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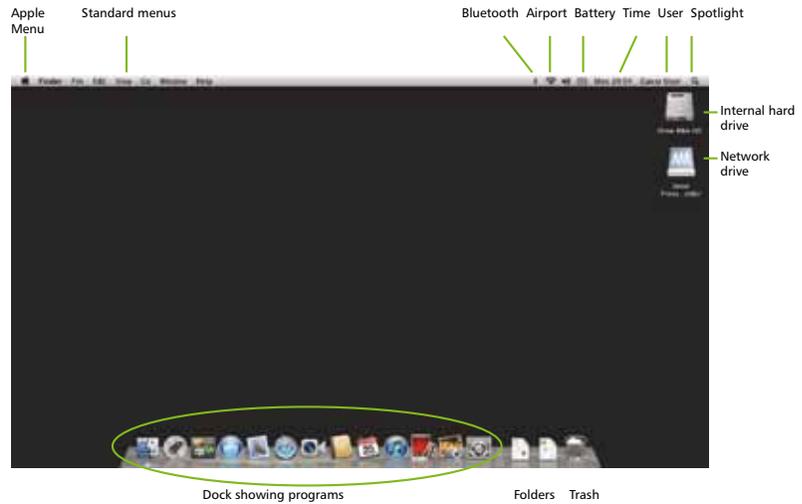
Welcome to the Mac!

Macs running OS X Mountain Lion are easy to use, making even the most complex task appear simple. In this introductory chapter we will look at the basic features of the Mac so you can get started exploring the inbuilt apps.

The Mac Desktop

If you're used to a Windows PC then you'll pick up the Mac operating system (OS) pretty quickly. The interface of the desktop is made up of icons representing disk drives, folders, files and programs. Most actions can be carried out using click, double-click, triple-click or gestures. With the Mac OS X (X stands for number 10, not the letter "X") Mountain Lion, gestures feature heavily. You can swipe the trackpad or Magic Mouse with one, two or three fingers to achieve different things.

On a Mac, the desktop looks like this



Hot tip



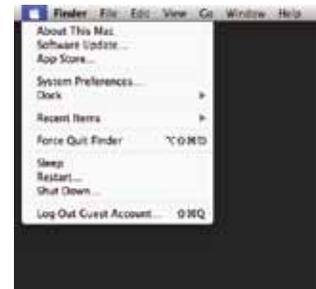
Once you get the hang of the menus in one program you will find they are all pretty similar, e.g. File, Edit, etc.

All programs have similar menus.

Once you master the menus for one program, you will find they are all pretty similar (e.g. File, Edit, View, etc.). To see the menu, click on the name and the menu options will drop down. Scroll down to the one you want and click to select.

Here we have clicked on the Apple Menu and its options are shown.

Most menus will drop down (hence they are called *drop-down* menus) to show the menu options.



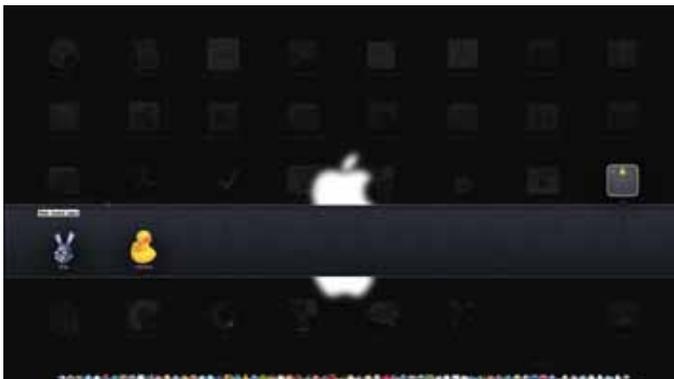
Launchpad

Launchpad is designed to resemble iOS devices such as the iPhone, iPad, and iPod Touch. Launchpad provides ready access to your apps and saves you having to navigate to the Applications folder to find an app.



Create a folder for your apps

Drag an app onto a related app, e.g. web-based apps. This will create a folder which you can rename to suit your needs. In the example shown, Cyberduck was dragged onto Bloggo and a folder was generated by Launchpad. The name was changed from *untitled* to *web-based apps*.



Beware

Make sure you are happy with the short account name that the Mac suggests for you. It is very difficult to change this once you create the account.

Set up a User Account

The Mac OS uses a Unix-based system and requires accounts for each user. You will need to set up an account and choose your name and password (which you *must* remember or you will not be able to install software or make changes to your Mac!).

Setting up an account

- 1 Click on **Apple Menu**
- 2 Choose **System Preferences > Users & Groups**
- 3 Click the **padlock** to unlock, type in **password**
- 4 Click the **+** to add account
- 5 **Enter Full Name** and click **Tab**. *Note:* the Account name will be entered for you. If you don't like it, change it now (you cannot change it later)
- 6 Enter **password** and repeat then click **Create User**



System Preferences

You can control the look and feel of your Mac by adjusting the settings in the System Preferences (similar to Control Panel on the PC).



Hot tip



What are the colored buttons at the top of the windows?



Red: window close
Orange: minimize
Green: zoom.

Change the Desktop

You may not like the background picture (called the desktop picture) Apple has chosen but you are free to choose any of the other options or even use one of your own photos instead. You will find this under **System Preferences > Desktop & Screen Saver**.



Hot tip



Play around with various desktop wallpapers until you find the one you want. They are easy to change if you get bored with them.

Mission Control

This feature in Mountain Lion allows you to see all your open windows which makes life easier if you have several programs open at once and the window you want to see is obscured by another window. In OS X 10.6 (Snow Leopard) you could have multiple desktops by using Spaces, and windows could be exposed by using Exposé.

- 1 Start **Mission Control**
- 2 Click the Mission Control icon in the dock
- 3 Or Swipe upwards with three fingers on the trackpad

Hot tip

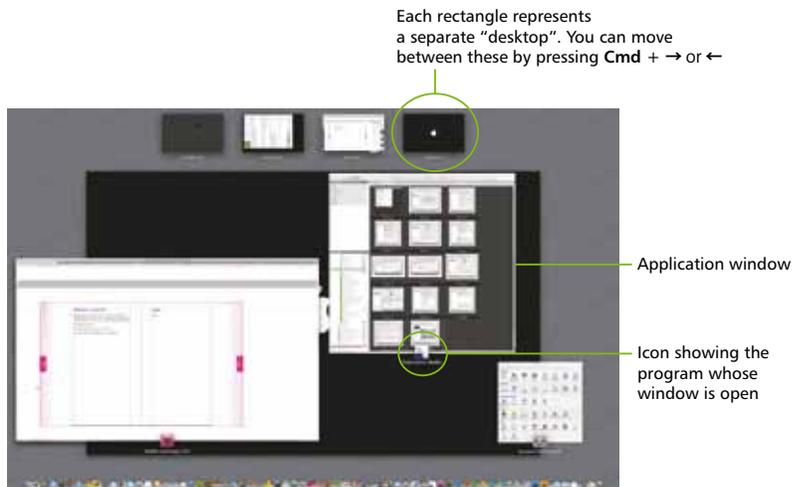


Mission Control lets you keep different activities separated, e.g. you can keep Safari on one desktop, Mail on another, and a third program on yet another distinct desktop. This saves you having loads of windows on top of each other!

Don't forget



To leave Mission Control click on any window or desktop.



In the example shown there are four "desktops", from left to right showing widgets, iTunes, InDesign, and an empty desktop.

In the lower part of the picture you can see three open windows, each representing a different program. From left to right you can see the InDesign window (with its icon at the bottom of the window), an Expression Media window and the System Preferences window.

To get out of Mission Control click on any window or the desktop.

Security

Macs are safe and secure, with few viruses around that target the Mac OS but basic common sense tells us that setting up basic security is sensible. This is covered in a later chapter but essentially you can make your Mac secure by:

Setting up initial security features

- 1 Go to **Apple Menu > System Preferences**
- 2 Select **Security & Privacy**
- 3 Work through the options as required (if you have a wireless router the chances are it will have a firewall anyway so there is no need to set up two firewalls)



Gatekeeper

A new feature with Mountain Lion is Gatekeeper which prevents you installing software that may cause harm to your Mac. You can by-pass Gatekeeper's warnings by selecting **Allow applications downloaded from : Anywhere** in the Security & Privacy System Preference.



Beware



Take computer security seriously and protect your Mac from hackers.

Hot tip

The Natural Scrolling feels a bit odd at first. If you want to switch it off uncheck the button.

The Mouse and Trackpad

In general, desktop Macs use mice and MacBooks use trackpads, although separate trackpads can be purchased for use with desktop machines. The default settings are usually fine for most people but you may find the tracking speed (the speed at which the pointer moves over the screen) to be too slow, or the double-click speed too fast. You can adjust all these features by going to **Apple Menu > System Preferences > Mouse or Trackpad**.

Mouse options



Trackpad options



Keyboard Options

The keyboard has many settings including Repeat rate, Delay until Repeat, Modifier keys (e.g. Caps Lock key and others). Using the Keyboard System Preferences you can also modify all the keyboard shortcuts if you want to assign shortcuts to other functions.

Keyboard Repeat and Delay until Repeat



Keyboard Shortcut options



Don't forget



Keyboard shortcuts can save you time. Try to learn a few basic shortcuts like Copy, Paste, Cut, and Undo.

Adding Foreign Keyboards

You can add other languages and keyboards such as Arabic, Chinese, Dutch and many others.

To access other languages

- 1 Go to **Apple Menu > System Preferences > Language & Text**
- 2 Choose **Language** or **Input Sources** to change to, for example, the Arabic keyboard

Changing the language



Changing the keyboard input



Mail, Contacts and Calendars

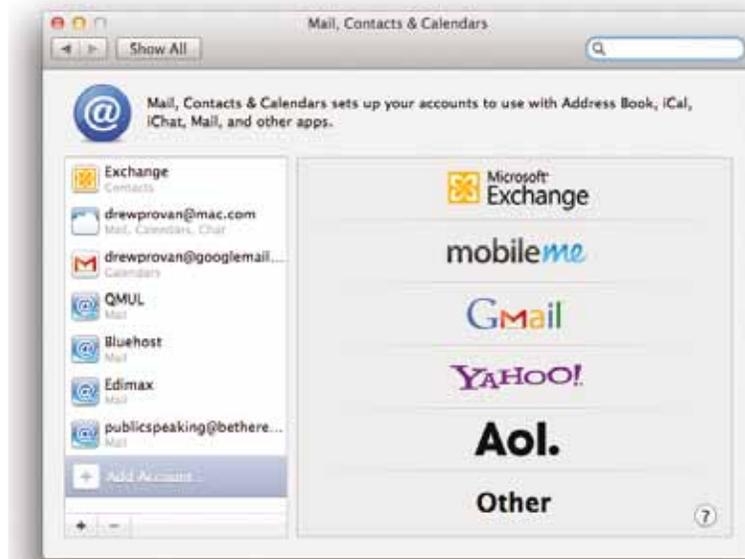
You can set up Mail, Contacts and Calendars within the individual programs (Mail, Contacts and Calendar) or you can use this System Preference to add new mail accounts, contact lists and calendars.

Apple Mail makes it very easy to set up accounts and will walk you through the whole process. Where possible try to choose IMAP rather than POP3 (this is discussed later in the book).

Set up a Mail account

- 1 Go to **Apple Menu > System Preferences > Mail, Contacts & Calendars**
- 2 Click **Add Account** to add a new account or click the – to remove an account
- 3 You can choose Microsoft Exchange server, iCloud, Gmail, Yahoo, AOL or other

This is covered in more detail in the relevant section of the book.



Networking the Mac

You can connect your Mac to a wired or wireless network, which will allow you to see other hard drives, printers, share files and many other items.



To access network settings

- 1 Go to **Apple Menu > System Preferences > Network**
- 2 Adjust settings depending on network type (Ethernet, Wi-Fi, etc.)

This is discussed more fully later in the book.

Hot tip



Your Mac can connect to other Macs, printers and other wireless devices easily.



You can also add Bluetooth devices by going to **Apple Menu > System Preferences > Bluetooth**



Setting up Sharing

To share files, folders and other content you have to allow the sharing of these items using the Sharing System Preference.



Beware



You cannot let other people share your files unless you have set up File Sharing using the Sharing System Preference.

Items you can share



Date and Time

Your computer needs to be set to the correct date and time otherwise your files will be incorrectly dated, and keeping a diary using Calendar will be impossible.

- 1 Go to **Apple menu > System Preferences > Date & Time**
- 2 Choose location, server (e.g. *Apple Europe time.euro.apple.com*), type of clock (12 hour, 24 hour etc)



Choosing the server.



Make sure the time zone is correct. You may need to enter this manually if Wi-Fi fails to identify your time zone.



Choose the style and location of your clock.

Setting up Time Machine

Computers sometimes go wrong, and files are lost. People generally forget to back up their work until it is too late and a problem has occurred.

Backing up your files and folders can be done manually (dragging files around to separate drives) or you can allow Time Machine to do all the hard work for you.

Time Machine will back up your entire computer then do an incremental backup every hour. This means that if a file becomes lost or corrupt you can go back in time and retrieve a previous saved version.

To use Time Machine

- 1 Go to **Apple menu > System Preferences > Time Machine**
- 2 Choose the drive to use, and that's it!



Open Time Machine preferences, select the disk you wish to use (not your main hard drive – needs to be a distinct drive). If you don't want to back up certain files, e.g. applications, go to Options and exclude these.



This picture shows the available drives that can be used with Time Machine.

Hot tip



Time Machine is a great app which will help you if you ever delete a file by accident or a file becomes corrupted.

Hot tip



Buy yourself a decent-sized external hard drive for Time Machine (e.g. 1–2 TB).

Power Management

The Energy Saver setting is useful if you have a laptop, but can also be useful with desktop Macs. For example, if you want to use the printer attached to the computer you may not want the Mac to go to sleep, otherwise if you try to print remotely the printer may not be seen.

You can also use this panel to make your Mac wake up and sleep at specific times.

Setting up sleep and waken options

- 1 Go to **Apple menu > System Preferences > Energy Saver**
- 2 Choose options which suit you



Choose when to make the drive and screen sleep.
There is an option to wake for network access
(this would include remote printing).



Set up your wake up and sleep options here.

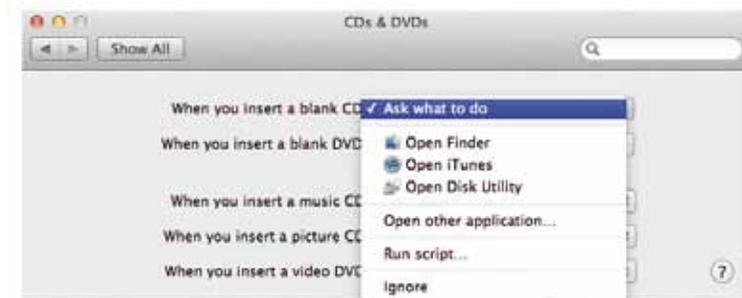
Handling CDs and DVDs

If you insert a CD into the optical drive it will mount on the desktop, and may open iTunes if it is a music CD. Movies on DVDs will open DVD Player. You can change what happens when you insert different media through System Preference.

- 1 Go to **Apple menu > System Preferences > CDs & DVDs**
- 2 Choose options which suit you



These are the default options which are generally fine for most people but you may not want DVD player to open when you insert a movie. You can instruct the Mac not to open DVD player using the drop-down options.



Using the drop-down menus you can tell your Mac exactly what you want to happen each time you insert different media.

Don't forget



The default actions when you insert CDs and DVDs can be changed to whatever you want. You can even make the Mac do nothing when these media are inserted.

Hot tip

If you use the Dashboard widgets (Control + left arrow) you may be pleased to learn that you can put your widgets into folders just as you would do with apps on an iOS device. This is useful if you have lots of widgets.

Go to Dashboard, click the + icon and drag one widget onto another. Simple.



Notifications and Reminders

Mountain Lion adds Notifications (similar to Apple's iOS devices (iPhone, iPad, and iPod touch)). Notifications will show you what's in your diary, messages you may have received, software updates, and notifications from many of your apps.

Show Notifications

Click the Notifications icon at the top right of your screen or swipe left to right on the trackpad with two fingers.

You can adjust how you see Notifications (banners, etc.) using **System Preferences > Notifications**



Reminders

This app provides a place for you to store reminders. It is simple to use but the great thing is you can make the reminders location-based (on arrival or leaving).



Facebook and Twitter

At last Mac OS X has Facebook and Twitter integration which means you can easily update your Facebook page and send Tweets from within many applications. You can do all this with a single sign-on for each app.

- 1 Open **System Preferences**
- 2 Go to **Mail, Contacts & Calendars**
- 3 Click on Twitter or Facebook and enter your credentials



The image below shows how you can send a Facebook update directly from Safari (click the Share icon for options).



Hot tip

About This Mac tells you everything you need to know about your Mac including serial number, RAM, drives, installed software and much more. Familiarize yourself with the various panes by clicking on them in turn.

Hot tip

People get confused about “memory”, confusing RAM memory with hard drive capacity. The hard drive is where you store files and apps. As you add files the disk will fill. RAM (Random Access Memory) is usually around 2–4 GB and is the space used to hold running apps and documents temporarily while the apps are running. It’s like a workspace for the apps. If RAM is low, your Mac may slow down until you quit some apps or close windows to free up some RAM for the apps to use.

About This Mac

Want to know more about your Mac?

- 1 Go to **Apple Menu**
- 2 Select **About This Mac**
- 3 Select the tabs to learn about display, storage, and memory slots



- 4 Click on **More info** to see the tabs below



Basic information



Information about display



Attached drives



Memory slots