

1

Introducing Mountain Lion

7

About OS X Mountain Lion	8
Installing Mountain Lion	9
The OS X Environment	10
Aqua Interface	11
About Your Mac	12
About System Preferences	17
Changing the Background	18
Changing the Screen Saver	19
Changing the Resolution	20
Accessibility	21
The Spoken Word	23
Shutting Down	24

2

Getting Up and Running

25

Introducing the Dock	26
Setting Dock Preferences	27
Stacks on the Dock	30
Dock Menus	32
Working with Dock Items	33
Trash	35
System Preferences	36
About iCloud	38
Setting up iCloud	39
Using iCloud	40
Desktop Items	42
Ejecting Items	43
Auto Save and Versions	44
Resuming	46

3

Finder

47

Working with the Finder	48
Finder Folders	49
Finder Views	51
Covers	54
Quick Look	55
Finder Toolbar	56
Finder Sidebar	57

Finder Search	58
Creating Aliases	59
Copying and Moving items	60
Working with Folders	61
Smart Folders	63
Spring-loaded Folders	64
Burnable Folders	65
Selecting Items	66
Actions Button	68
Sharing from the Finder	69
Menus	70

4

Navigating in Mountain Lion

71

A New Way of Navigating	72
No More Scroll Bars	73
Trackpad Gestures	74
Magic Mouse Gestures	82
Multi-Touch Preferences	85
Mission Control	87
Spaces and Exposé	89

5

Mountain Lion Apps

91

Launchpad	92
Full-Screen Apps	94
OS X Apps	96
Accessing the App Store	97
Downloading Apps	98
Finding Apps	100
Managing Your Apps	102
Sharing Apps	104

6

Getting Productive

105

Dashboard	106
Spotlight Search	107
Contacts (Address Book)	108
Calendar	110
Notes	112
Setting Reminders	114
Notifications	116

Preview	118
Printing	119
OS X Utilities	120
Creating PDF Documents	122

7

Internet and Email

123

Getting Connected	124
Safari	128
Safari Tabbed Browsing	130
Safari Top Sites	131
Safari Reader	132
Adding Bookmarks	133
Mail	134
Using Email	135
Email Conversations	137
Adding Mailboxes	138
Messaging	139
FaceTime	140

8

Digital Lifestyle

141

iPhoto	142
Viewing Photos	143
Organizing Photos	144
Editing and Sharing Photos	145
iTunes	146
Managing Your Music	147
Purchasing Music	148
Adding an iPod	149
iMovie	150
iDVD	151
GarageBand	152
Games Center	153
Obtaining Games	154

9

Sharing OS X

155

Adding Users	156
Deleting Users	158
Fast User Switching	159
OS X for the Family	160
Parental Controls	161
OS X for Windows Users	164

10

Networking

165

Networking Overview	166
Network Settings	168
File Sharing	169
Connecting to a Network	170

11

Maintaining OS X

173

Time Machine	174
Disk Utility	178
System Information	179
Activity Monitor	180
Updating Software	181
Gatekeeper	182
Privacy	183
Problems with Apps	184
General Troubleshooting	185

Index

187

1

Introducing Mountain Lion

Mountain Lion is the latest operating system from Apple. It is not only enjoyable and secure to use, it also has a raft of features that transform a number of traditional ways for using computers. This chapter introduces Mountain Lion and shows how to get started with it.

- 8** About OS X Mountain Lion
- 9** Installing Mountain Lion
- 10** The OS X Environment
- 11** Aqua Interface
- 12** About Your Mac
- 17** About System Preferences
- 18** Changing the Background
- 19** Changing the Screen Saver
- 20** Changing the Resolution
- 21** Accessibility
- 23** The Spoken Word
- 24** Shutting Down

Don't forget

UNIX is an operating system that has traditionally been used for large commercial mainframe computers. It is renowned for its stability and ability to be used within different computing environments.

Don't forget

Mountain Lion has a Power Nap function that updates items from the online iCloud service even when a Mac is in sleep mode. This can be set up by checking on the Wake for network access option in the Energy Saver section of System Preferences.

About OS X Mountain Lion

OS X Mountain Lion is the eighth version (10.8) of the operating system for Apple computers; the iMac, MacBook, Mac Mini and Mac Pro. When OS X (pronounced 'ten') was first introduced it was a major breakthrough in terms of ease of use and stability. It is based on the UNIX programming language, that is a very stable and secure operating environment and ensures that OS X is one of the most stable consumer operating systems that has ever been designed. More importantly for the user, it is also one of the most stylish and user-friendly operating systems available.

Through the previous seven versions of OS X it has been refined and improved in terms of both performance and functionality. This process continues with OS X Mountain Lion, which further develops the innovations introduced by its predecessor, Lion.

When OS X Lion was introduced, in 2011, it had a range of innovative functions that were inspired by Apple's mobile devices: iPhone, iPod touch and iPad. The two main areas where the functionality of the mobile devices has been transferred to the desktop and laptop operating system are:

- The way apps can be downloaded and installed. Instead of using a disc, OS X Mountain Lion utilizes the Mac App Store to provide apps, which can be installed in a couple of simple steps
- Options for navigating around pages and applications on a trackpad or a Magic Mouse. Instead of having to use a mouse or a traditional laptop trackpad, OS X Mountain Lion allows Multi-Touch Gestures that provide a range of ways for accessing apps and web pages and navigating around them

OS X Mountain Lion takes the work of OS X Lion even further, by adding more features that initially appeared on the iPad. These include the iMessage service, Notification Center, Reminders, Notes and the Games Center. There are also additions to the iCloud service that keep all of your content and devices synchronized and up to date.

OS X Lion was a genuinely revolutionary operating system in terms of the way in which people work and interact with their Macs. OS X Mountain Lion continues this work and takes it to the next level of power and functionality.

Installing Mountain Lion

When it comes to installing OS X Mountain Lion you do not need to worry about an installation CD or DVD: it can be downloaded and installed directly from the online Mac App Store. New Macs will have Mountain Lion installed but if you want to install it on an existing Mac you will need to have a minimum requirement of:

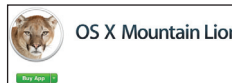
- OS X Snow Leopard (version 10.6.8 or later) or OS X Lion
- Intel Core 2 Duo, Core i3, Core i5, Core i7, or Xeon processor
- 2Gb of memory

If your Mac meets these requirements, you can download and install OS X Mountain Lion as follows:

- 1 Click on this icon on the Dock to access the App Store



- 2 Locate the Mountain Lion icon and click on the Buy button



- 3 Once Mountain Lion has been downloaded, click on this button to start the installation process



- 4 Follow the installation screens including one for where OS X Mountain Lion is installed (this is usually the Mac Hard Disk)



Don't forget



If you already have OS X Lion, you can download and install Mountain Lion directly from the App Store. If you are using Snow Leopard you will have to upgrade to version 10.6.8 before you can install Mountain Lion.

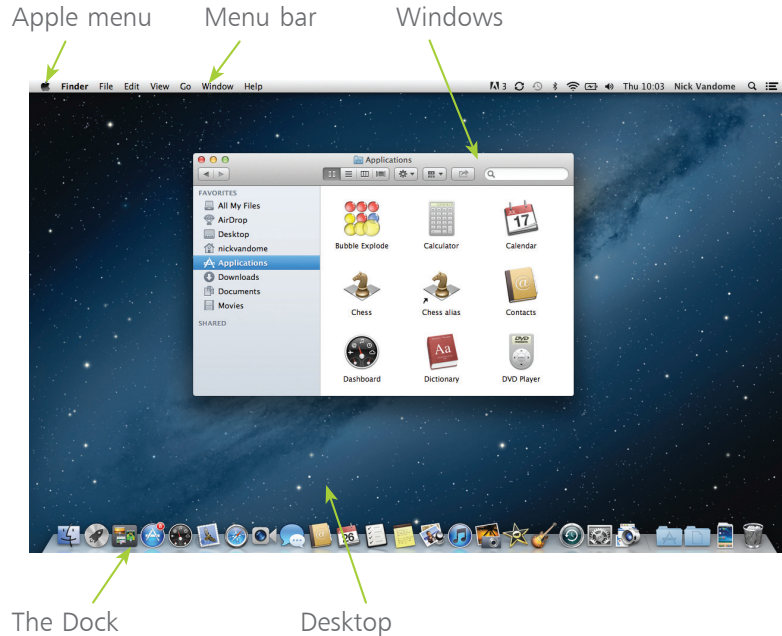
Hot tip



If you ever need to do so, it is possible to reinstall OS X Mountain Lion. To do this you will need an Internet connection. Once this has been checked, select Restart from the Apple menu. When the iMac restarts, hold down the Command and R keys simultaneously. In the Mac OS X Utilities window, select Reinstall Mac OS X, click on the Continue button and follow the on-screen instructions.

The OS X Environment

The first most noticeable element about OS X is its elegant user interface. This has been designed to create a user friendly graphic overlay to the UNIX operating system at the heart of OS X and it is a combination of rich colors and sharp, original graphics. The main elements that make up the initial OS X environment are:

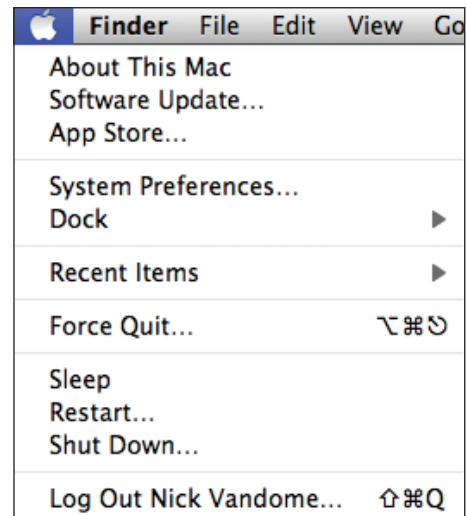


Hot tip



The Dock is designed to help make organizing and opening items as quick and easy as possible. For a detailed look at the Dock, see Chapter Two.

The Apple menu is standardized throughout OS X, regardless of the app in use

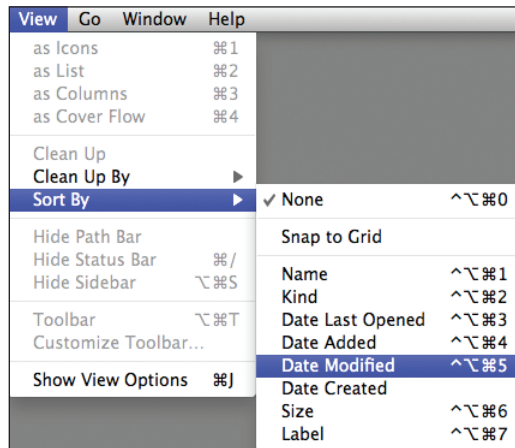


Aqua Interface

The name given by Apple to its OS X interface is Aqua. This describes the graphical appearance of the operating system. Essentially, it is just the cosmetic appearance of the elements within the operating system, but they combine to give OS X a rich visual look and feel. Some of the main elements of the Aqua interface are:

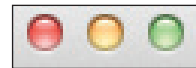
Menus

Menus in OS X contain commands for the operating system and any relevant apps. If there is an arrow next to a command it means there are subsequent options for the item.



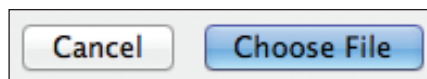
Window buttons

These appear in any open OS X window and can be used to manipulate the window.



Option buttons

Whenever a dialog box with separate options is accessed, OS X highlights the suggested option with a pulsing blue button. This can be accepted by clicking on it or by pressing Enter. If you do not want to accept this option, click on another button in the dialog box.



Don't forget



The graphics used in OS X are designed in a style known as Quartz. The design of this means that some elements, such as menus, allow the background behind them to show through.

Don't forget

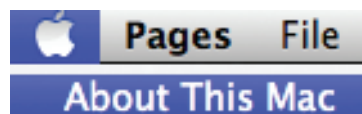


The red window button is used to close a window. However, this does not quit the app. The amber button is used to minimize a window and the green one is used to expand a window.

About Your Mac

When you buy a new Mac you will almost certainly check the technical specifications before you make a purchase. Once you have your Mac, there will be times when you will want to view these specifications again, such as the version of OS X in use, the amount of memory and the amount of storage. This can be done through the About This Mac option that can be accessed from the Apple Menu. To do this:

- 1 Click on the Apple Menu and click on the About This Mac link



- 2 The About This Mac window has information about the version of OS X, the processor, the memory and the Startup Disk being used



Don't forget



For more information about Software Updates, see Chapter Eleven.

- 3 Click on Software Update... button to see available software updates for your Mac

Software Update...

- 4 Click on the More Info... button to view more About This Mac options

More Info...

...cont'd

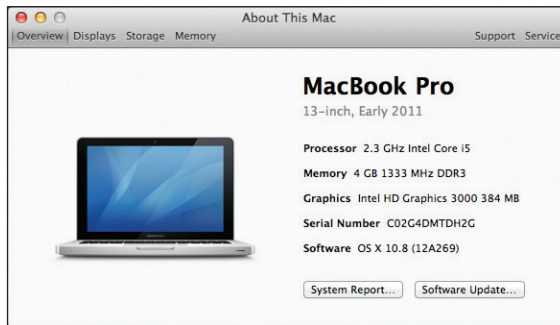
Overview

This gives additional general information about your Mac:

- 1 Click on the Overview button

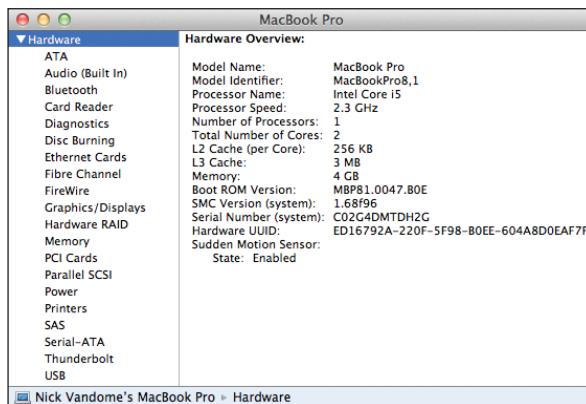
Overview

- 2 This window contains additional information such as the type of graphics card and the Serial Number



- 3 Click on the System Report... button to view full details about the hardware and software on your Mac

System Report...



- 4 Click on the Check for Updates... button to view available software updates for your Mac

Check for Updates...

...cont'd

Display information

This gives information about your Mac's display:

1

Click on the Displays button



2

This window contains information about your display including the type, size, resolution and graphics card



3

Click on the Displays Preferences...

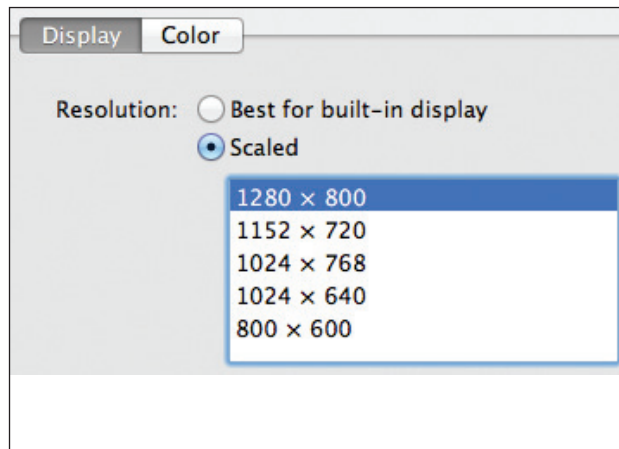


button to view options for changing the display's resolution, brightness and color

Don't forget



For more information about changing the resolution, see page 20.



...cont'd

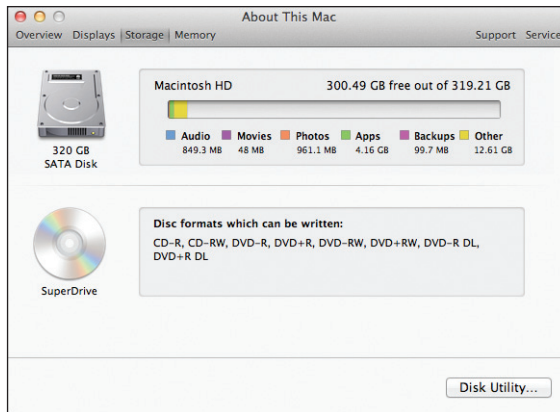
Storage information

This contains information about your Mac's physical and removable storage:

- 1 Click on the Storage button

Storage

- 2 This window contains information about the used and available storage on your hard disk and also options for writing various types of CDs and DVDs



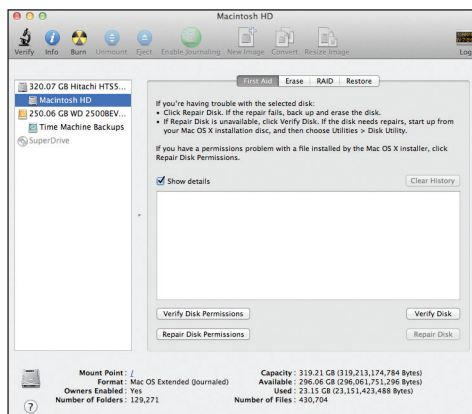
Don't forget



The disk usage is shown for different content types on your Mac e.g. videos, music, photos and applications.

- 3 Click on the Disk Utility... button to view options for repairing problems on your Mac

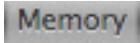
Disk Utility...

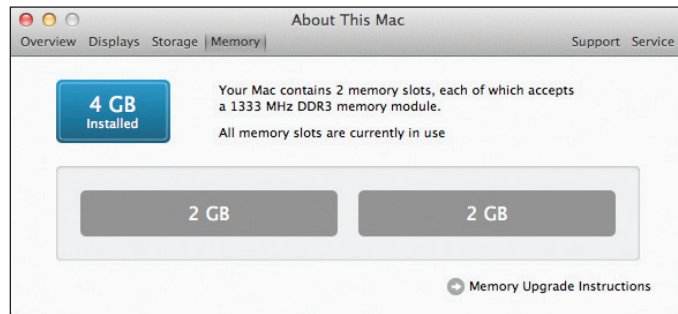


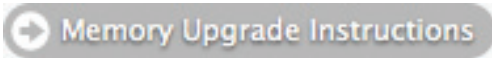
...cont'd

Memory information

This contains information about your Mac's memory, that is used to run OS X and also the applications on your computer:

- 1 Click on the Memory button 
- 2 This window contains information about the memory chips that are in your Mac



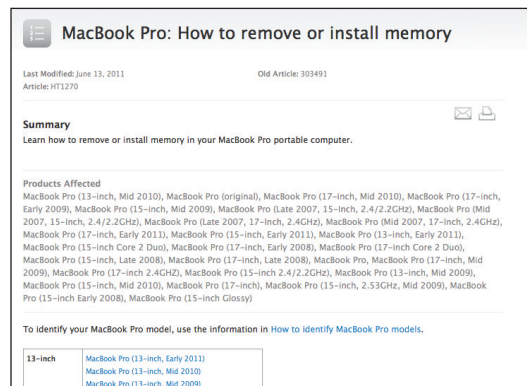
- 3 Click on the Memory Upgrade Instructions if you want to upgrade your memory chips 

Beware



Always wear an anti-static wristband if you are opening your Mac to insert new memory chips, or any other time when you are working on the components of your Mac.

- 4 A page on the Apple website gives instructions for upgrading memory chips for different makes and models of Macs



About System Preferences

OS X Mountain Lion has a wide range of options for customizing and configuring the way that your Mac operates. These are located within the Systems Preferences section. To access this:

- 1 Click on this button on the Dock (the bar of icons that appears along the bottom of the screen), or from the Applications folder



Don't forget



For more detailed information about the Dock, see Chapter Two.

- 2 All of the options are shown in the System Preferences window

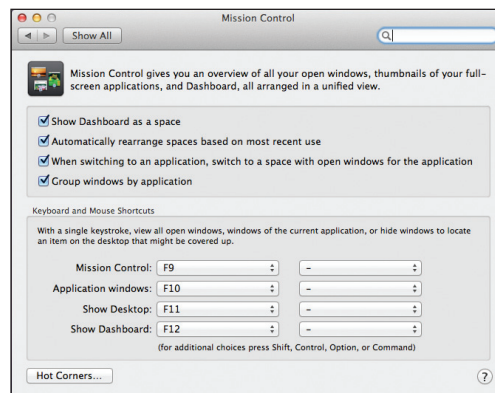


Don't forget



For a detailed look at the System Preferences, see Chapter Two.

- 3 Click once on an item to open it in the main System Preferences window. Each item will have a number of options for customization



- 4 Click on the Show All button to return to the main System Preferences window

Show All

Don't forget

You can select your own photographs as your desktop background, once you have loaded them onto your Mac. To do this, select the iPhoto folder and browse to the photograph you want.

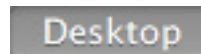
Changing the Background

Background imagery is an important way to add your own personal touch to your Mac. (This is the graphical element upon which all other items on your computer sit.) There are a range of background options that can be used. To select your own background:

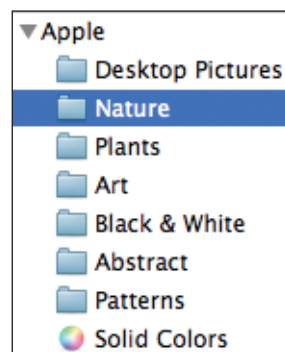
- 1 Click on this button in the System Preferences folder



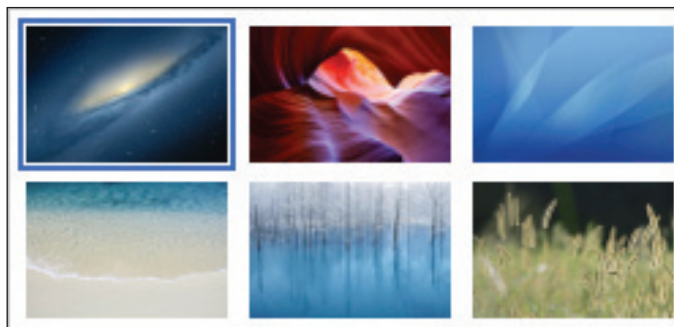
- 2 Click on the Desktop tab



- 3 Select a location from where you want to select a background



- 4 Click on one of the available backgrounds

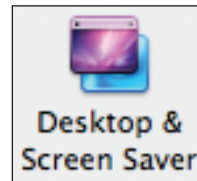


- 5 The background is applied as the desktop background imagery

Changing the Screen Saver

A screen saver is the element that appears when the Mac has not been used for a specified period of time. Originally this was designed to avoid screen burn (caused by items being at the same position on the screen for an extended period of time) but now they largely consist of a graphical element. To select your own screen saver:

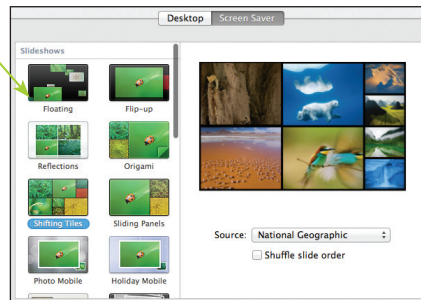
- 1 Click on this button in the System Preferences folder



- 2 Click on the Screen Saver tab



- 3 Select an option here for a slideshow screen saver, or

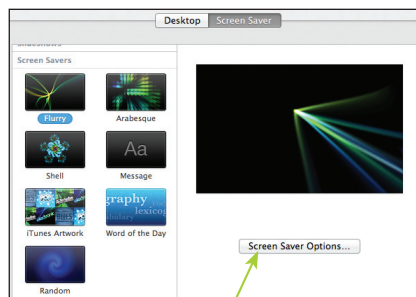


Don't forget



The slideshow screen saver consists of different images that appear as tiles on the screen.

- 4 Scroll down to access other screen saver options



- 5 Click the Screen Saver Options... button to select options for the way the screen saver operates

Don't forget

A higher resolution makes items appear sharper on the screen, even though they appear physically smaller.

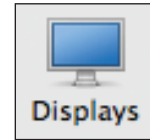
Changing the Resolution

For most computer users the size at which items are displayed on the screen is a crucial issue: if items are too small this can make them hard to read and lead to eye strain; too large and you have to spend a lot of time scrolling around to see everything.

The size of items on the screen is controlled by the screen's resolution, i.e. the number of colored dots displayed in an area of the screen. The higher the resolution the smaller the items on the screen, the lower the resolution the larger the items. To change the screen resolution:

1

Click on this button in the System Preferences folder



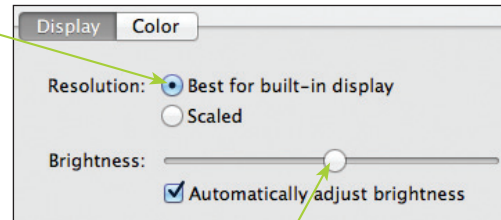
2

Click on the Display tab

Display

3

Click on the Best for built-in display button to let your Mac select the most appropriate resolution

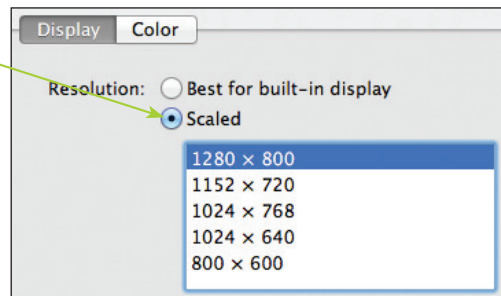


4

Drag this slider to change the screen brightness. Check on the box to have this done automatically

5

Click on the Scaled button and select a resolution setting to change the overall screen resolution



6

Click on the Color tab to select options for using different color profiles and also calibrating your monitor

Color

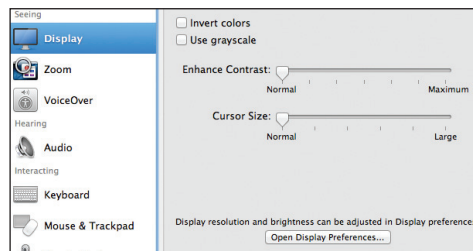
Accessibility

In all areas of computing it is important to give as many people access to the system as possible. This includes users with visual impairments and also people who have problems using the mouse and keyboard. In OS X this is achieved through the functions of the Accessibility System Preferences. To use these:

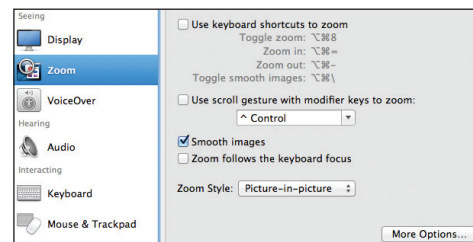
- 1 Click on this button in the System Preferences folder



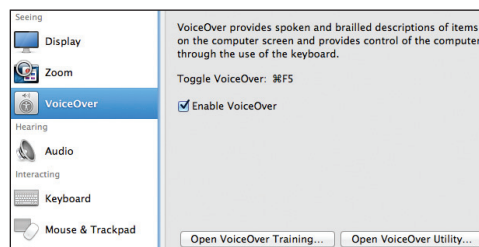
- 2 Click on the Display button for options for changing the display colors, contrast and increasing the cursor size



- 3 Click on the Zoom button for options to zoom in on the screen



- 4 Click on the VoiceOver button to enable VoiceOver which provides a spoken description of what is on the screen



Don't forget



Experiment with the VoiceOver function if only to see how it operates. This will give you a better idea of how visually impaired users access information on a computer.

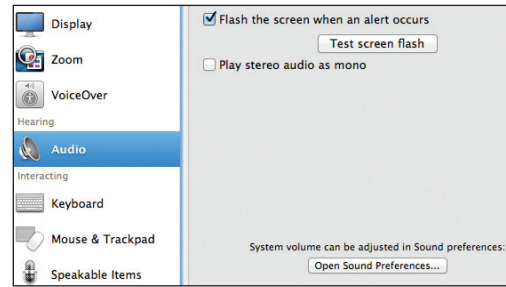
Don't forget



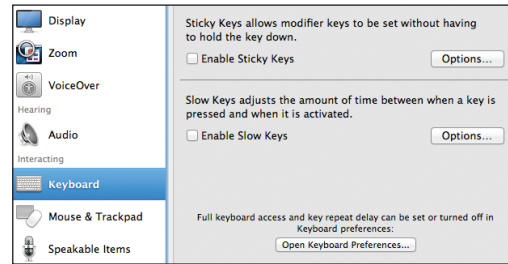
The Audio, Keyboard and Mouse & Trackpad accessibility options have links to additional options within their own System Preferences.

...cont'd

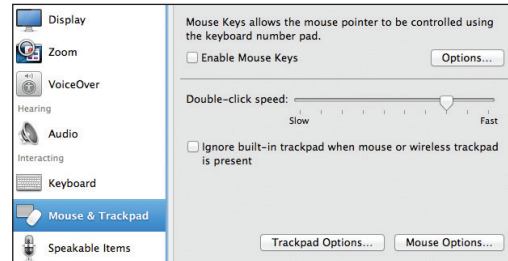
- 5 Click on the Audio button to select an on-screen flash for alerts and how sound is played



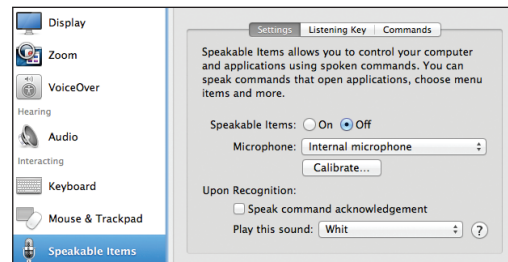
- 6 Click on the Keyboard button to access options for customizing the keyboard



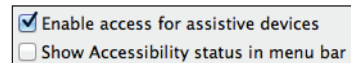
- 7 Click on the Mouse & Trackpad button to access options for customizing these devices



- 8 Click on the Speakable Items button to select options for using spoken commands



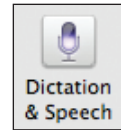
- 9 Click on this button to enable assistive technology such as screen readers



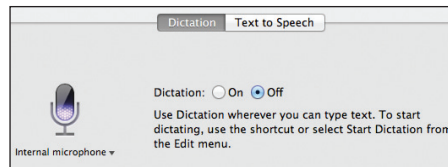
The Spoken Word

Mountain Lion not only has numerous options for adding text to documents, emails and messages; it also has a dictation function so that you can speak what you want to appear on screen. To setup and use the dictation feature:

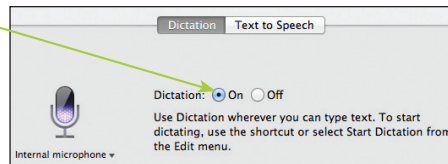
- 1 Click on this button in the System Preferences folder



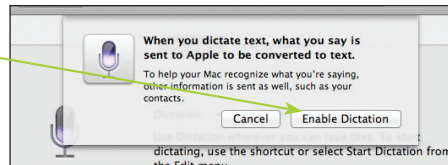
- 2 By default, Dictation is Off



- 3 Click on the On button to enable dictation



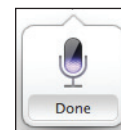
- 4 Click on the Enable Dictation button



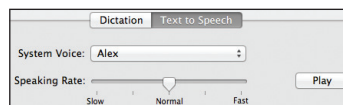
- 5 Once Dictation has been turned On, it can be accessed in relevant apps by selecting Edit>Start Dictation from the menu bar



- 6 Start talking when the microphone icon appears. Click Done when you have finished recording your text



- 7 Click on the Text to Speech tab to make selections for dictation



Hot tip



Punctuation can be added with the dictation function, by speaking commands such as 'comma' or 'question mark'. These will then be converted into the appropriate symbols.

Shutting Down

The Apple menu (which can be accessed by clicking on the Apple icon at the top left corner of the desktop or any subsequent OS X window) has been standardized in OS X. This means that it has the same options regardless of the app in which you are working. This has a number of advantages, not least is the fact that it makes it easier to shut down your Mac. When shutting down, there are three options that can be selected:

- **Sleep.** This puts the Mac into hibernation mode, i.e. the screen goes blank and the hard drive becomes inactive. This state is maintained until the mouse is moved or a key is pressed on the keyboard. This then wakes up the Mac and it is ready to continue work
- **Restart.** This closes down the Mac and then restarts it again. This can be useful if you have added new software and your computer requires a restart to make it active
- **Shut Down.** This closes down the Mac completely once you have finished working

Don't forget



When shutting down, make sure you have saved all of your open documents, although OS X will prompt you to do this if you have forgotten.

Don't forget



OS X Mountain Lion has a Resume function where your Mac opens up in the same state as when you shut it down. See Chapter Two for details.

Click here to access the Apple menu

Click here to access one of the shut down options

