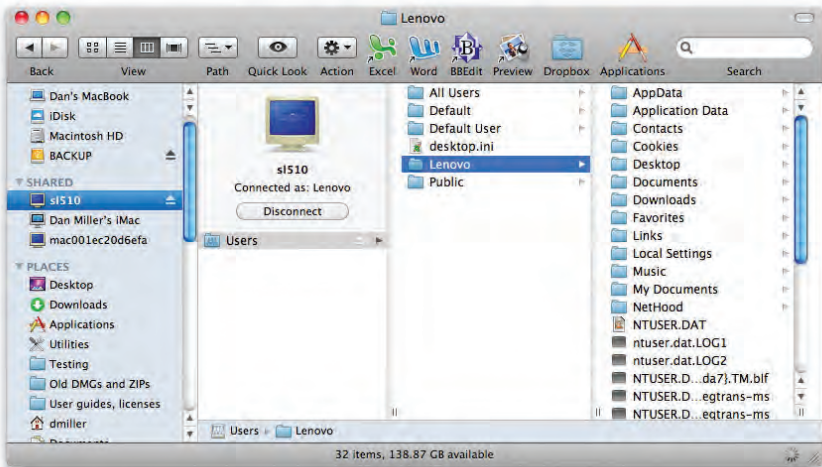
Migrate Your PC

If you are switching from a PC to a Mac, and plan to run Windows, chances are you'll want to bring information over from your old version of Windows directly to the new one.

Thankfully, virtualization applications make it easier to convert an actual Windows PC into a Fusion virtual machine—perfect for people who have just bought their first Mac and want easy access to the setup, programs, and documents they were accustomed to using on their Windows PC.

Before moving everything over and filling up your hard drive, consider transferring the files you'll use in OS X first. For details, see the *Transfer Files* chapter.

Fusion has the built-in Migration Assistant for Windows application. To migrate the contents of a physical Windows PC over to a Mac, install and launch PC Migration Agent (part of the assistant) on your PC. It will present you with a four-digit number code. Connect the PC to the Mac over a network (see “A Networked PC”). An Ethernet connection is preferable, but it is possible to do the migration over a wireless connection. Launch Fusion's Migration Assistant, and, when prompted, enter the code you got from the PC.



A Networked PC You can easily browse the contents of a PC located on the same network from your Mac's Finder.

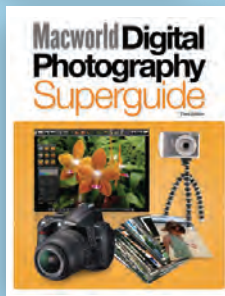
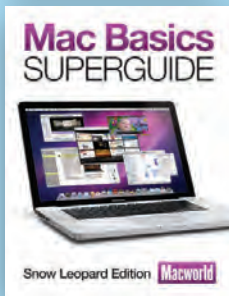
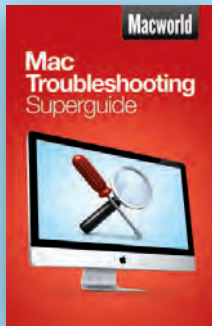
RUN WINDOWS ON YOUR MAC

Fusion will then begin gathering information from the PC and start copying the system across the network. It should successfully move everything—all your files and programs, along with user accounts you created on the original PC. Your programs should even retain their settings. The setup should work just as it did on the physical PC, though it'll run a touch slower in the virtual environment.

Parallels has a similar feature called Parallels Transporter. This tool will guide you through the process of migrating everything from a physical PC into a Parallels virtual machine, including the operating system itself as well as applications, files, folders, and settings.

It's also possible to migrate your Boot Camp partition into one of these virtual setups. Check your virtualization software's documentation for details.

FROM THE EDITORS OF *MACWORLD*



Get more insider tips and troubleshooting advice from *Macworld's* team of experts. Our Superguide series offers useful insights and step-by-step instructions for the latest Mac hardware and software.

Whether you're a new user or feel like you've just scratched the surface of your potential, these books will give you the advice you need

to become a Mac pro.

Each of the books is available in three different formats: as a downloadable PDF for immediate access; on CD for easy offline storage; or as a full-color bound book printed on high-quality paper.

Go to macworld.com

[/superguide-offer](http://superguide-offer) to order

any of the Superguide books or to download a free preview.

Enter the code
MWREADER6
to get a discount
on your next order.