

## 1

### Welcome to the Mac!

9

The Mac Desktop	10
Launchpad	11
Set up a User Account	12
System Preferences	13
Mission Control	14
Security	15
The Mouse and Trackpad	16
Keyboard Options	17
Keyboard Settings	18
Mail, Contacts and Calendars	19
Networking the Mac	20
Setting up Sharing	21
Date and Time	22
Setting up Time Machine	23
Power Management	24
Spotlight	25
Notifications and Reminders	26
Facebook and Twitter	27
About This Mac	28

## 2

### Dealing with Documents

29

The Finder	30
Finder Views	31
Folders	32
Move Files into Folders	34
Deleting Files from Folders	35
Where's My User Library?	36
Tags	37
Opening Documents	38
Quick Look at Documents	39
Dictation	40
Notes App	41
Mac and PC Compatibility	42

# 3

## Working with PDF Files

43

What is a PDF?	44
Programs to Read PDF files	45
Opening PDF in Preview	46
Add Text to PDF	47
Creating a PDF	48
Making PDFs Secure	49
Emailing PDF files	50
Acrobat Reader	51
Skitch	51
Handoff	52

# 4

## Mastering Email

53

The Mail Window	54
Add an Email Account	55
Create an Email Message	56
Send an Attachment	57
Receive Email Attachments	58
Reading Emails	59
Mailbox Folders	60
Smart Mailboxes	61
Searching Mail	62
Change Fonts and Colors	63
VIP List	64

# 5

## Surf with Safari

65

Go on Safari	66
Full-Screen Browsing	67
Reading List	68
Search the Internet	69
Bookmarks	70
Organizing Bookmarks	71
Importing Bookmarks	72
Browsing Using Tabs	73
Making Browsing Secure	74

# 6

## Calendars and Contacts

75

Calendar	76
Calendar Views	77
Add an Event	78
Edit an Event	79

Create Quick Event	80
Multiple Calendars	81
Sending Invites	82
Searching Calendar	83
Contacts	84
Add a New Contact	85
Add a Contact From Email	86

## 7

### Photos and Videos

87

Programs for Viewing Photos	88
iPhoto	89
Opening iPhoto	90
Importing Photos	91
Create a New Album	92
Editing Photos	93
Videos on the Mac	94
DVD Player	95
Editing Your Own Movies	96
Sharing Your Movie	98

## 8

### The World of iTunes

99

What is iTunes?	100
Importing Audio CDs	101
iTunes Preferences	102
Playing Audio	103
Buying Music from iTunes	104
Pause and Skip	105
Playlists	106
Smart Playlists	107
Changing iTunes Views	108
Genius	109
Sharing Your Music	110

## 9

### Networking the Mac

111

Networking is Easy!	112
Getting Online	113
Sharing Internet Connection	114
Connecting to Other Macs	116
Screen Sharing	118
Share Files Using AirDrop	119
Wireless Printing	120

# 10

## Video Chat

121

FaceTime Video Chat	122
Messages	124
Skype	126
Google Voice and Video Chat	128
Other Video Chat Options	130

# 11

## Personalizing Your Mac

131

Name Your Hard Drive	132
Using Wallpapers	133
Screen Savers	134
Wake and Sleep Options	135
Change the Clock Display	136
Set Your Time Zone	137
Change Your Icon Sizes	138
The Dock Options	139
Add Folders to the Sidebar	140
Set the Screen Corners	141
Mouse and Trackpad Settings	142
Empty Trash Without Warning	143
Pimp Your Windows!	144
Customize Keyboard Shortcuts	145
Change the Alert Sounds	146

# 12

## Installing Software

147

Installing Apps is Easy!	148
Installing From a .dmg File	149
Put an App onto the Dock	150
Removing Preference Files	151
How to Uninstall Apps	152

# 13

## Switch from PC to Mac

153

Mac Desktop and Windows	154
Single-Click Mouse?	155
Where's Windows Explorer?	156
The Start Menu	157
Keyboard Shortcuts	158
Control Panel	159

Network Settings	160
Printers & Scanners	161
User Accounts	162
Migrate Your PC Files to Mac	163
Run Windows on the Mac	164

## 14

### Burn CDs and DVDs

165

Burning Music to CD	166
Burn Photos onto CD/DVD	168
Copy Files and Folders onto CD/DVD	169
Burn CD/DVD with Disk Utility	170

## 15

### App Store & iBooks

171

What is the App Store?	172
Top Charts	173
Categories	174
Purchased	175
Updates	176
How to Buy an App	177
Tell a Friend	178
iBooks	179
Searching for Apps	180

## 16

### Keep Things in Sync

181

Keeping Email in Sync	182
Calendar Syncing	184
Google Calendar	185
Syncing Contacts	186
Keep Your Notes in Sync	187
Keeping Safari in Sync	188

## 17

### Back up Your Files!

189

Simple Copy Methods	190
Keep Files on the Cloud	191
Time Machine Backups	192
Restore Files with Time Machine	194
Scheduled Backups	195
Cloning Your Drive	196
SuperDuper	198

# 18

## Tips & Tricks

199

Keyboard Tricks	200
Organizing System Preferences	201
Compare Documents Quickly	202
How Much Disk Space is Left?	203
Extract Pictures from PDFs	204
Where are the Scroll Bars?	205
Application Switcher	206
Select the Default Browser	207
Sharing Map Locations	208
Access Someone's Drop Box	209
Change the Login Picture	210
Undo Mistakes with Versions	211
Make Mac Always Open With	212

# 19

## Mac Maintenance

213

Repair Permissions	214
Maintenance Programs	215
Clear Your Desktop!	216
Reset Safari	217
Rebuild Spotlight Index	218
Rebuild Mail's Database	219
Defragmenting Drives	220
Remove Unneeded Login Items	221
Don't Ignore Software Updates	222
Remove User Accounts	223
Scan for Viruses	224

# 20

## Troubleshooting

225

My Mac Won't Start!	226
This Disk is Unreadable	227
App Crashes	228
Duplicate Fonts	229
Spinning Beachball	230
Folder Moved to Wrong Place	231
Can't Find Network Printer	232
Safe Boot	233
Deleted File or Folder in Error	234
Can't Eject a Disk	235
Yosemite Recovery Disk	236

# 1

## Welcome to the Mac!

*Macs running OS X Yosemite 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 New icon pictured above indicates a new or enhanced feature introduced with the latest version OS X Yosemite.



Dark Mode in Yosemite gives you dark menus. Go to System Preferences > General > Use dark menu and Dock.

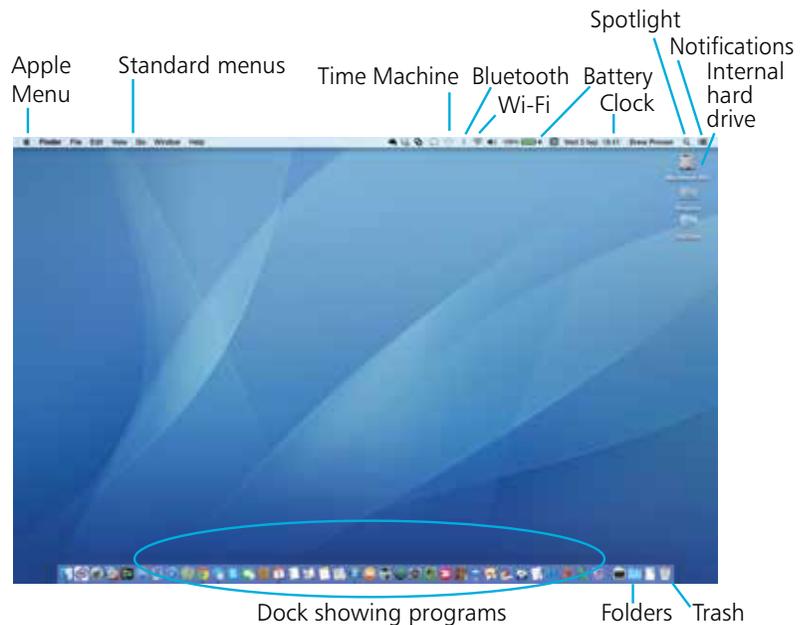


Once you get the hang of the menus in one program you will find they are all pretty similar, e.g. File, Edit, etc.

# 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") Yosemite, 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**



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 *dropdown* 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, all the Microsoft Office apps are contained within one folder called Microsoft Office 2011.



# Set up a User Account

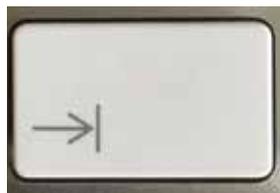
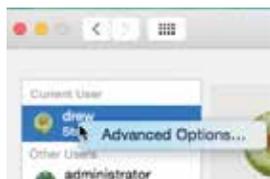
The Mac OS uses a Unix-based system and requires accounts for each user. You will need to set up an account and choose your name and password (which you *must* remember or you will not be able to install software or make changes to your Mac!).

## Setting up an account

- 1 Click on **Apple Menu** (see page 10)
- 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 press the **Tab key**



To change the account name the Mac creates for you, right-click your name in the left pane and select **Advanced Options**. You can then change the username to the one you want.



- 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).



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



**Red:** close window  
**Orange:** minimize  
**Green:** full screen

## 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**.



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



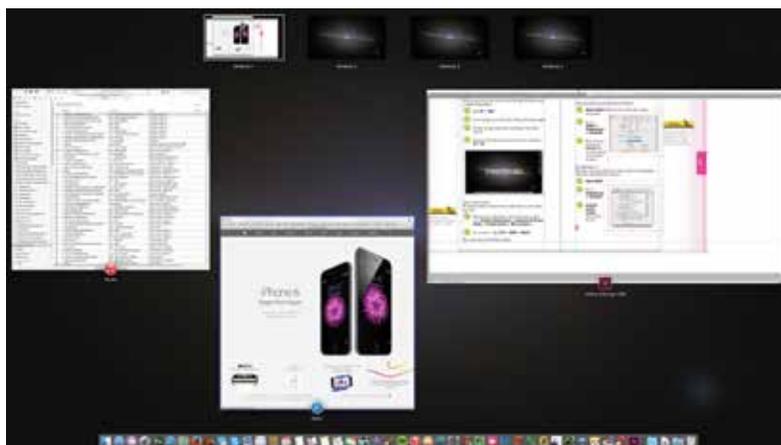
# Mission Control

This feature 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.

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



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!



In the example shown there are three apps running (iTunes, Safari, and InDesign). You can allocate each app its own desktop to prevent having windows stacked on top of each other. Click Mission Control, go to the top right of your screen and click + to create a new desktop. Drag each app onto a separate desktop. You can toggle between desktops and apps by clicking Control + arrow left or right.



To leave Mission Control click on any window or 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. 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

Gatekeeper 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.



Take computer security seriously and protect your Mac from hackers. The Security System Preference can be used to: set up your Mac to require a password when you wake it from sleep, encrypt all your files using FileVault (you must never forget this password or you will not be able to view any files) and set up a Firewall. The Privacy tab lets you decide which apps have access to your data. See page 224 for information on viruses, and page 217 on resetting Safari.



The Natural Scrolling feels a bit odd at first. Natural scrolling was introduced with OS X Lion. When this option is selected, if you slide your finger down the mouse or trackpad, the page (e.g. Safari) will scroll down. This is opposite to the scrolling method used by PCs and Macs prior to OS X Lion. 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** (see also page 155).

## Mouse options



## Trackpad options



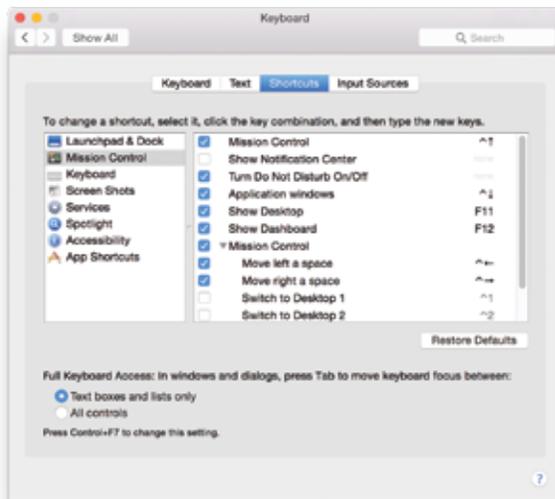
# Keyboard Options

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.

## Key Repeat and Delay until Repeat



## Keyboard Shortcut options



Keyboard shortcuts can save you time. Try to learn a few basic shortcuts like Copy, Paste, Cut, and Undo (see pages 145 and 158).

# Keyboard Settings

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

## Changing the keyboard input

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

## Changing the language



## Text shortcuts

- 1 Go to **System Preferences > Keyboard > Text**
- 2 Click **+** and enter the shortcut in “Replace” and the full expanded text in “With”
- 3 Each time you want to type the word or sentence use the abbreviated version and the Mac will expand it for you

# Mail, Contacts and Calendars

You can set up email, contacts and calendars within the individual programs (Mail, Contacts and Calendar) or you can use the Internet Accounts 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 (see pages 55 and 182).

## Set up a Mail account

- 1 Go to **Apple Menu > System Preferences > Internet Accounts**
- 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, Twitter, Facebook or other

See page 55 for further help with adding email accounts.



# Networking the Mac

You can connect your Mac to a wired or wireless network, which will allow you to see other hard drives and 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.)

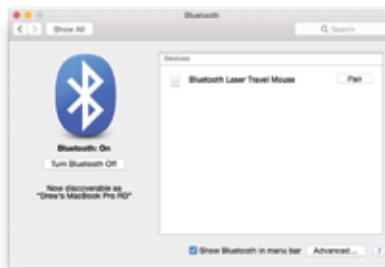
This is discussed more fully in Chapter Nine.



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.



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

## Extending the Mac desktop using AirPlay

With OS X Yosemite Apple has introduced a way of extending your Mac's desktop using AirPlay and Apple TV. The settings are found within **System Preferences > Displays**.

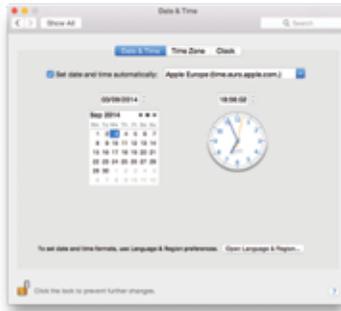


Full details can be found at the Apple Support site ([support.apple.com/kb/PH19037](https://support.apple.com/kb/PH19037)).

# 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.

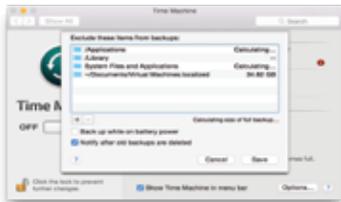
Time Machine will back up your entire computer then do an incremental backup every hour. This means that if a file becomes lost or corrupt you can go back in time and retrieve a previous saved version.

## 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.



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



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 wake 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.

# Spotlight

Spotlight in Yosemite has become more powerful than ever. As well as finding files on your Mac it will also look on the Web, search Wikipedia, show where films are showing, and other features. Spotlight can even do calculations!

## Activate Spotlight

- 1 Type **⌘ + Spacebar**
- 2 The Spotlight window will open
- 3 Type in your search term



## Calculations using Spotlight

- 1 Type **⌘ + Spacebar**
- 2 The Spotlight window will open
- 3 Type in your calculation





You can reply to Tweets or emails directly from the Notification pop-up.

# Notifications and Reminders

Yosemite 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

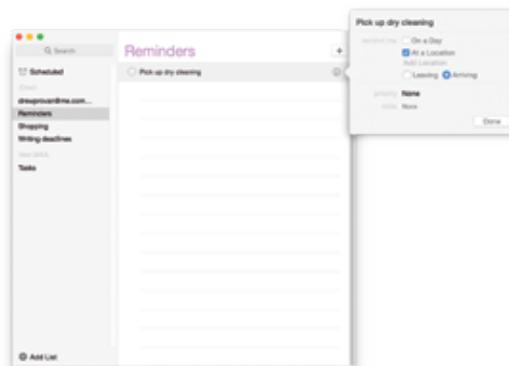
Click the Notifications icon at the top right of your screen or swipe left to right on the trackpad with two fingers.

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

Mac OS X has integration with Facebook, Twitter, LinkedIn and other social networking sites, 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 **Internet Accounts**
- 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) – see page 66 for details on Safari.





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.



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



Apple introduced OS X, following on from OS 9, as a Unix-based Operating System (OS). The “X” is a Roman 10 and signifies the link between the OS and Unix. OS X was the first really major change in appearance of the user interface since Apple designed it’s GUI (graphical user interface) in the 1980s. OS X Yosemite (10.10) is the latest version and is built to closely resemble iOS, the current mobile OS used on the iPhone, iPad, and iPod Touch.

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



Display information



Attached drives



Memory slots



Support