

Contents

Introduction

xvii

1	Getting Started with Mac OS X Lion	1
	Starting Mac OS X	2
	Exploring the Finder and Desktop	4
	Using the Mouse or Multi-Touch Gestures	6 New!
	Working with Menus, Toolbars, and Panes	7
	Using Menus for Quick Results	8
	Choosing Dialog Options	9
	Working with Icons	10
	Viewing Windows	12 New!
	Managing Windows	14 New!
	Using the Sidebar	16 New!
	Using Toolbars	17 New!
	Displaying and Using the Dock	18 New!
	Displaying and Using Stacks on the Dock	19 New!
	Exposing Windows in Mission Control	20 New!
	Grouping Windows in Mission Control	21 New!
	Switching Users	22 New!
	Sleeping, Restarting, and Shutting Down	24 New!
	Opening and Viewing Disks	26
	Viewing and Opening Documents	28 New!
	Changing the Window View	30
	Arranging Files and Folders in Icons View	32 New!
	Working with Files and Folders in List View	34
	Viewing Files with Cover Flow View	36
	Working with Files and Folders in Columns View	37
	Viewing Files Using Quick Look	38 New!
	Going to Common or Recent Places	39 New!
	Organizing Files and Folders by Color	40
	Creating and Renaming Files and Folders	42 New!

	Copying and Moving Files and Folders	44	New!
	Using Spring-Loaded Folders	46	
	Sharing Files or Folders with Others	47	
	Deleting and Restoring Files and Folders	48	
	Getting and Setting File Information	50	
	Creating a CD or DVD Using the Finder	52	
	Mounting and Ejecting Disks	54	
4	Finding What You Want with Spotlight	55	
	Finding Information Using Spotlight	56	New!
	Finding Information in the Spotlight Window	58	New!
	Filtering Spotlight Results	60	
	Grouping and Sorting Spotlight Results	62	
	Working with Spotlight Results	63	
	Setting Spotlight Preferences	64	
	Searching for Files Using the Find Window	66	New!
	Searching for Hard to Find Information	68	
	Working with Find Window Results	69	
	Creating and Using Smart Folders	70	
	Getting Help While You Work	72	
	Getting Help Using Spotlight	74	
4	Customizing the Finder	75	
	Understanding Finder Preferences	76	
	Showing Icons on the Desktop	77	
	Customizing the Way Windows Open	78	
	Showing or Hiding File Extensions	79	
	Customizing Finder Window Views	80	New!
	Customizing the Toolbar	82	
	Customizing the Sidebar	84	New!
	Customizing the Dock	86	New!
	Creating Aliases	88	
	Customizing Mission Control	90	New!
	Using Simple Finder	92	New!
5	Setting System Preferences	93	
	Understanding System Preferences	94	
	Viewing System Preferences	96	
	Locking and Unlocking Preference Settings	97	
	Changing Appearance Options	98	New!
	Setting Up the Desktop	100	New!

Setting Up Screen Savers	101	New!
Setting the Date and Time	102	
Changing Language Options	104	
Changing Text Substitution Options	106	New!
Saving Energy and Managing Power	108	
Selecting a Startup Disk	110	
Changing the Way a CD or DVD Starts	111	
Controlling Sound	112	
Recognizing Your Speech	114	
Letting Mac Do the Talking	116	
Setting Universal Access Options	118	New!
Having VoiceOver Read from the Screen	120	New!
Setting VoiceOver Preferences	122	New!
Using VoiceOver Commands	124	
Setting Ink Preferences	126	
Getting Apps from the App Store	128	New!
Downloading and Installing Apps	130	New!
Using Mac OS X Apps	131	New!
Launching Apps	132	New!
Opening Apps and Files	134	
Viewing Full Screen Apps	135	New!
Switching Between Apps	136	
Quitting Apps	138	
Playing Chess	139	New!
Creating an Address Book	140	New!
Editing an Address Book	142	New!
Managing and Sharing an Address Book	144	New!
Performing Calculations and Conversions	146	
Capturing Images with a Digital Camera	148	New!
Capturing Screen Shots with Grab	149	
Previewing Images and PDF's	150	New!
Using Apps with Auto Save	152	New!
Creating Sticky Notes	153	
Managing Fonts with Font Book	154	New!
Activating, Deactivating, and Customizing Fonts	155	
Working with Dashboard	156	New!
Using Dashboard Widgets	158	
Adding and Removing Dashboard Widgets	160	
Creating a Web Clip Dashboard Widget	162	



Working with Documents

165

Creating and Opening a Document	164	New!
Editing Text	166	New!
Recognizing Handwriting Ink	168	
Making Corrections	170	
Making Text Substitutions	171	New!
Checking Spelling and Grammar	172	
Looking Up Words with Dictionary	174	New!
Finding and Replacing Text	176	New!
Formatting Text	178	New!
Displaying Rulers	179	
Setting Paragraph Tabs	180	New!
Setting Paragraph Indents	181	
Changing Character Spacing	182	
Changing Line Spacing	183	
Adding Lists and Tables	184	
Applying and Creating a Style	186	
Inserting Special Characters	188	New!
Adding Pictures, Movies, or Files to a Document	189	
Saving and Closing a Document	190	New!
Using TextEdit for Web Design	192	
Setting TextEdit Preferences	194	



Printing and Faxing

195

Understanding Printers	196	
Understanding Printer Drivers	197	
Adding or Removing a Printer	198	
Setting Print Settings	200	
Sharing a Printer	202	
Setting Up Page Options	204	
Setting Basic Print Options	206	New!
Previewing Documents	208	New!
Saving Documents as PDF Documents	209	
Managing Print Queues	210	
Creating a Cover Page	211	
Scanning Documents	212	
Sending Fax Documents	214	
Receiving Faxes Automatically	216	

9 Exploring the Internet	217
Connecting to the Internet	218
Setting Up a Modem Connection	220
Setting Up an Ethernet Connection	221
Setting Up a Wireless Connection	222
Setting Up Multiple Connections	223
Making an Internet Connection	224
Understanding Web Sites and Browsers	225
Starting and Customizing Safari	226 New!
Viewing the Safari Window	227 New!
Browsing the Web	228
Browsing the Web Using Tabs	230 New!
Using the Reader and Reading List	232 New!
Viewing Top Sites	234 New!
Changing the Home Page	235
Viewing a History List	236
Bookmarking a Web Page	237
Working with Bookmarks	238
Viewing and Bookmarking RSS Feeds	240
Filling Out Forms on the Web	242 New!
Searching the Web	244 New!
Printing a Web Page	246
Viewing PDF Files	247
Saving a Web Page	248
Saving Pictures or Text from a Web Page	249
Downloading Files Safely from the Web	250 New!
Setting Safari Preferences	252 New!
Setting Security Preferences	254 New!
Blocking Pop-Up Windows	255
Selecting a Default Browser and Engine	256 New!
Setting Up Accounts in One Place	258 New!
Starting Mail	259
Setting Up an Account	260 New!
Managing Accounts	262
Viewing the Mail Window	264 New!
Composing and Sending an E-Mail	265
Addressing an E-Mail	266
Adding Stationery to E-Mail	268
Formatting Message Text	269 New!

Adding an E-Mail Signature	270	
Customizing the Mail Window	271	New!
Receiving and Reading E-Mail	272	
Responding to E-Mail	274	
Sending and Retrieving a File	276	New!
Managing E-Mail	278	New!
Deleting E-Mail	280	New!
Saving E-Mail	282	
Searching E-Mail for Text	283	New!
Blocking and Flagging E-Mail	284	New!
Diverting Incoming E-Mail to Mailboxes	286	
Creating a Smart Mailbox	287	
Getting RSS Feeds in E-Mail	288	
11 Conducting Live Chats and Video Conversations	289	
Creating an Instant Message Account	290	New!
Starting iChat	292	New!
Viewing iChat	293	New!
Changing My Status	294	New!
Using the iChat Status Menu	295	New!
Adding a Buddy	296	New!
Changing a Buddy Picture	297	New!
Creating and Managing Buddy Groups	298	New!
Sending and Receiving Instant Messages	300	New!
Blocking a Buddy	302	
Sending a File During an Instant Message	303	
Having an Audio and Video Chat	304	
Enhancing a Video Chat	306	
Chatting on a Local Network	308	
Changing the Appearance of a Chat	310	
Getting Notification Alerts	312	
Getting Started with FaceTime	313	New!
Making a Video Call with FaceTime	314	New!
12 Working with Music and Media	315	
Starting and Setting Up iTunes	316	
Viewing the iTunes Window	317	
Setting Up iTunes to Automatically Play CDs	318	
Getting and Playing Music from CDs	319	New!
Getting Media from the iTunes Music Store	320	New!
Using and Creating Playlists	322	
Adding Media to a Playlist	324	

Socializing with Ping	325	New!
Subscribing and Playing Podcasts	326	
Using iPod or iPhone with iTunes	327	New!
Listening to Internet Radio	328	
Erasing a CD or DVD	329	
Burning CDs and Exporting to MP3 Players	330	
Setting iTunes Preferences	332	
Capturing Photos in Photo Booth	333	New!
Recording Movies in Photo Booth	334	New!
Adding Photo Booth Effects	335	New!
Playing and Browsing DVD Movies	336	
Customizing the DVD Player	337	
Playing QuickTime Movies	338	New!
Creating QuickTime Movies	340	New!
Exploring iMovie, iDVD, and iPhoto	342	

13 Sharing Information in the Cloud 343

Joining the iCloud Community	344	New!
Getting Started with CloudApp	346	New!
Working with CloudApp Raindrops	348	New!
Setting CloudApp Preferences	349	New!
Using CloudApp on the Web	350	New!
Changing MobileMe Account Preferences	352	
Managing MobileMe Mail	354	
Creating a MobileMe Address Book	355	
Working with MobileMe Calendar	356	
Creating a MobileMe Gallery	358	
Viewing and Sharing a MobileMe Gallery	360	
Managing Files with iDisk	362	
Setting iDisk Preferences	364	
Sharing Files with MobileMe iDisk	366	

Viewing the iCal Window	368	New!
Changing Calendar Views	369	New!
Creating and Working with Calendars	370	New!
Adding and Editing Calendar Events	372	New!
Publishing and Subscribing to a Calendar	374	
Working with Reminders	376	New!
Printing Calendars and Reminders	377	
Setting Up Synchronization	378	
Resetting Synchronization	379	

Keeping Track of Passwords with Keychain	380
Working with Keychains	381
Modifying Keychains	382
Adding Keychains	384



15 Setting Up Accounts and Maintaining Security 385

Understanding User Accounts	386
Activating the Login Window	387
Adding a User Account	388
Deleting a User Account	389
Setting File Access Permissions	390
Setting Account Access Privileges	391 New!
Setting Parental Controls	392
Specifying Log In and Start Up Items	394
Setting Fast User Switching	396
Setting Security & Privacy Preferences	397 New!
Restoring Password Access	398 New!
Protecting Your Computer with FileVault	400 New!
Managing Files with the Home Folder	401
Sharing Files with Other Users	402



16 Managing Files Using a Network 403

Using Network Sharing Services	404
Setting Up File Sharing	406
Sharing an Internet Connection	408
Configuring an Internet Firewall	409
Setting Up a Local Area Network	410
Setting Up a Network Connection	411
Setting Up for Different Network Connections	412
Setting Up a Bluetooth Wireless Network	413
Moving Items with Bluetooth	414
Setting Bluetooth Preferences	415
Browsing the Network with the Finder	416
Connecting to Another Computer	418
Connecting Your Mac Using a MobileMe Account	420
Sending Files Wirelessly with AirDrop	421 New!
Controlling a Computer with Screen Sharing	422 New!
Setting Up Mac and Windows to Share Files	424
Connecting from a Windows 7 or Vista Computer	425
Connecting from a Windows XP Computer	426
Connecting to a Network Over the Internet	428
Exploring Additional Utility Applications	430

17	Maintaining Your Computer	431
	Downloading and Installing Software	432
	Automating Software Updates	433
	Opening Compressed Files	434
	Compressing and Uncompressing Files and Folders	435
	Using Application Services	436
	Understanding Disk File Systems	437
	Formatting and Copying a Disk	438
	Fixing Disk Problems	440
	Optimizing a Disk	441
	Starting Your Computer from a Mac OS Disk	442
	Migrating Information Between Macs	443 New!
	Monitoring System Activities	444
	Viewing System Messages with the Console	446
	Viewing System Information	447
	Forcing a Restart	448
	Installing Hardware Devices	450
	Removing Hardware Devices	451
	Viewing Hardware Settings	452
	Changing Keyboard Settings	453
	Changing Mouse Settings	454 New!
	Changing Trackpad Settings	455 New!
	Changing Monitor Display Settings	456
	Measuring Display Colors with the Digital Color Meter	458
	Selecting Colors with the Color Picker	459
	Matching Colors to Devices with ColorSync	460
	Configuring Audio MIDI Devices	462
	Preventing Hardware Problems	464
18	Working with Mac OS X Along with Windows	465
	Preparing a Mac for Windows	466
	Installing Windows on a Mac	468
	Starting Up with Mac OS X or Windows	470
	Using Windows on a Mac	472
	Removing Windows	474
19	Backing Up Everything with Time Machine	477
	Setting Up Time Machine for Backups	478 New!
	Performing a Backup	479

Excluding Items from a Backup	480	New!
Working with a Backup	481	New!
Recovering Backed Up Items	482	New!
Recovering an Entire Computer System	484	New!
Creating a Disk Image to Backup Files	486	
Burning a CD or DVD from a Disk Image	488	
Restoring a Disk Image	489	
Backing Up Files onto a CD or DVD	490	
21 Automating Your Work	491	
Introducing Automator	492	
Viewing the Automator Window	494	
Getting Started with Automator	495	
Opening an Existing Workflow	496	
Opening an Example Workflow	497	
Working with an Example Workflow	498	
Adding Actions to a Workflow	500	New!
Adding Variables to an Action	501	
Recording an Action	502	
Working with Workflows	503	
Running and Stopping a Workflow	504	
Saving a Workflow	505	New!
Using a Workflow as Plug-ins	506	New!
Understanding AppleScript Basics	507	
Using Ready-Made AppleScripts	508	
Writing and Recording AppleScripts	510	New!
Using AppleScript with Automator	512	
Preparing to Install Mac OS X Lion	514	
Determining the Current Mac OS Version	515	
Getting Mac Information	516	New!
Getting Mac OS X Lion from the App Store	517	New!
Installing Mac OS X Lion	518	New!
Reinstalling Mac OS X Lion	520	New!
<i>New Features</i>	521	New!
<i>Index</i>	527	
<i>Workshops</i>	Online	