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# 1

# Introducing OS X Mavericks

*Mavericks 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 Mavericks and shows how to get started with it.*

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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.

# About OS X Mavericks

OS X Mavericks is the ninth version (10.9) 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, which 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 eight versions of OS X, it has been refined and improved in terms of both performance and functionality. This process continues with OS X Mavericks, which further develops the innovations introduced by its predecessor, OS X Mountain Lion.

When OS X Mountain Lion was introduced, in 2012, it contained a range of innovative functions that were inspired by Apple's mobile devices: iPhone, iPad and iPod touch. 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 Mavericks utilizes the Mac App Store to provide apps, which can be installed in a couple of 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 Mavericks allows Multi-Touch Gestures that provide a range of ways for accessing apps and web pages and navigating around them.

OS X Mavericks takes the work of OS X Mountain Lion even further, by adding more features and enhancing the ones that were already there. These include versions of Maps and iBooks for OS X so that you can look up locations and find directions, and read books that you have downloaded with OS X or any other compatible devices using iBooks.



The New icon pictured above indicates a new or enhanced feature introduced with the latest version of OS X Mavericks.

OS X Mavericks also has a raft of behind-the-scenes features to improve the areas of performance and energy-saving for Macs using this operating system. Mavericks continues the evolution of OS X so it can now embrace both the desktop and the mobile computing world.

# Installing OS X Mavericks

When it comes to installing OS X Mavericks 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 Mavericks installed and the following range of Macs are compatible with Mavericks and can be upgraded with it.

- iMac (Mid 2007 or newer)
- MacBook (Late 2008 Aluminum, or Early 2009 or newer)
- MacBook Pro (Mid/Late 2007 or newer)
- MacBook Air (Late 2008 or newer)
- Mac Mini (Early 2009 or newer)
- Mac Pro (Early 2008 or newer)

If you want to install OS X Mavericks on an existing Mac you will need to have minimum requirements of:

- OS X Snow Leopard (version 10.6.8), OS X Lion or OS X Mountain Lion
- Intel Core 2 Duo, Core i3, Core i5, Core i7, or Xeon processor, or above
- 2GB of memory and 8GB of available storage for installation

If your Mac meets these requirements, you can download and install OS X Mavericks, for free, as follows:

- 1 Click on this icon on the Dock to access the App Store (or select **Software Update**, see tip)
- 2 Locate the **OS X Mavericks** icon (this will be on the **Featured** page or within the **Productivity** category)
- 3 Click on the **Download** button and follow the installation instructions



OS X Mavericks is a free upgrade if you already have the Snow Leopard, Lion or Mountain Lion versions of OS X.



To check your computer's software version and upgrade options, click on **Apple menu > Software Update** from the main Menu bar. See page 12 for details.



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.



Many of the behind-the-scenes features of OS X Mavericks are aimed at saving power on your Mac. These include time coalescing technologies for saving processing and battery power, features for saving energy when apps are not being used; power saving features in Safari for ignoring additional content provided by web page plug-ins and memory compression to make your Mac quicker and more responsive.

# 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:



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.



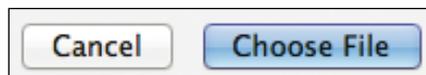
## Window buttons

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.



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.



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



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



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



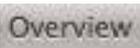
For more information about Software Updates, see page 181.

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## Overview

This gives additional general information about your Mac:

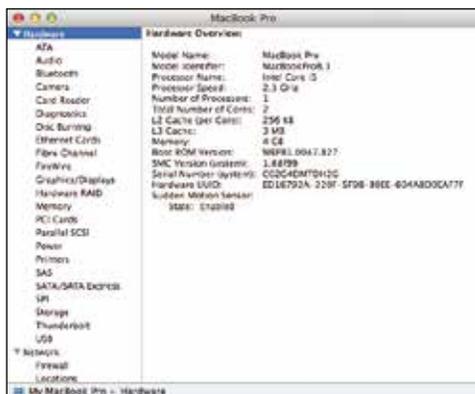
- 1 Click on the **Overview** tab



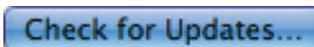
- 2 This window contains additional information such as the type of graphics card and the Serial Number



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



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



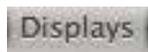


For more information about changing the resolution, see page 20.

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## Display information

This gives information about your Mac's display:

- 1 Click on the **Displays** tab 
- 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



...cont'd

## Storage information

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

1 Click on the **Storage** tab

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



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...**

Disk Utility...

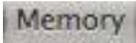
button to view options for repairing problems on your Mac

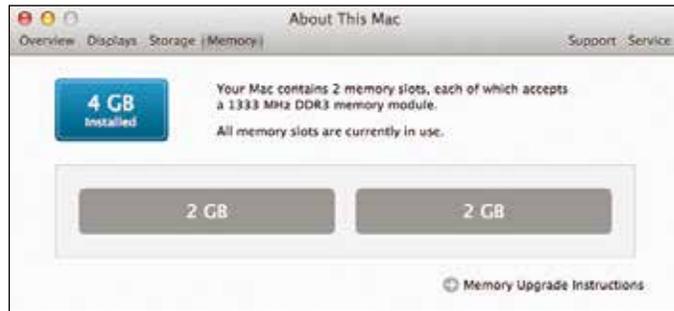


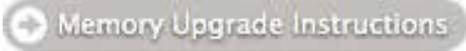
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## Memory information

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

- 1 Click on the **Memory** tab 
- 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 

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



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.

# About System Preferences

OS X Mavericks 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



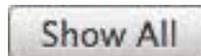
- 2 All of the options are shown in the **System Preferences** window



- 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



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



For a detailed look at the System Preferences, see pages 36-37.



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 is a range of background options that can be used. To select your own background:

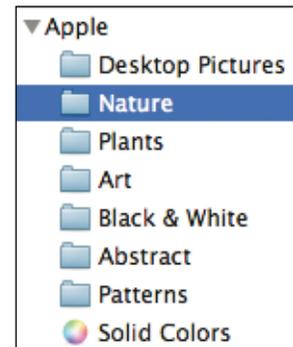
- 1 Click on this button in the **System Preferences** folder



- 2 Click on the **Desktop** tab

Desktop

- 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



- 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



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



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

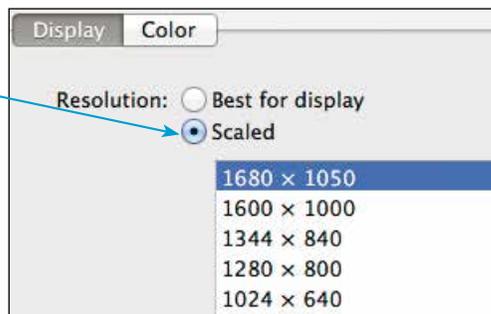


- 3 Click on the **Best for display** button to let your Mac select the most appropriate resolution



- 4 Drag this slider to change the screen brightness. Check on the box underneath it 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



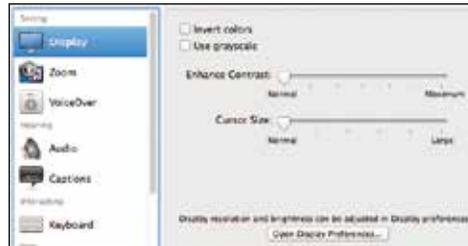
# Accessibility

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



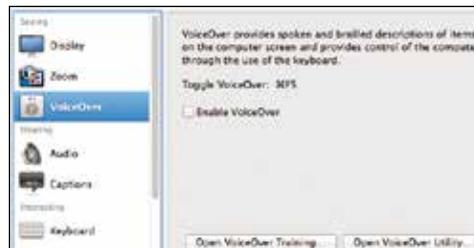
- 2 Click on the **Display** button for options for changing the display colors, contrast and increasing the cursor size



- 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



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.

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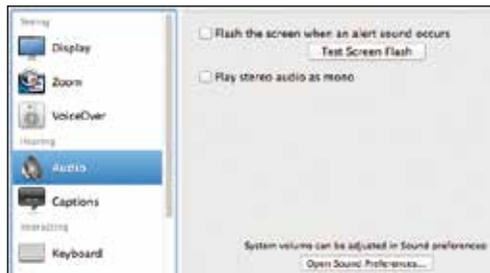


The Audio, Keyboard and Mouse & Trackpad accessibility options have links to additional options within their own System Preferences.



Another option in the Accessibility window is for **Switch Control**, which enables a Mac to be controlled by a variety of devices, including the mouse, keypad and gamepad devices.

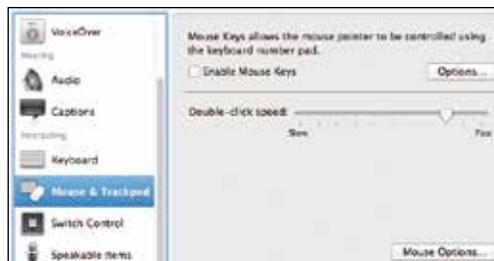
5 Click on the **Audio** button to select an on-screen flash for alerts and how sound is played



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



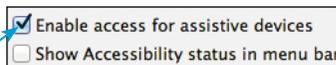
7 Click on the **Mouse & Trackpad** button to access options for customizing these devices



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



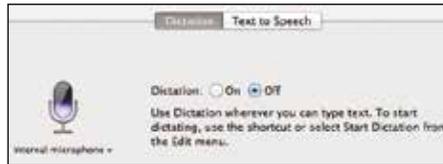
# The Spoken Word

Mavericks 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 set up and use the dictation feature:

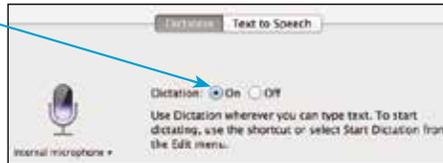
- 1 Click on this button in the **System Preferences** folder



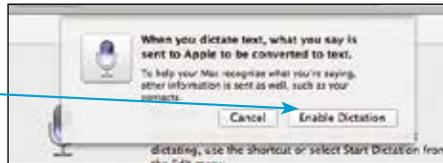
- 2 By default, Dictation is Off



- 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



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.



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.



OS X Mavericks has a **Resume** function where your Mac opens up in the same state as when you shut it down. See page 44 for details.

# 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.

Click here to access the **Apple menu**

Click here to access one of the shut down options

