

Index

• *Numbers* •

24-Hour Clock, 15

• *A* •

accessibility settings, 12–13

account setup. *See also* user accounts

Adium, 114

e-mail, 89

iChat, 108

iTunes Store, 121

MobileMe, 94

Address Book, 54

Adium text chat, 114

administrator rights, 21

Adobe Photoshop, 141, 147–149

AirPort. *See also* networking

accessing a closed wireless network, 169

AirTunes using, 126–127

Base Station access from Windows, 172

Base Station configuration, 166–167

checking card type, 47

compatibility with Wi-Fi technologies, 165

connecting an iPhone to a closed network, 170

connecting to a wireless network, 168

creating a new network location, 196–197

creating an ad hoc network, 171

disabling SSID broadcast, 204

included with Macs, 83

Internet connection sharing, 179

reducing transmitter power, 204

security, 167, 200–204

troubleshooting wireless connections, 173

WEP security setup, 200–201

Windows configuration for, 219

WPA security setup, 202–203

AirPort & Mac Wireless Networks For Dummies
(Cohen), 165

AirTunes, 126–127

AOL Instant Messenger (AIM), 107

applications. *See also specific applications*

adding icons to Dock, 10

assigning spaces for, 17

associating files with, 28

chat programs, 107

checking kinds of, 47–48

launching, 10, 52

Parental Controls for, 24

quitting, 59

removing icons from Dock, 10

switching between, 16

Applications folder, 52

attaching files to e-mail, 90, 97

audio. *See also* iTunes
 sound settings, 46
 soundtrack in iMovie, 156
automatic login, disabling, 20

• B •

backing up, 35–36, 96
Bluetooth
 advantages of, 207
 enabling, 208
 iPhone support for, 207
 making your computer discoverable, 208
 partnerships, creating, 210
 sending files via, 209
 setting up a new device, 210
bookmarks in Firefox, 88
Boot Camp, 217, 218
browsing the Internet, 84–88
burning CDs or DVDs, 35, 160

• C •

calendar program (iCal), 52–53
camcorders, 151, 153
cameras, importing photos from, 56, 142
CDs or DVDs
 backing up files to, 35
 burning iMovie movies to DVD, 160
 capacity of, 35
 default player for DVDs, 136
 ejecting in OS X, 38
 ejecting in Windows, 222
 importing music from CDs, 118
 suppressing Desktop icons for, 38

chat programs
 about, 107
 Adium, 114
 iChat, 108–111
 Parental Controls for, 24–25
 Skype, 112–113
Clock preferences, 15
closed wireless networks, 169–170
Cohen, Dennis (*iMovie '09 & iDVD '09 For Dummies*), 151
Cohen, Michael E. (*AirPort & Mac Wireless Networks For Dummies*), 165
colors
 calibrating for monitor, 44
 display, changing, 12
 for iChat font or balloon, 109
 in Keynote, changing, 67
 in Pages, changing, 63
 for photos, improving in Photoshop, 147
 for Stickies widget, 76
converting units of measure, 78
cropping images in iPhoto, 145
customizing OS X. *See* preferences

• D •

Dashboard. *See also specific widgets*
 adding widgets, 73
 creating Web Clip widgets, 74
 downloading new widgets, 80
 opening and closing, 72
 preferences, 72
 removing widgets, 73, 74
deleting or removing
 Address Book cards, 54
 clearing Safari history, 85

- Dashboard widgets, 73, 74
- e-mail, 91
- emptying Trash, 34
- files from MP3 players, 133
- files using Trash, 34
- iCal events, 53
- icons from Dock, 10
- Mac resource forks on a PC, 192
- media from iPods, 123–124
- photos from iPhoto, 143
- podcasts from iTunes, 128
- slides from Keynote presentations, 66
- Stickies widget text, 76
- trimming clips in iMovie, 155
- trimming text from filenames, 32–33
- user accounts, 26
- Desktop, customizing, 6–7, 38
- Dictionary, 25, 58
- digital cameras, importing photos from, 56, 142
- Digital Video For Dummies* (Underdahl), 151
- display. *See* monitor
- Dock, customizing, 10–11
- DVD Player, 136–138
- DVDs. *See* CDs or DVDs

● E ●

- ejecting discs, 38, 222
- e-mail
 - account setup, 89
 - attaching files to, 90
 - composing and sending, 90
 - downloading and reading, 91
 - inviting others to iCal event, 53
 - ISP needed for, 83, 89
 - Mail preferences, 92

- MobileMe for, 94, 97
- Parental Controls for, 24–25
- emptying Trash, 34
- encryption
 - FileVault for, 199
 - WEP security, 200–201
 - WPA security, 167, 202–203
- Ethernet adapters, 175
- Ethernet networks. *See* networking
- Exposé, 16
- external hard drive, adding, 212

● F ●

- file and folder management
 - associating files with programs, 28
 - backing up, 35–36, 96
 - blocking folders from Spotlight searches, 28
 - changing file icons, 30
 - copying files from PCs, 188
 - copying files to PCs, 191
 - creating folders, 32
 - deleting files or folders, 34
 - encrypting files, 199
 - renaming groups of files, 32–33
 - searching with Spotlight, 28
 - sharing files and folders, 183
 - storing data files on iPods, 126
 - tools for, 27
- file sharing, 182–183, 186
- FileVault, 199
- Finder. *See also* file and folder management
 - connecting to a PC, 188
 - customizing, 31
 - managing third-party MP3 players, 130–133
 - suppressing Desktop icons, 38

Firefox browser, 86–88
firewall, 198
FireWire (IEEE-1394), 151, 211
Flight Tracker widget, 77
Flip4Mac, 140
folders. *See* file and folder management

• G •

Google Talk with iChat, 111
Google widget, 88
graphics. *See* pictures

• H •

hard drive, external, adding, 212
hardware and peripherals
 adding external hard drive, 212
 adding memory, 213–215
 checking specifications and performance, 47–48
 connecting second monitor, 216
 display settings, 8, 44
 Energy Saver settings, 40
 Ethernet adapters, 175
 keyboard settings, 13, 45
 microphone settings, 46
 mouse or trackpad settings, 13, 45
 printer settings, 42–43
 speaker settings, 46
 Startup Disk, 42
hot corners, 14, 16, 72

• I •

iCal program, 52–53
iChat, 24–25, 108–111

ICQ messaging program, 107
iDisk backups, 96. *See also* MobileMe
iDVD, 160
IEEE-1394 (FireWire), 151, 211
images. *See* pictures
iMovie
 adding videos to Web pages, 103
 assembling clips into movie, 154
 burning movie to DVD, 160
 capturing video from camcorder, 153
 creating a new movie, 152
 exporting movies for the Web, 161
 launching, 152
 soundtrack for movie, 156
 splitting clips, 155
 themes for movies, 152
 titles for movie, 159
 transitions between clips, 158
 trimming clips in Project browser, 155
 video effects, 157
iMovie '09 & iDVD '09 For Dummies (Cohen), 151
installing
 adding external hard drive, 212
 Adium, 114
 Firefox, 86
 Flip4Mac, 140
 memory, 213–215
 second monitor, 216
 Skype, 112
 system software updates, 41
 Windows on a Mac, 217, 218
Internet connection sharing, 175, 179
Internet radio using iTunes, 128
Internet service providers (ISPs), 83, 89
IP address, 176, 177, 178
iPhones, 124–125, 170, 207. *See also* iTunes

iPhoto

- cropping images, 145
- importing photos from camera, 56, 142
- organizing photos with, 56, 143
- resizing images, 144
- resizing thumbnails, 143
- rotating photos, 144
- slideshows, 146

iPods. *See also* iTunes

- copying songs to, 122–123
- deleting media from, 123–124
- ejecting, 38
- settings, 123
- storing data files on, 126
- suppressing Desktop icons for, 38

iTunes. *See also* iPods

- adjusting iPod settings, 123
- AirTunes using, 126–127
- buying music from iTunes Store, 121
- copying songs to iPods, 122–123
- creating iPhone ringtones, 124–125
- creating playlists, 119
- deleting media from iPods, 123–124
- Genius feature, 121
- importing music from CDs, 118
- Internet radio using, 128
- smart playlists, 120
- soundtrack in iMovie using, 156
- subscribing to podcasts, 128
- third-party MP3 players with, 129, 130–131
- updating, 117

iWeb

- adding YouTube video to Web pages, 103
- creating Web pages, 100–101
- keychain access, 100
- linking Web pages to MobileMe galleries, 104
- publishing Web pages to MobileMe, 102

recording podcasts, 105

widgets, 103, 104

iWork suite, 61. *See also specific programs*

• J •

Jabber chat, 108, 111

junk mail, 91

• K •

keyboard options, 13, 45

keyboard shortcuts, customizing, 9, 18, 72

keychain access for iWeb, 100

Keynote presentation program

adding graphics, 68

cursor size for presentations, 13

deleting slides, 66

exporting presentations, 69

formatting text, 66

inserting slides, 66

presenting with, 69

saving, 65

size of slides for presentations, 65

starting a presentation, 65

• L •

laptops

adding memory, 213, 215

Energy Saver settings, 40

keypad for, 13

System Sound Output on, 138

using function keys for application features, 45

LeVitus, Bob (*Microsoft Office 2008 for Macs For Dummies*), 61

• M •

.Mac, 93. *See also* MobileMe
magnification feature for Dock, 11
Mail application, 89–92. *See also* e-mail
memory, 47, 213–215
microphone settings, 46
Microsoft Office, 52, 61
Microsoft Office 2008 for Macs For Dummies
(LeVitus), 61
Microsoft Windows. *See* Windows
MobileMe
 attaching files to e-mail, 90
 backing up files to, 96
 cost of, 93
 creating an account, 94
 keychain access for iWeb, 100
 linking to galleries, 104
 logging in, 94
 .Mac transitioned to, 93
 @me.com e-mail address, 94
 publishing photos to, 98
 publishing podcasts to, 105
 publishing Web pages to, 102
 reading and sending e-mail, 97
 Synchronize settings, 95
 Windows e-mail programs with, 94
monitor
 color calibration, 44
 display profile, 8, 44
 display settings in OS X, 8
 display settings in Windows, 220
 Energy Saver settings, 40
 second, connecting, 8, 216
Mouse Keys feature, 13
mouse or trackpad settings, 13, 45

Movies widget, 79
MP3 players, third party. *See also* iPods; iTunes
 compatibility issues, 129, 130
 connecting to your Mac, 130
 creating folders on, 132
 deleting files from, 133
 using as thumb drives, 132
 using Finder for copying songs to, 130
 using iTunes with, 129, 130–131
MSN Messenger, 107
music. *See* audio; iTunes

• N •

networking. *See also* AirPort
 accessing Macs from PCs, 190
 Bluetooth, 207–210
 connecting to an Ethernet network, 176
 connecting to an older OS X computer, 193
 connecting to PCs, 188
 copying files from PCs, 188
 creating a new network location, 196–197
 encrypting files with FileVault, 199
 Ethernet adapters for, 175
 file sharing with Macs, 182–183
 file sharing with PCs, 186
 finding IP addresses for computers, 178
 firewall for, 198
 Internet connection sharing, 175, 179
 manual IP address setup, 177
 printer settings, 42–43
 sharing a printer, 180–181
 switching between locations, 197
 Wake for Network Access option, 40
 Windows workgroup name, changing, 187
Numbers spreadsheet program, 70

• *p* •

- Pages word processor, 62–64
- Parental Controls, 24–25
- Password Assistant, 21
- PCs. *See* Windows
- PDF files, creating, 57
- performance, checking, 47–48
- peripherals. *See* hardware and peripherals
- Photoshop Elements, 141. *See also* Adobe Photoshop
- pictures
 - adding graphics to presentations, 68
 - adding to Web pages, 101
 - for Address Book cards, 54
 - cropping in iPhoto, 145
 - Desktop background, 7
 - exporting for the Web, from Photoshop, 149
 - for iChat, 109
 - importing from camera, 56, 142
 - improving color with Photoshop, 147
 - inserting in Pages documents, 64
 - organizing in iPhoto, 56, 143
 - publishing photos online, 98
 - resizing in iPhoto, 144
 - resizing in Photoshop, 147
 - rotating in iPhoto, 144
 - sending with e-mail, 90
 - for user accounts, changing, 22
- podcasts, 99, 105, 128
- pointer device settings, 13
- pop-up menus, recent items in, 7
- preferences
 - accessibility, 12–13
 - accessing System Preferences, 6
 - Adium, 114
 - clock, 15
 - Dashboard, 72
 - default DVD player, 136
 - Desktop appearance, 6–7, 38
 - display settings, 8, 44
 - Dock, 11
 - DVD Player, 138
 - Energy Saver, 40
 - Exposé, 16
 - file sharing, 182–183
 - Finder, 31, 38
 - Firefox, 87
 - iChat, 108, 109
 - Internet connection sharing, 179
 - keyboard, 13, 45
 - keyboard shortcuts, 9
 - login, 20
 - Mail, 92
 - MobileMe synchronization, 95
 - mouse or trackpad, 13, 45
 - network, 176–178, 187
 - Parental Controls, 24–25
 - printers, 42–43, 180
 - Safari, 85
 - screen saver, 14
 - security, 198–199
 - sound, 46
 - spaces, 17, 18
 - Spotlight, 28
 - Startup Disk, 42, 221
 - Time Machine, 36
 - user accounts, 20, 21–23, 26
 - Windows workgroup name, 187
- presentations. *See* Keynote presentation program
- printing
 - managing printers, 42–43
 - Pages documents, 64

printing (*continued*)

- as PDF file, 57
- sharing a printer, 180–181
- from TextEdit, 55
- privacy settings, 28, 85
- productivity software, 61. *See also* applications
- programs. *See* applications
- publishing to MobileMe, 98, 102, 105

• Q •

QuickTime, 139, 140

• R •

- RAM (random access memory), 47, 213–215
- reading e-mail, 91, 97
- rebooting, 222
- recording podcasts, 105
- removing. *See* deleting or removing
- renaming files, 32–33
- replying to e-mail, 91
- restoring
 - files with Time Machine, 37
 - Trash items, 34
- ringtones for iPhones, custom, 124–125
- rotating photos in iPhoto, 144

• S •

- Safari browser, 84–85
- screen resolution, 8, 220
- screen saver settings, 14
- screen sharing with iChat, 110
- screen zooming, enabling, 12
- scripts, 32–33, 136

scroll bar options, 6

searching

- for files with Spotlight, 28
- for Skype contacts, 113
- the Web with Google widget, 88

security

- for AirPort networks, 167, 200–204
- disabling SSID broadcast, 204
- encrypting files, 199
- firewall, 198
- password for waking computer, 20
- reducing transmitter power, 204
- WEP setup, 200–201
- WPA setup, 202–203

sending e-mail, 90, 97

sharing resources. *See also* AirPort; networking

- file sharing with Macs, 182–183
- file sharing with PCs, 186
- Internet connection, 175, 179
- printer, 180–181

Skype, 112–113

slideshows, iPhoto, 146. *See also* Keynote
presentation program

Slow Keys feature, 13

smart playlists, 120

software. *See* applications

sound settings, 46

soundtrack in iMovie, 156

spaces, 17–18

spam, 91

speaker settings, 46

specifications, checking, 47–48

splitting clips in iMovie, 155

Spotlight, 28

SSID broadcast, disabling, 204

Startup Disk, changing, 42, 221

Stickies widget, 76
 Sticky Keys feature, 13
 styling text in Pages, 63
 subscribing to podcasts, 128
 switching between
 network locations, 197
 programs, 16
 spaces, 18
 user accounts, 23
 synchronizing
 iPod with iTunes, 122–123
 MobileMe setup for, 95
 time with online source, 15
 System Preferences. *See* preferences
 system software, updating, 41

• T •

TextEdit program, 55
 themes in iMovie, 152
 third-party MP3 players. *See* MP3 players, third party
 Time Machine, 36–37
 titles in iMovie, 159
 trackpad or mouse settings, 13, 45
 Translation widget, 78
 Trash, 34, 133
 24-Hour Clock, 15

• U •

Underdahl, Keith (*Digital Video For Dummies*), 151
 Unit Converter widget, 78
 unsubscribing to podcasts, 128
 updating
 iTunes, 117
 system software, 41

upgrading your Mac
 adding memory, 213–215
 connecting second monitor, 216
 external hard drive, 212
 user accounts
 administrator rights for, 21
 advantages of, 19
 changing password, 22
 changing settings, 22
 creating, 21
 deleting, 26
 Parental Controls for, 24–25
 switching between, 23

• U •

videos. *See also* iMovie
 default DVD player for, 136
 Flip4Mac for playing, 140
 playing DVDs with DVD Player, 137–138
 QuickTime for playing, 139, 140
 Windows Media Video (WMV), playing, 140
 YouTube, adding to Web pages, 103
 Voice over IP (VoIP) with Skype, 107, 112–113
 VoiceOver screen-reader program, 12

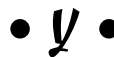
• W •

Weather widget, 75
 Web browsers
 Firefox, 86–88
 Safari, 84–85
 Web Clip widgets, creating, 74
 Web pages
 adding iMovie videos, 103
 adding YouTube videos, 103

Web pages *(continued)*

- creating with iWeb, 100–101
 - exporting iMovie movies for, 161
 - exporting Photoshop images for, 149
 - linking to MobileMe galleries, 104
 - Parental Controls for sites, 24, 25
 - publishing to MobileMe, 102
 - renaming files for, 33
- WEP security setup, 200–201
- widgets. *See* Dashboard; iWeb
- Wi-Fi Home Networking Just the Steps For Dummies*
(Wiley publication), 187
- Wi-Fi Protected Access (WPA and WPA2), 167, 202–203
- Windows
- accessing Mac from, 190
 - AirPort Base Station access from, 172
 - AirPort configuration in, 219
 - cleaning up Mac resource forks, 192
 - connecting to a PC, 188

- copying files from a Mac, 191
 - copying files from a PC, 188
 - display settings, 220
 - e-mail programs, using with MobileMe, 94
 - file sharing with PCs, 186
 - installing on a Mac, 217, 218
 - IP address for PCs, 178
 - Mac system requirements for, 217
 - rebooting from, 222
 - Startup Disk, 221
 - workgroup name, 187
- Windows Media Video (WMV) files, 140
- wireless networking. *See* AirPort; Bluetooth
- workgroup name, changing on Mac, 187



YouTube video, adding to Web pages, 103