

# Index

## • A •

- AAC audio format, 164
- active window, 74
- Address Book application, 27
- administrator accounts, 265
- advanced hardware, 48–49
- AIFF audio format, 164
- AirPort, AirPort Extreme, or AirPort Express base stations. *See also* wireless networks
  - adding cards to laptops, 16
  - broadcasting music using, 180
  - comparison of, 286–288
  - connecting network printers, 152
  - external hard drive, 332
  - installing, 288–289
  - joining wireless networks, 289–290
  - sharing printers, 298
- albums (iPhoto), 190–192
- aliases, 65–66
- Apple
  - networking products, 286–288
  - registering laptop with, 32
  - Web-based support center, 51, 323
- Apple Lossless audio format, 164, 232
- Apple menu
  - Force Quit command, 64, 313–314
  - icon, identifying, 47
  - Mac OS X Software command, 62
  - overview, 56
  - Recent Items, 63, 103
  - Software Update command, 62, 320, 347–348
  - System Preferences command, 62
- Apple Music Store, 182–184
- Apple remote, 13, 19, 157–158
- application menu, 47
- applications. *See also specific applications*
  - adding to dock, 82–83
  - adding in Spaces, 10
  - antiquated, avoiding, 360
  - Automator for, 344–347
  - cleanup utilities, 340
  - Close button, 64
  - frozen, forcing to quit, 64, 313–314
  - icons for, 64
  - imported by Migration Assistant, 38
  - Internet tools, 26–27
  - launching, 57, 61–63
  - locked, 313–314
  - in .Mac service Software folder, 142
  - piracy, avoiding, 360–361
  - preference file, corrupt, 319
  - printer software, 150–152
  - quitting, 63–64
  - removing in Spaces, 101
  - scanner software, 153
  - shipped with laptops, 26
  - switching between using Exposé, 87–88
  - trackers, 353
  - troubleshooting utilities, 360
  - widgets, 11, 27, 100, 117–118
  - Windows/Mac similarities, 50
- arrow keys, 67
- aspect ratio for iDVD video, 230
- audio. *See also specific applications*
  - books, 164
  - built-in speakers and microphone
    - for, 12
  - connections for, 12, 15
  - editing in iMovie, 213
  - file formats supported by iTunes, 164–165
  - hardware, 335
  - iChat using, 159
  - importing into iMovie, 212–215

audio (*continued*)

- sound effects for movies, 213
- special keys for, 70

Audio Mute key, 70

auto login, 277–279

Automator application, 344–347

## • B •

background

- changing for desktop, 81, 94, 98
- changing for iDVD menu, 235–236

backing up

- CDs and DVDs, 341–342
- external hard drives, 341
- installing Backup application, 146
- with .Mac service, 145–146
- manually, 146
- media for, 142
- need for, 340–341, 356
- restoring from backup, 146, 342–343
- scheduling automatic backups, 106–108, 340–344
- selecting files and folders for, 146
- Time Machine feature, 342–344

Backup application, 142, 146

bags for laptops, 351–352

battery

- calibrating, 34
- charging, 33
- compartment for, 13
- conserving power, 33–34, 355
- Energy Saver preferences, 103–104
- monitoring, 34–35

Belkin Bluetooth adapter, 303

BFE (Bluetooth File Exchange) application, 304, 307

bindings, 101

bit rate, 176, 178

black-and-white photos, 199

Bluetooth

- adapter for, 303
- BFE application, 304, 307
- configuring connections, 303–304

described, 16

determining if supported, 302–303

file exchanges and transfers, 304–305

history of, 302

iSync utility with, 307–308

keyboard, 305–306

menu, 304

mouse, 305–306

printers, 308

security settings, 305

setting up new devices, 303

System Preferences, 303–305

wireless devices compared to, 305–306

bookmarks (Safari), 122, 125, 128–129

Boot Camp utility, 28, 41

boot disk, 318

branding your MacBook, 354

brightness

- adjustment for photos, 199
- display, 34, 97, 104
- keyboard backlighting, 70

browser. *See* Safari Web browser

Business widget, 118

## • C •

cables

- checking, 320
- for Internet connection sharing, 284–285
- MacBook connections for, 24–25
- networking, 291–292
- power, 12–13
- set to have on hand, 29
- for USB printers, 90, 150–152
- wireless networks compared to, 282–284

cache, 135

calibrating battery, 34

camcorders (DV)

- importing clips from, 209–211
- Magic iDVD feature with, 226
- OneStep DVD feature with, 226

cameras, digital, 187–189. *See also* iSight camera

caring for laptop, 25

- carpal tunnel syndrome, 29
  - cases for laptops, 351–352
  - CD & DVD Recording For Dummies* (Chambers), 16
  - CDs
    - avoiding non-standard discs, 359
    - backing up, 341–342
    - as backup media, 142
    - for copying files from PC, 40–41
    - displaying on desktop, 81
    - importing images from, 189
    - importing songs from, 175–176
    - loading, 12
    - Media Eject key for, 12
    - music, playing with iTunes, 165–166
    - opening in Finder, 56
    - optical drives for, 16
    - recording with iTunes, 180–181
    - stopping from launching when loaded, 165–166
    - types of, 29
  - CDW Web site, 327
  - charging battery, 33
  - chat, with iChat application, 27, 159, 274
  - Chess application, 27
  - cleaning laptop, 28, 363
  - cleaning up hard drive
    - associated files in other folders, 339–340
    - commercial tools for, 340
    - emptying trash, 338–339
    - need for, 337–338
    - unnecessary files and folders, 338–339
  - closed wireless networks, 290
  - closing
    - applications, 63–64
    - frozen applications, 64, 313–314
    - System Preferences window, 95
    - windows, 75
  - color depth, 97
  - color profile, 97
  - connecting cables
    - for Internet service, 24–25
    - for networked printers, 152
    - for networking, 291–292
    - power cord, 24
    - for USB printers, 150–152
  - contextual menus, 48, 59–60, 83
  - Contour Design’s ShuttleXpress, 335
  - contrast adjustment for photos, 198–199
  - Control key, 59, 81
  - cookies, 134–135
  - cooling pad, 22
  - copying items. *See also* importing
    - Duplicate command for, 69
    - iDisk mirror on local hard drive, 143–144
    - loops (GarageBand), 250
    - overview, 68–69
  - cordless connections
    - adapter for Bluetooth, 303
    - BFE application, 304, 307
    - Bluetooth menu, 304
    - configuring Bluetooth connections, 303–304
    - determining Bluetooth support, 302–303
    - file exchanges and transfers, 304–305
    - history of Bluetooth, 16, 302
    - iSync utility with, 307–308
    - keyboard, 305–306
    - mouse, 305–306
    - printers, 308
    - security settings, 305
    - setting up new devices, 303
    - System Preferences, 303–305
    - wireless devices compared to Bluetooth, 305–306
  - CPU, 15, 19
  - cropping photos (iPhoto), 197–198
- D •
- Dashboard application, 86–87
  - Dashboard widget, 27, 87
  - dead pixels, 32–33
  - deleting
    - associated files in other folders, 339–340
    - clips from movies, 217
    - by dragging to trash, 84–85
    - icons from dock, 83

- deleting (*continued*)
  - images from cameras, 189
  - orphan files, 339–340
  - photos in iPhoto, 191–192
  - trash contents permanently, 339
  - unnecessary files and folders, 338–339
  - user accounts, 270–271
- desktop. *See also* dock; Finder
  - changing background for, 81, 94, 98
  - cluttered, 80
  - displaying connected items on, 81
  - icons, 46, 80–81
  - launching applications from, 62–63
  - overview, 44–48
  - switching between using Spaces, 88–90
  - uncluttered, 80
  - Windows/Mac similarities, 50
- Detto Technologies' Move2Mac utility, 41
- DHCP (Dynamic Host Configuration Protocol), 285, 294
- Dictionary widget, 11, 117
- digital cameras, 187–189. *See also* DV camcorders; iSight camera
- DigiTunnel (Gracion), 362
- disc image, saving iDVD project as, 237
- discoverable Bluetooth port, 303
- Disk Utility
  - launching, 315–316
  - repairing disk permissions with, 317–318, 344
  - repairing hard disks with, 318
  - restoring from backup with, 342–344
  - window, 316
- displaying. *See also* finding; opening; playing
  - connected items on desktop, 81
  - contextual or right-click menus, 59–60
  - photo information in iPhoto, 187, 191, 195
  - Preview application for, 84
  - previewing movies, 236–237
  - toolbars (toggling on and off), 75
  - trash contents, 85
- dock
  - adding icons to, 82–83
  - checking running applications on, 82
  - hiding and showing, 105
  - launching applications from, 57
  - overview, 45–46, 57
  - quitting applications from, 63
  - removing icons from, 83
  - right-click menu for icons, 83
  - Systems Preferences, 105
- documents
  - icons for, 64
  - moving, 41
- Documents folder, 38, 41, 78, 83
- DOS operating system, 49
- .Mac service
  - backing up using, 145–146
  - configuring iDisk, 144–145
  - described, 137
  - folders on iDisk, 141–142
  - iDisk location, 138
  - Internet connection needed for, 139
  - ISPs compared with, 140
  - login, 139
  - Mail application with, 140
  - mirroring iDisk on hard drive, 143–144
  - opening an account, 139–141
  - opening iDisk, 141
  - posting movies on, 220
  - Public Folder, 144–145
  - publishing Web sites with HomePage, 147–148
  - security, 144–145
  - trial membership, 36, 139–140
  - Web site hosting using, 137
- drivers for printer, installing, 150
- drives
  - sharing CD/DVD, 21–22
  - Windows/Mac similarities, 50
- Drop Box folder, 279
- duplicating items. *See also* importing
  - Duplicate command for, 69
  - iDisk mirror on local hard drive, 143–144

- loops (GarageBand), 250
- overview, 68–69
- DV camcorders
  - importing clips from, 209–211
  - Magic iDVD feature with, 226
  - OneStep DVD feature with, 226
- DV video format, 210
- DVD Player application, 27
- DVDs. *See also* iDVD application
  - avoiding non-standard discs, 359
  - backing up, 341–342
  - as backup media, 142
  - for copying files from a PC, 40–41
  - discs for recording, 29
  - displaying on desktop, 81
  - importing images from, 189
  - loading, 12
  - Media Eject key for, 12
  - opening in Finder, 56
  - optical drives for, 16
  - widescreen aspect ratio for movies, 11
- Dynamic Host Configuration Protocol (DHCP), 285, 294

● **E** ●

- effects (iMovie), 213
- Elgato Systems EyeTV Hybrid, 159
- e-mail
  - configuring Mail application, 36
  - .Mac service integration with, 140
  - Mail application described, 27
  - parental controls for, 274
  - sending PDF documents, 92
- encryption, Home folder, 279–280, 353
- enhancing photos (iPhoto), 198
- environment for laptop, 22–23
- erasing
  - associated files in other folders, 339–340
  - clips from movies, 217
  - by dragging to trash, 84–85

- icons from dock, 83
- images from cameras, 189
- trash contents permanently, 339
- unnecessary files and folders, 338–339
- user accounts, 270–271
- Ethernet
  - port for, 14
  - wireless, 16
- exporting
  - movies from iMovie, 220
  - songs from GarageBand, 257–258
  - switching using Exposé, 87–88
- Exposé application, 87–88, 99–101
- ExpressCard/34 slot, 14, 333
- EyeTV Hybrid (Elgato Systems), 159

● **F** ●

- Fast User Switching feature, 276–277, 278
- file formats supported
  - audio, 164–165
  - video, 210
- files
  - adding to dock, 82–83
  - Bluetooth exchanges and transfers, 304–305
  - copying, 68–69
  - Disk Utility, 315–316
  - Exposé, 87
  - icons for, 64
  - imported by Migration Assistant, 37–42
  - moving, 69
  - orphan, removing, 339–340
  - Personal File Sharing, 297–298
  - removing unnecessary, 338–339
  - repairing permissions, 317–318, 344
  - Safari Web browser, 121
  - selecting for backup, 146
  - Windows/Mac similarities, 50
- FileVault encryption, 279–280, 353

- films and movies. *See* iMovie application
  - Finder. *See also* dock
    - Apple menu, 56
    - closing windows, 75
    - desktop, 56
    - icons, 56–57
    - importance of mastering, 55
    - keyboard shortcuts, 71–72
    - launching applications from, 57, 63
    - menu bar, 47–48, 56
    - minimizing and restoring windows, 73–74
    - monitoring battery level, 34, 35
    - moving windows, 74
    - opening CDs and DVDs in, 56
    - opening iDisk in, 141
    - opening windows in Home folder, 78–80
    - parental controls for, 272–275
    - playing songs on iTunes from, 166–167
    - resizing windows, 72–73
    - scrolling windows, 72–73
    - search methods in, 117
    - Sidebar, 58, 75, 78
    - Spotlight feature, 109–117
    - tooggling toolbar on and off, 75
    - window, 57
    - zooming windows, 74
  - finding
    - creating Smart Folders for results, 117
    - Find display for, 116–117
    - Finder Search box for, 116
    - photos using keywords, 195
    - songs and artists in iTunes, 169–170
    - Spotlight feature for, 109–112
    - System Preferences settings, 95–96
    - Web sites with Safari, 123–124
  - firewall, 298–300
  - FireWire, 14, 19, 333
  - Flash Drives, 20, 41, 63, 333, 358
  - Flight tracker widget, 118
  - folders
    - adding to dock, 82–83
    - Drop Box, 279
    - duplicating, 69
    - Home, 77–80, 279–280, 353
    - iDisk, 141–142
    - Public, 144–145, 279
    - removing unnecessary, 338–339
    - selecting for backup, 146
    - Shared, user account relationship to, 279
    - Smart Folders, 117
    - Windows/Mac locations, 41
    - Windows/Mac similarities, 50
  - fonts, 103, 219
  - forcing applications to quit, 64, 313–314
  - Front Row application, 26, 156–158
- **G** •
- game controllers, 335
  - GarageBand application
    - adding new loops, 252
    - adding tracks, 245–248
    - adjusting song settings, 244–245
    - adjusting tracks, 253, 254–256
    - buttons and controls, 243–244
    - choosing loops, 248–251
    - composing songs automatically, 256–257
    - creating AAC files from songs, 258
    - creating MP3 files from songs, 258
    - creating new project, 244–245
    - cut, copy, and paste for loops, 253
    - empty space between loops, 253
    - MIDI instruments with, 246
    - overview, 241–242
    - placing loops on separate tracks, 250–251
    - podcast creation using, 241, 244–245
    - recording audio CDs, 259
    - repeating loops, 252
    - resizing loops, 252
    - saving songs, 256
    - sending podcasts to iWeb or iTunes, 258–259
    - sharing songs and podcasts, 257–259
    - tempo for songs, 244–245
    - track types available, 246

Visual Equalizer window, 255–256  
 window, 242–244  
 Go menu, 78  
 Google search box (Safari), 125  
 Google widget, 118  
 Gracion's DigiTunnel, 362  
 graphical user interface (GUI), 50  
 graphics. *See* iPhoto application  
 grayed-out items on menus, 56  
 Griffin Technology's SHARK2, 335  
 grounding yourself, 331  
 GUI (graphical user interface), 50

## • H •

Hamrick Software's VueScan application,  
 153  
 handling laptop, 25  
 hard drives. *See also* backing up  
 comparisons between, 15  
 displaying on desktop, 81  
 external, 332–334  
 iDisk copy on, 143–144  
 importing images from, 189  
 importing songs to iTunes from, 175–176  
 internal, 334  
 opening in Finder, 56  
 refurbished, avoiding, 362–363  
 repairing disks, 318  
 repairing permissions, 317–318, 344  
 solid-state, 19–21  
 upgrading, 331–334  
 Hardcopy Cable Replacement Protocol  
 (HCRP), 308  
 hardware. *See also specific kinds*  
 advanced, 48–49  
 audio, 335  
 checking working status of, 23–24  
 icons for, 64  
 MacBook overview, 10–17  
 refurbished, avoiding, 362–363  
 HCRP (Hardcopy Cable Replacement  
 Protocol), 308

HDV video format, 210  
 headphone connector, 15  
 heat generated by MacBook, 35  
 help, 50–52, 323–324  
 hints for passwords, 268  
 Home folder  
 displaying, 78–80  
 FileVault encryption, 279–280, 353  
 opening Finder windows within,  
 78–80  
 organizing Documents folder in, 78  
 privacy of, 279–280  
 subfolders, 78  
 for user accounts, 279–280  
 HomePage, 147–148  
 housekeeping  
 automating tasks, 344–347  
 backing up, 340–344  
 cleaning up hard drive, 337–340  
 repairing permissions, 344  
 updating Mac OS X automatically,  
 347–348  
 hub, networking, 294  
 Hyperbolic Software's Tidy Up!, 340

## • I •

iBooks, 11  
 iCal application, 63, 89, 113, 307  
 iChat application, 27, 159, 274  
 icons  
 aliases, 65–66  
 for Apple menu, 47  
 desktop, 46, 80–81  
 dock, 46, 82–83  
 Finder, 56–57  
 guide to, 64–66  
 in margins of this book, 5–6  
 iDisk. *See also* .Mac service  
 backing up to, 145–146  
 configuring, 144–145  
 defined, 137  
 folders, 141–142

**iDisk** (*continued*)

- location of, 138
- mirroring copy on local hard drive, 143–144
- opening, 141
- Public Folder, 144–145
- security, 144–145
- System Preferences, 143

**iDVD** application

- adding movies to DVDs, 223, 228–230
- adding music to DVDs, 232–233
- adding slideshows to DVDs, 223, 230–232
- adding submenus to DVDs, 223
- adding titles to DVDs, 234
- animated background for menu, 235–236
- animation cycle, 224
- aspect ratio for video, 230
- audio file formats supported, 232
- automating DVD creation, 226, 237–239
- button customization, 229, 234–235
- buttons, 223, 228–229
- changing menu background, 233–234
- creating DVDs from scratch, 226–233
- creating new projects, 224–225
- drop zones, 224, 228
- ease of use, 221–222
- iMovie integration with, 226, 228
- integration with other applications, 221–222
- Magic iDVD feature, 226, 238–239
- media, 223
- OneStep DVD feature, 226, 237–238
- opening existing projects, 225
- organizational chart, 224
- previewing DVD, 224, 236–237
- recording projects to disc, 239–240
- resolution for video, 230
- saving projects as disc images, 237
- themes, 223, 227–228
- TV Safe Area command, 230
- window, 222–224

iLife '08 suite, 26. *See also specific programs*

Image Capture application, 153

images. *See* iPhoto application

**iMovie** application

- adding clips to movies, 215–216
- adding music with iTunes, 212–213
- basic steps for moviemaking, 208–209
- controls used most often, 207–208
- creating new projects, 206–207
- editing audio tracks, 213
- editing clips, 214–215, 217–218
- effects, 213
- iDVD integration with, 226, 228
- importing audio, 212–215
- importing video clips, 209–211
- iSight camera with, 209–210
- launching, 206
- marking clips, 216
- overview, 205
- previewing movies, 216
- recording narration, 213–214
- removing clips from movies, 217
- reordering clips in movies, 217
- sharing movies, 220
- sound effects for movies, 213
- stills for movies, 211–212
- titles for movies, 219
- transitions, 218–219
- trash, 217
- Undo feature, 217
- video formats supported, 210
- window, 206–208

**importing**

- from another Mac, 37–40
- audio into iMovie, 212–215
- images from digital cameras, 188–189
- images from disks, 189
- songs to iTunes, 175–176
- stills into iMovie, 211–212
- video clips into iMovie, 209–211
- video clips with OneStep DVD, 226
- from Windows, 40–42

information for Spotlight items, 113–114

**installing**

- Apple base stations, 288–289
- Backup application, 146
- Bluetooth printers, 308
- memory modules, 327–330

- network printers, 150–152
- reinstalling Mac OS X, 319
- tracker applications, 353
- USB printers, 90, 150–152
- Intego's Virus Barrier X, 321
- Intel CPU, 15, 18
- Internet connection
  - checking, 321
  - Ethernet networking for, 25
  - firewall for, 298–300
  - iChat AV requirements, 159
  - modem cables for, 24
  - needed for .Mac service, 139
  - for ordering photo books, 201
  - sharing, 284–285, 296–298
  - software for, 26–27
  - streaming radio requirements, 178
- Internet resources. *See also* .Mac service
  - Apple Mac OS X page, 139
  - Apple service locations, 324
  - Apple support center, 33, 51, 323
  - backup, 146
  - Belkin, 303
  - Bluetooth adapter, 303
  - Boot Camp utility, 28
  - cleanup utilities, 340
  - Contour Design, 335
  - Elgato Systems, 159
  - finding with Safari, 123–124
  - Griffin Technology, 335
  - iPhoto support page, 188
  - iSync support information, 307
  - .Mac Welcome page, 139
  - magazines, 51
  - MLC Books, 179
  - Move2Mac utility, 41
  - newsgroups, 52
  - passwords for networks, 289
  - Preferential Treatment utility, 319
  - printer software, 91, 298
  - scanner software, 153
  - streaming radio, 165
  - support Web sites, 33
  - TechTool Pro utility, 312, 360
  - Toast recording software, 16
  - Virus Barrier X, 321
  - VueScan application, 153
  - XTool Tracker utility, 353
- Internet router, 285
- invoice, saving, 24
- IP address, 285, 293, 295
- iPhoto application
  - adding images to iMovie from, 211–212
  - adding slideshows to DVDs, 230–232
  - albums, 190–192
  - Apple support page, 188
  - arranging photos in viewer,
    - 191–192, 196
  - calendars and greeting cards, 200
  - controls, 185–187
  - creating keywords, 195
  - deleting images from cameras, 189
  - editing photos, 196–199
  - events, 190, 192–193
  - finding photos using keywords, 195
  - importing images, 188–189
  - keywords for organizing photos, 193–195
  - merging events, 192–193
  - operation modes, 187
  - organize mode, 189–196
  - overview, 185
  - photocasting feature, 203
  - publishing photo books, 199–201
  - rating photos, 195–196
  - removing photos, 191–192
  - renaming albums, 192
  - renaming keywords, 195
  - rolls of photos, 186
  - standard keywords, 194
  - Web Gallery feature, 202–203
- iPod. *See also* podcasts
  - backing up to, 136
  - displaying on desktop, 81
  - iTunes integration with, 164
- iSight camera
  - with iMovie, 209–210
  - MacBook Air, 18
  - overview, 13
  - with Photo Booth, 154–156
- iSight video format, 159

iSync utility, 307–308

iTunes application

- adding music to disks, 180–181
- adding or editing song information, 173–175
- adding songs to iMovie, 212–213
- audio file formats supported, 164–165
- backup feature, 181
- broadcasting music using, 180
- browsing Library, 169–171
- buying songs from Music Store, 182–184
- defined, 163
- Equalizer, 177
- importing songs, 175–176
- keyboard shortcuts, 166
- playing audio CDs with, 165–166
- playing digital audio and video, 166–169
- playing songs with, 166–167
- playlist creation, 171–172
- preferences, 174–175
- recording CDs using, 180–181
- removing music from Library, 169, 170
- ripping audio files, 175–176
- searching for songs and artists, 169–170
- sending movies to, 220
- shuffle mode, 173
- streaming radio with, 177–180
- visualization mode, 182
- watching video with, 170–171

iWork application suite, 26

## • K •

keyboard

- Bluetooth, 305–306
- caring for, 25, 360
- checking working status of, 33
- external, 23, 35, 356
- features of, 12, 18
- Front Row functions controlled by, 158
- special keys on, 70
- startup keys, 314–315
- wrist rest for, 29

Keyboard Illumination key, 70

keyboard shortcuts

- for Dashboard, 100
- for Exposé, 100
- in Finder (table), 71–72
- Front Row, 158
- for iTunes, 166
- for launching applications, 62
- for quitting applications, 63
- for Spaces, 101
- startup keys, 314–315

KeyRig49 (M-Audio), 335

## • L •

laptop bags, 351–352

laptop stand, 35

launching. *See also* displaying

- aliases for, 66
- applications, 57, 61–63
- Automator applications, 346
- CDs and DVDs in Finder, 56
- Dashboard, 86
- existing iDVD projects, 225
- Finder windows in Home folder, 78–80
- iDisk, 141
- iMovie, 206
- Spotlight search box, 109–110

LCD screen

- calibrating, 97
- changing resolution and color depth, 97
- checking working status of, 32–33
- cleaning, 28
- color profile for, 97
- cracked or broken, 327
- overview, 10–11
- screen saver, 99, 322

Leopard Mac OS X

- actions controlled by, 44
- desktop, 44–48
- ease of use, 49
- firewall, 298–300
- Help system, 41, 51

- Hints Web site, 51
- MacBook Air on, 18
- operating system defined, 44
- performance, 48–49
- reinstalling, 319
- reliability, 48
- setting up, 36–37
- UNIX core of, 49
- updating automatically, 347–348
- Windows compared to, 49–50
- lighting, 23
- Linux operating system, 294
- list login, 276
- loading CDs or DVDs, 12
- location for laptop, 22–23
- locked applications, 313–314
- login items
  - defined, 63, 271
  - disabling, 322
  - launching applications from, 63
  - setting for your account, 271–272
- login to .Mac service, 139
- login to user accounts
  - auto, 277–279
  - Fast User Switching, 276–277, 278
  - list, 276
  - username and password, 276
- logs, 274

## • M •

- M-Audio's KeyRig49, 335
- Mac OS X. *See also specific features*
  - actions controlled by, 44
  - desktop, 44–48
  - ease of use, 49
  - firewall, 298–300
  - Help system, 41, 51

- Hints Web site, 51
- Leopard desktop, 44–48
- MacBook Air on, 18
- operating system defined, 44
- performance, 48–49
- reinstalling, 319
- reliability, 48
- setting up, 36–37
- UNIX core of, 49
- updating automatically, 347–348
- Windows compared to, 49–50
- Mac OS X Leopard All-in-One Desk Reference For Dummies* (Chambers), 49, 294
- .Mac service
  - backing up using, 145–146
  - configuring iDisk, 144–145
  - described, 137
  - folders on iDisk, 141–142
  - iDisk location, 138
  - Internet connection, need for, 139
  - ISPs compared with, 140
  - login, 139
  - Mail application with, 140
  - mirroring iDisk on hard drive, 143–144
  - opening an account, 139–141
  - opening iDisk, 141
  - posting movies on, 220
  - Public Folder, 144–145
  - publishing Web sites with HomePage, 147–148
  - security, 144–145
  - trial membership, 36, 139–140
  - Web site hosting using, 137
- MacBook Air, 17–19
- MacFixit Web site, 51
- MacLife Web site, 51
- MacMall Web site, 327

- MacMinute Web site, 51
- Macworld Web site, 51
- Magic iDVD feature, 226, 238–239
- MagSafe power connector, 12–13
- Mail application
  - configuring, 36
  - described, 27
  - .Mac service integration with, 140
  - parental controls for, 274
  - sending PDF documents, 92
- managed user accounts, 265, 272–275
- manual, need for reading, 11, 24
- Media Eject key, 12
- memory
  - advantages of adding, 325–326, 352
  - determining amount available, 326
  - installing modules, 327–330
  - MacBook Air, 19
  - upgrade options, 326–327
- menus. *See also* Apple menu
  - adding to DVDs, 223
  - animated background for iDVD, 235–236
  - application, 47
  - Bluetooth, 304
  - changing background for iDVD, 235–236
  - contextual or right-click, 48, 59–60, 83
  - conventions in this book, 3
  - Finder menu bar, 47–48, 56
  - Go, 78
  - grayed-out items on, 556
- merging events (iPhoto), 192–193
- Micromat's TechTool Pro, 312, 360
- microphone, 18
- Microsoft Windows
  - Boot Camp utility for, 28, 41
  - external keyboard for, 356
  - importing items from, 40–41
  - Mac OS X leopard compared to, 49–50
  - running on Macs, 42
  - switching from, 40–42, 49–50
- MIDI (Musical Instrument Digital Interface), 246
- Migration Assistant, 37–42
- minimizing windows, 73–74
- mirroring iDisk on hard drive, 143–144
- MLC Books, 179
- MLC Radio, 179
- mouse. *See also* trackpad
  - Bluetooth, 305–306
  - external, 356
  - replacing trackpad with, 58–59
- Move2Mac utility (Detto Technologies), 41
- movies. *See* iMovie application
- moving items. *See also* importing
  - to another location on same drive, 69
  - arranging icons on desktop, 80–81
  - arranging windows, 74
  - media and documents, 41
  - Movie buttons (iDVD), 229
  - windows, 74
- MP3 audio format
  - overview, 164
  - recording CDs with iTunes, 181
  - saving GarageBand songs in, 258
- MPEG-4 video format, 210, 228
- Multi-Touch feature, 61, 74
- multiplayer games, 282
- music. *See* iTunes application
- Music store (Apple), 182–184
- Musical Instrument Digital Interface (MIDI), 246



- naming
  - albums (iPhoto), 192
  - files linked to aliases, 65–66
  - keywords (iPhoto), 195
- narration, recording in iMovie, 213–214
- Nathan, Jonathan (programmer), 319
- networking. *See also* wireless networks
  - benefits of, 281–282
  - combining wired and wireless, 283
  - components, 292
  - connecting cables, 291–292
  - connecting to networks, 286–291, 294–298
  - connecting printers, 150–152

DHCP, 285, 294  
 displaying servers on desktop, 81  
 firewall for, 298–300  
 hub, 294  
 for Internet connection sharing,  
   284–291, 296–298  
 Internet service using, 24–25  
 joining a network, 289–290, 293–294  
 non-Apple hardware support, 289, 291  
 opening connections in Finder, 56  
 Personal File Sharing, 297–298  
 ports for, 14  
 for printer sharing, 298  
 printing over a network, 298  
 settings imported for, 38  
 testing networks (pinging),  
   295–296, 321  
 wired, 282–284  
 wireless, 282–284  
 Newegg Web site, 327  
 newsgroups, 52

## ● 0 ●

OneStep DVD feature, 226, 237–238  
 opening. *See also* displaying  
   aliases for, 66  
   applications, 57, 61–63  
   Automator applications, 346  
   CDs and DVDs in Finder, 56  
   Dashboard, 86  
   existing iDVD projects, 225  
   Finder windows in Home folder, 78–80  
   iDisk, 141  
   iMovie, 206  
   Spotlight search box, 109–110  
 operating system (OS), 44. *See also*  
   Mac OS X  
 optical drives  
   avoiding non-standard discs, 359  
   hardware overview, 12, 16  
   MacBook Air, 19  
   sharing, 21–22  
 optical line in connector, 15  
 optical output connector, 15

OS (operating system), 44. *See also*  
   Mac OS X  
 OS X. *See* Mac OS X  
 outlets, needs for, 22

## ● p ●

parental controls, 272–275  
 passwords  
   for FileVault encryption, 280  
   hints for, 268  
   importance of remembering, 280  
   for networks, 289  
   for user accounts, 266–268, 276  
 PDF format, 92  
 peripheral, 14  
 permissions, repairing, 317–318  
 Personal File Sharing, 297–298  
 phishing scams, 358–359  
 Photo Booth application, 26, 154–156  
 photocasting feature, 203  
 pictures or photos. *See* iPhoto application  
 pinging a network, 321  
 placement for laptop, 22–23  
 playing  
   music CDs with iTunes, 165–166  
   streaming radio with iTunes, 177–180  
   video with iTunes, 170–171  
 playlists, 168, 171–172. *See also* iTunes  
   application  
 podcasts  
   creating using GarageBand,  
     241, 244–245  
   defined, 164  
   sending to iWeb or iTunes, 258–259  
   sharing, 257–259  
 pop-up ads, 136  
 ports  
   audio and video, 15  
   Bluetooth discoverable setting for, 303  
   Ethernet, 14  
   ExpressCard/34, 14  
   firewall settings for, 300  
   FireWire, 14, 333

ports (*continued*)

MacBook Air, 19

USB, 14, 332–333

power button, 13, 31–32

power conservation, 20, 355

power cord (MagSafe), 12–13

power saving features, 355

PowerBooks, 11

preference files, 319

Preferential Treatment utility, 319

previewing. *See* displaying

printing

Bluetooth printers for, 308

connecting network printers, 152

connecting USB printers, 90, 150–152

driver installation, 150–151

over a network, 91, 298

to PDF format, 92

steps for, 90–92

Web pages from Safari, 125

privacy, 115, 133–136

processor (CPU), 15, 18

programs. *See also specific programs*

adding to dock, 82–83

adding in Spaces, 101

antiquated, avoiding, 360

Automator for, 344–347

cleanup utilities, 340

Close button, 64

frozen, forcing to quit, 64, 313–314

icons for, 64

imported by Migration Assistant, 38

Internet tools, 26–27

launching, 57, 61–63

locked, 313–314

in .Mac service, 142

piracy, avoiding, 360–361

preference file, corrupt, 319

printer software, 150–152

quitting, 63–64

removing in Spaces, 101

scanner software, 153

shipped with laptops, 26

switching between using Exposé, 87–88

trackers, 353

troubleshooting utilities, 360

widgets, 11, 27, 100, 117–118

Windows/Mac similarities, 50

Public folder, 279

publishing photo books (iPhoto), 199–201

## • Q •

Quick Look feature, 63, 84

QuickTime, 220

Quit command, 63

quitting

applications, 63–64

frozen applications, 64, 313–314

System Preferences window, 95

windows, 75

## • R •

RAM. *See* memory

rating photos (iPhoto), 195–196

RDF Site Summary (RSS) feeds, 127

rebooting, problems solved by, 312–314

recent items, launching applications from,  
63, 103

recording

iDVD projects to disc, 239–240

music or MP3 CDs, 175–176

narration in iMovie, 213–214

red-eye removal for photos (iPhoto),  
198–199

refresh rate, 97

refurbished hardware, 362–363

registering laptop, 35, 37

reinstalling Mac OS X, 319

reliability of Mac OS X, 48

Remember icon, 6

remote control, 13, 19, 157–158

removing

associated files in other folders, 339–340

clips from movies, 217

- by dragging to trash, 84–85
  - icons from dock, 83
  - images from cameras, 189
  - orphan files, 339–340
  - photos in iPhoto, 191–192
  - trash contents permanently, 339
  - unnecessary files and folders, 338–339
  - user accounts, 270–271
  - renaming
    - albums (iPhoto), 192
    - files linked to aliases, 65–66
    - keywords (iPhoto), 195
  - repairing. *See also* troubleshooting
    - hard disks, 318
    - permissions, 317–318
  - resizing
    - loops (GarageBand), 252
    - minimizing and restoring windows, 73–74
    - windows, 72–73
    - zooming windows, 74
  - resolution for iDVD video, 230
  - restoring
    - from backup, 146, 342–343
    - items from trash, 85
    - minimized windows, 74
  - restraining cable, 29
  - retouching photos (iPhoto), 199
  - right-click menus, 48, 59–60, 83
  - root/System Administrator account, 361
  - rotating photos (iPhoto), 196–197
  - router (Internet), 285
  - Roxio Toast recording software, 16
  - RSS (RDF Site Summary) feeds, 127
  - running. *See* launching; opening
- S •**
- Safari Web browser
    - adding URLs to dock, 83
    - bookmarks, 122, 125, 128–129
    - buttons, 124–125
    - Content window, 122
    - described, 26–27
    - downloading files, 129–130
    - entering Web addresses, 123–124
    - Find bar, 131
    - Google search box, 125
    - History list, 130–131, 136
    - launching, 121
    - overview, 121–123
    - parental controls for, 272–275
    - preferences, 134–136
    - printing Web pages, 125
    - reading RSS feeds with, 127
    - saving Web pages, 132–133
    - searching for Web sites using, 123–124
    - secure connections in, 133–136
    - setting home page for, 126–127
    - status bar, 123
    - Tabbed browsing mode, 131–132
    - toolbar, 122
  - saving. *See also* backing up
    - document to PDF format, 92
    - GarageBand songs, 259
    - iDVD project as disc image, 237
  - scanners, 153
  - screen. *See* LCD screen
  - screen saver, 99, 322
  - searching
    - creating Smart Folders for results, 117
    - Find display for, 116–117
    - Finder Search box for, 116
    - photos using keywords, 195
    - songs and artists in iTunes, 169–170
    - Spotlight feature for, 109–112
    - System Preferences settings, 95–96
    - Web sites with Safari, 123–124
  - security. *See also* passwords
    - Bluetooth settings for, 305
    - closed wireless networks for, 290
    - deleting unneeded user accounts for, 270–271
    - FileVault encryption, 279–280, 353
    - firewall for, 298–300
    - iDisk, 144–145
    - phishing scams, 358–359

security (*continued*)

Safari connections, 133–136

Spotlight privacy settings, 113

wired networks, 361–362

wireless networks, 361–362

## selecting

files and folders for backup, 146

movie clip sections (iMovie), 215–216

overview, 66–68

## sepia photos, 199

## setting up system

connecting cables, 24–25

Mac OS X configuration, 36–37

unpacking, 23–24

## Shared folder, 279

sharing. *See also* networking; user accounts

Internet connection, 284–285

movies (iMovie), 220

Personal File Sharing, 297–298

podcasts (GarageBand), 257–259

publishing photo books (iPhoto), 199–201

songs (GarageBand), 258–259

## SHARK2 (Griffin Technology), 335

shortcut keys. *See* keyboard shortcuts

## shortcuts (aliases), 65–66

## ShuttleXpress (Contour Design), 335

## Sidebar (Finder), 58, 78

## sleep mode preferences, 100, 103–104

## slideshows, 223, 230–232

## Smart Albums (iPhoto), 191

## Smart Folders, 117

## Smith Micro Software's Spring Cleaning, 340

## sneakernet, 281

software. *See also* applications

piracy of, 360–361

upgrades to, 360

## Software Update command, 62, 320, 347–348

## solid-state drive, 19–21

## sorting photos in iPhoto viewer,

191–192, 196

sound. *See also specific applications*

audio books, 164

built-in speakers and microphone for, 12

connections for, 12, 15

editing in iMovie, 213

file formats supported by iTunes, 164–165

hardware, 335

iChat using, 159

importing into iMovie, 212–215

sound effects for movies, 213

special keys for, 70

## Spaces application, 88–90, 99–101

## speakers, 19

## Spotlight feature

clicking on found items, 113

displaying information on items, 113–114

displaying search box, 109–110

filtering items by date or source, 113–114

grouping results, 112

overview, 109–111

privacy settings, 113

searching with, 111–112

System Preferences, 114–116

Spring Cleaning (Smith Micro Software),  
340

## stand for laptop, 35

## standard user accounts, 265

starting. *See* launchingstopping. *See* closing

## streaming music over a network, 180

## streaming radio, 165

## support

Apple online support, 33, 323

iPhoto support page, 188

registration requirement for, 37

## surge suppressor, 28, 355

## switch, networking, 292

## switching from Windows, 40–42

## System Administrator/root account, 361

## System Preferences

Appearance pane, 102–103

Apply button, 95

Bluetooth pane, 303–305

closing, 95

Desktop pane, 98–99

Displays pane, 97

- Dock pane, 105
- Energy Saver pane, 103–104
- Exposé pane, 99–101
- finding settings, 95–96
- iDisk pane, 143
- imported by Migration Assistant, 38
- launching, 93–94
- navigating in, 94–95
- parental controls, 272–275
- Screen Saver pane, 99
- Sharing pane, 106
- Software Update pane, 347–348
- Spaces pane, 99–101
- Spotlight pane, 114–115
- Time Machine pane, 106–108
- System Profiler, 323

## • T •

- Technical stuff icon, 6
- technical support
  - Apple online support, 33, 323
  - iPhoto support page, 188
  - registration requirement for, 37
- TechTool Pro (Micromat), 312, 360
- themes (iDVD), 223, 227–228
- Tidy Up! (Hyperbolic Software), 340
- Time Capsule. *See* AirPort, AirPort Extreme, or AirPort Express base stations
- time limits, 274
- Time Machine feature, 342–344
- Tip icon, 6
- Toast recording software (Roxio), 16
- toolbars, 75
- trackball, 59
- tracker applications, 353
- trackpad
  - checking working status of, 33
  - clicking by tapping, 58
  - launching applications using, 61–63
  - MacBook Air, 18
  - mouse replacement by, 12
  - Multi-Touch feature, 61
  - objects other than finger on, 58
  - overview, 58–60
  - preferences for, 58–59, 61
  - quitting applications using, 63–64
  - replacing with mouse, 59
  - right button lacking on, 58
  - scrolling using, 60
- transitions (iMovie), 218–219
- trash
  - checking for deleted files, 321
  - deleting contents permanently, 85, 339
  - displaying contents, 84–85
  - dragging devices or drives to, 85
  - methods for removing items to, 84–85
  - Quick Look feature, 84
  - restoring items from, 85
- troubleshooting
  - Apple support site for, 323
  - checking cables, 320
  - checking trash for deleted files, 321
  - defined, 311
  - disabling login items, 322
  - Disk Utility for, 315–318, 320
  - investigating recent changes, 319–320
  - Laptop Troubleshooting Tree, 319–323
  - local service for, 324
  - myths about, 311–312
  - network testing (pinging), 321
  - quitting frozen applications, 64, 313–314
  - rebooting to solve problems, 312–314
  - reinstalling Mac OS X, 319
  - repairing disk permissions, 317–318, 344
  - repairing hard disks, 318
  - Safe Boot mode, 314
  - startup keys for, 314–315
  - submitting Bug reports for Safari, 125
  - System Profiler for, 323
  - turning off screen saver, 322

troubleshooting (*continued*)

- utility software for, 360
- viruses, 321

turning on laptop, 31–32

TV, 159–160

## • U •

Undo feature, 192, 198, 217

Uniform Resource Locators (URLs). *See also* Internet resources

- adding to dock, 83
- conventions in this book, 3
- entering in Safari, 123–124

uninterruptible power supply (UPS), 28

Universal Serial Bus (USB)

- avoiding 1.1 storage devices, 358
- external, 21
- game controllers, 335
- hard drives, 332–333
- mouse devices, 59
- ports for, 14
- printers, 90, 150–152
- scanners, 153
- video controllers, 335

UNIX as Mac OS X core, 49

unpacking system, 23–24

upgrades

- add-ons, 335
- grounding yourself before installing, 331
- hard drive, 331–334
- memory, 325–330, 352
- software, 360

UPS (uninterruptible power supply), 28

URLs (Uniform Resource Locators). *See also* Internet resources

- adding to dock, 83
- conventions in this book, 3
- entering in Safari, 123–124

USB (Universal Serial Bus)

- avoiding 1.1 storage devices, 358
- external, 21

game controllers, 335

hard drives, 332–333

mouse devices, 59

ports for, 14

printers, 90, 150–152

scanners, 153

video controllers, 335

Usenet newsgroups, 52

user accounts

adding new accounts, 266–268

administrator, 265

assigning access levels, 265–266

auto login, 271

deleting, 270–271

editing existing accounts, 268–270

Fast User Switching feature,  
276–278

FileVault encryption for, 279–280

Home folder, 78–80

imported by Migration Assistant, 38

list login, 276

login items for, 271–272

managed, 265, 272–275

need for, 264

parental controls for, 265–266, 272–275

root/System Administrator, 361

Shared and Public folders with, 279

standard, 265

username and password login, 276

user groups, 52

## • V •

VGA/DVI connector, 15

video. *See also* iDVD application; iMovie application

cards for, 17

connections for, 15

formats supported by iMovie, 210

importing clips into iMovie, 209–211

playing with iTunes, 170–171

- video cameras. *See* DV camcorders
  - video cards, 17
  - video controllers, 335
  - videoconferencing, 13
  - viewing. *See also* finding; opening; playing
    - connected items on desktop, 81
    - contextual or right-click menus, 59–60
    - photo information in iPhoto,
      - 187, 191, 195
    - Preview application for, 84
    - previewing movies, 236–237
    - toolbars (toggling on and off), 75
    - trash contents, 85
  - Virus Barrier X (Intego), 321
  - viruses, 321
  - visual effects (iMovie), 213
  - visualizing audio in iTunes, 182
  - Volume Down key, 70
  - Volume Up key, 70
- *W* •
- Warning! icon, 6
  - WAV audio format, 164
  - Weather widget, 118
  - Web addresses. *See also* Internet resources
    - adding to dock, 83
    - conventions in this book, 3
    - entering in Safari, 123–124
  - Web browser. *See* Safari Web browser
  - Web Gallery (iPhoto), 202–203
  - Web sites. *See also* .Mac service
    - Apple Mac OS X page, 139
    - Apple service locations, 324
    - Apple support center, 33, 51, 323
    - backup, 146
    - Belkin, 303
    - Bluetooth adapter, 303
    - Boot Camp utility, 28
    - cleanup utilities, 340
    - Contour Design, 335
    - Elgato Systems, 159
    - finding with Safari, 123–124
    - Griffin Technology, 335
    - iPhoto support page, 188
    - iSync support information, 307
    - .Mac Welcome page, 139
    - magazines, 51
    - MLC Books, 179
    - Move2Mac utility, 41
    - newsgroups, 52
    - passwords for networks, 289
    - Preferential Treatment utility, 319
    - printer software, 91, 298
    - scanner software, 153
    - streaming radio, 165
    - support, 33
    - TechTool Pro utility, 312, 360
    - Toast recording software, 16
    - Virus Barrier X, 321
    - VueScan application, 153
    - Web address convention in this book, 3
    - XTool Tracker utility, 353
  - widescreen aspect ratio, 11, 18
  - widgets
    - Business, 118
    - Dashboard, 27
    - Dictionary, 11, 117
    - Flight Tracker, 118
    - Google, 118
    - preferences, 100
    - Weather, 118
  - Windows (Microsoft)
    - Boot Camp utility for, 28, 41
    - external keyboard for, 356
    - importing items from, 40–41
    - Mac OS X Leopard compared to, 49–50
    - running on Macs, 42
    - switching from, 40–42, 49–50
  - windows (on-screen). *See also specific applications*
    - active, determining, 74
    - appearance preferences, 100
    - opening within Home folder, 78–80
    - toolbars, 75
    - using and navigating, 72–75

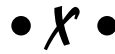
## wireless connections

- adapter for Bluetooth, 303
- BFE application, 304, 307
- Bluetooth menu, 304
- configuring Bluetooth connections, 303–304
- determining Bluetooth support, 302–303
- file exchanges and transfers, 304–305
- history of Bluetooth, 16, 302
- iSync utility with, 307–308
- keyboard, 305–306
- mouse, 305–306
- printers, 308
- security settings, 305
- setting up new devices, 303
- System Preferences, 303–305
- wireless devices, 305–306

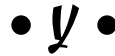
wireless networks. *See also* networking

- Apple base stations for, 286–291
- checking, 295–296, 321
- closed, 290
- combining with wired networks, 283
- connecting network printers, 152
- convenience as advantage of, 284
- described, 16
- disabling when not connected, 354
- interference with, 283

- for Internet connection sharing, 284–285, 296–298
  - joining, 289–290
  - MacBook Air, 18
  - non-Apple base station/hardware support for, 289, 291
  - Personal File Sharing, 297–298
  - for printer sharing, 298
  - security, 361–362
  - wired Ethernet compared to, 282–284
- wrist rest, 29



XTool Tracker (XTool Mobile Security), 353



YouTube, 220



zooming windows, 74