

Contents at a Glance

<i>Introduction</i>	1
<i>Book I: Mac Basics</i>	7
Chapter 1: Getting to Know Your Mac	9
Chapter 2: Starting Up, Sleeping, and Shutting Down	17
Chapter 3: Getting Acquainted with the Mac User Interface.....	27
Chapter 4: Running, Installing, and Uninstalling Programs.....	59
Chapter 5: Working with Files and Folders.....	91
Chapter 6: Customizing Your Mac and Adjusting Settings.....	125
<i>Book II: Beyond the Basics</i>	161
Chapter 1: Doing More with Dashboard Widgets	163
Chapter 2: Protecting Your Data with Time Machine and Other Programs.....	177
Chapter 3: Syncing Your Mobile Phone or PDA with iSync.....	197
Chapter 4: Automating Your Mac	203
Chapter 5: Maintenance and Troubleshooting	219
<i>Book III: Your Mac as Your Entertainment Center</i>	235
Chapter 1: Tuning In to Music, Audio, and iTunes	237
Chapter 2: Importing, Viewing, and Organizing Photos.....	259
Chapter 3: Watching Videos and Movies on Your Mac.....	275
Chapter 4: Using a Mac Remote to Control Programs and Using Front Row for Music, Movies, and Photos	291
Chapter 5: Having Fun with a Mac	305
<i>Book IV: Online Endeavors and Safety</i>	319
Chapter 1: Connecting to the Internet and Browsing the Web	321
Chapter 2: Sending and Receiving E-Mail.....	359
Chapter 3: Instant Messaging and Video Chatting with iChat.....	393
Chapter 4: Protecting Your Mac against Threats	417
<i>Book V: iLife</i>	439
Chapter 1: Viewing and Organizing Photos with iPhoto.....	441
Chapter 2: Making Movies with iMovie	481
Chapter 3: Burning DVDs with iDVD.....	505
Chapter 4: Making Music with GarageBand.....	523
Chapter 5: Building Web Sites with iWeb	547

<i>Book VI: iWork</i>	567
Chapter 1: Creating Documents with Pages	569
Chapter 2: Presenting with Keynote.....	597
Chapter 3: Crunching with Numbers.....	623
<i>Book VII: Address Book, iCal, and Running Windows...</i>	653
Chapter 1: Managing Contacts with Address Book	655
Chapter 2: Staying on Schedule with iCal	671
Chapter 3: Running Windows on a Mac	695
<i>Book VIII: Mac Networking</i>	707
Chapter 1: Networking Your Macs.....	709
Chapter 2: Sharing Files and Resources on a Network	715
Chapter 3: Connecting to Bluetooth Wireless Devices and Networks	729
<i>Appendix: Brushing Up on Painting and Drawing</i>	739
<i>Index</i>	757

Table of Contents

<i>Introduction</i>	1
About This Book	1
Foolish Assumptions	2
Conventions Used in This Book	2
What You Don't Have to Read	3
How This Book Is Organized	3
Book I: Mac Basics	3
Book II: Beyond the Basics	4
Book III: Your Mac as Your Entertainment Center	4
Book IV: Online Endeavors and Safety	4
Book V: iLife	4
Book VI: iWork	4
Book VII: Address Book, iCal, and Running Windows	5
Book VIII: Mac Networking	5
The Appendix	5
Icons Used in This Book	5
Where to Go from Here	6
<i>Book I: Mac Basics</i>	7
Chapter 1: Getting to Know Your Mac	9
Different Macintosh Models	9
The Mac mini and Mac Pro	10
The iMac	10
The MacBook family	10
Understanding Mac Processors	11
Identifying the Parts of Your Mac	13
Chapter 2: Starting Up, Sleeping, and Shutting Down	17
Starting Your Mac	18
Putting a Mac in Sleep Mode	19
Putting a Mac in Sleep mode manually	19
Adjusting your Mac's Sleep mode and Energy Saver settings	20
Shutting Down Your Mac	24
Restarting a Mac	25
Chapter 3: Getting Acquainted with the Mac User Interface	27
Mastering the Mouse and Keyboard	28
The parts of the mouse	28
The parts of the keyboard	31

Getting to Know the Mac User Interface.....	37
The menu bar	37
Understanding menu commands.....	38
Working with dialogs.....	39
Viewing data in a window	40
Manipulating windows with Exposé.....	47
Playing with Icons in the Dock and Finder	49
The Desktop.....	50
The Dock.....	51
The Finder.....	54
Getting Help.....	55
Pointing out commands to use	56
Reading Help topics.....	58

Chapter 4: Running, Installing, and Uninstalling Programs 59

Launching a Program	59
From the Dock.....	60
By double-clicking icons	63
From the Apple menu's Recent Items	66
With Spotlight.....	66
Working with Alias Icons	68
Switching between Programs.....	69
Quitting Programs	72
Closing a document.....	72
Shutting down a program	72
Force-quitting a program	72
Organizing Multiple Desktops with Spaces	73
Turning on Spaces and creating Desktops	74
Configuring Spaces	75
Moving program windows to different Desktops	76
Switching Desktops	77
Turning off Spaces	78
Acquiring New Software Programs	79
Installing Software	80
Installing software from a CD/DVD.....	82
Installing software from the Web.....	84
Uninstalling Software	87
Uninstalling a program.....	88
Removing program icons from the Dock and Desktop	89
Removing user setting files.....	89

Chapter 5: Working with Files and Folders 91

Using the Finder.....	92
Understanding devices.....	92
Understanding folders.....	93
Navigating through the Finder.....	95
Opening a folder.....	95
Exiting a folder	96

Jumping to a specific folder.....	96
Jumping back and forth	96
Organizing and Viewing a Folder.....	97
Selecting items in the Finder	97
Using Icon view	98
Using List view	99
Using Column view	100
Using Cover Flow view	102
Using Quick Look to view file contents.....	103
Creating Folders.....	104
Creating a folder using the Finder menu	104
Creating a folder through the Save As dialog.....	105
Manipulating Files and Folders.....	106
Renaming a file or folder	107
Copying a file or folder	108
Moving a file or folder	110
Archiving Files and Folders.....	111
Creating a ZIP file	111
Creating a DMG file	112
Searching Files	114
Using Spotlight	115
Using Smart Folders.....	116
Using Smart Folders in the Sidebar	119
Storing Files and Folders in the Dock	119
Storing files in the Dock.....	119
Creating Stacks in the Dock.....	120
Opening files stored in a Stack.....	120
Burning Files and Folders to CD/DVD	121
Creating a Burn Folder	121
Burning the contents of a Burn Folder.....	121
Deleting a File or Folder.....	122
Retrieving a file or folder from the Trash	123
Emptying the Trash	123

Chapter 6: Customizing Your Mac and Adjusting Settings 125

Changing the Desktop.....	125
Choosing a built-in Desktop image	126
Choosing an iPhoto image for the Desktop	127
Choosing your own image for the Desktop	127
Customizing the Screen Saver	128
Changing the Display and Appearance.....	130
Changing the screen resolution.....	130
Changing the color of the user interface	131
Changing the Date and Time	132
Adjusting Sounds.....	134
Saving Energy.....	137
Choosing a Printer.....	139

Creating Separate Accounts	140
Types of accounts	140
Creating an account	141
Switching between accounts	143
Deleting an account	145
Using Your Mac's Accessibility Features	146
Mitigating vision limitations	147
Compensating for hearing limitations	148
Easing keyboard limitations	149
Dealing with mouse limitations	150
Using Voice Recognition and Speech	153
Setting up voice recognition	153
Setting up speech capabilities	157

***Book II: Beyond the Basics* 161**

Chapter 1: Doing More with Dashboard Widgets 163

Getting to Know Your Dashboard Widgets	163
Customizing a widget	165
Customizing the Dashboard shortcut key	166
Adding and Removing Widgets	167
Removing a widget from Dashboard	167
Displaying more widgets in Dashboard	168
Finding New Widgets	170
Disabling and Deleting Widgets from Dashboard	172
Disabling a widget	173
Deleting a widget	173
Peeking at Other Widget Programs	174

Chapter 2: Protecting Your Data with Time Machine and Other Programs 177

Understanding Different Backup Options	177
Using your hard drive	178
Backing up to CDs/DVDs	178
Storing backups on USB flash drives	179
Backing up with external hard drives	179
Storing backups off-site	180
Blasting into the Past with Time Machine	181
Setting up Time Machine	181
Skipping files you don't want to back up	184
Retrieving files and folders	186
Working with Data-Recovery Programs	190
Encrypting Data with FileVault	193
Setting up FileVault	194
Turning off FileVault	196

Chapter 3: Syncing Your Mobile Phone or PDA with iSync 197

- Connecting a Mobile Phone or PDA to a Mac 197
- Adding a handheld device to your Mac 198
- Synchronizing a handheld device with your Mac..... 199
- Resetting a handheld device with your Mac 201
- Considering other Mobile Device Sync Solutions 201

Chapter 4: Automating Your Mac 203

- Getting Automator to Take Action for You 203
- Understanding Actions..... 204
- Creating a workflow 206
- Adding, rearranging, and deleting actions 208
- Running and testing a workflow..... 209
- Saving a workflow 209
- Opening a saved workflow..... 210
- Creating Example Workflows 210
- Playing with text 210
- Playing with digital photography..... 213
- Playing with files 214
- Making your Mac imitate you with the Watch Me Do action 216

Chapter 5: Maintenance and Troubleshooting 219

- Handling Startup Troubles 219
- Booting up in Safe Mode 220
- Booting from a CD/DVD..... 221
- Booting from another Mac through a FireWire cable 222
- Shutting Down Frozen or Hung-Up Programs 223
- Removing Jammed CDs/DVDs..... 226
- Repairing and Maintaining Hard Drives..... 227
- Verifying a disk..... 228
- Verifying disk permissions 231
- Preventative Maintenance..... 232

***Book III: Your Mac as Your Entertainment Center* 235**

Chapter 1: Tuning In to Music, Audio, and iTunes 237

- Understanding Audio File Compression Formats 237
- Lossless audio files..... 238
- Compressed lossless audio files 238
- Compressed lossy audio files 238
- Playing Audio with iTunes..... 240
- Listening to CDs 240
- Importing a CD's audio tracks into iTunes 242
- Adjusting CD importing options and other settings..... 243
- Importing digital audio files..... 245

Sorting your digital audio files	246
Playing digital audio files	249
Searching for a song	250
Using an iTunes Playlist.....	250
Creating a playlist	251
Creating a Smart Playlist.....	252
Deleting a playlist	256
Burning an Audio CD.....	256

Chapter 2: Importing, Viewing, and Organizing Photos 259

Understanding Digital Photography.....	259
Megapixels	259
Flash memory cards	260
Digital image file formats	262
Transferring Digital Images to the Mac	263
Defining a default program for retrieving photos.....	264
Retrieving photos using iPhoto.....	265
Retrieving photos using Image Capture.....	266
Retrieving photos using a USB memory card reader	268
Capturing Pictures from Other Sources	269
Capturing pictures with Photo Booth	269
Capturing pictures from Web sites.....	271
Getting Acquainted with Digital Image Editing	272

Chapter 3: Watching Videos and Movies on Your Mac 275

Understanding Video Disc Formats	275
Understanding Digital Video Formats.....	276
Playing a Digital Video File	277
Playing a DVD.....	278
Understanding full screen mode and window mode.....	278
Viewing the DVD and Title menus	280
Skipping through a video	281
Viewing frames in steps and slow motion	282
Skipping by chapters.....	282
Placing bookmarks in a video	282
Creating video clips	285
Viewing closed captioning.....	287
Viewing different camera angles.....	288
Choosing different audio tracks.....	288
Customizing DVD Player	288

**Chapter 4: Using a Mac Remote to Control Programs
and Using Front Row for Music, Movies, and Photos 291**

Using the Apple Remote	292
Pairing an Apple Remote with a Mac.....	293
Making a Mac go to sleep.....	294

Booting up a Mac	294
Controlling applications.....	294
Using Front Row.....	295
Starting Front Row	295
Playing Movies and Videos.....	297
Playing a DVD	297
Playing movies, TV shows, music videos, and other videos.....	297
Playing Music and Other Audio	301
Playing an audio CD.....	301
Playing digital audio files	302
Playing audiobooks	303
Viewing Pictures	304

Chapter 5: Having Fun with a Mac 305

¿No Hablas Español? Then Get Crackin'!.....	305
Tooting Your Own Horn	308
Getting Touchy-Feely with Your Keyboard	309
Taking Your Grey Matter to the Gym.....	310
Playing Hooky with Your Hobby	311
Bring On the Games!.....	312
Playing strategically	312
Playing multiplayer, online role-playing games	317

Book IV: Online Endeavors and Safety..... 319

Chapter 1: Connecting to the Internet and Browsing the Web 321

Setting Up an Internet Connection	321
Ethernet connection.....	321
Wireless (Wi-Fi) access	322
Dialup access.....	325
Browsing Web Sites	327
Setting Safari's home page.....	327
Visiting a Web site	328
Searching for Web sites	331
Returning to Web site search results with SnapBack	332
Searching previously viewed Web sites.....	333
Protecting your Web history privacy with Private Browsing	334
Using the Top Sites view to display favorite sites	336
Using bookmarks	339
Using tabbed browsing	346
Capturing Web Clips.....	348
Saving and Sharing Web Pages	351
Saving a Web page as a file	352
Printing a Web page.....	353
Sending a Web page by e-mail.....	353

Viewing and Playing Multimedia Files	354
Watching video	354
Listening to streaming audio.....	355
Viewing PDF files.....	355
Downloading Files	356

Chapter 2: Sending and Receiving E-Mail 359

Setting Up an E-Mail Account.....	359
Gathering your e-mail account information	360
Configuring your e-mail account	361
Writing E-Mails.....	364
Creating a new e-mail	365
Replying to a message.....	365
Forwarding a message.....	366
Sending a file attachment.....	366
Sending a message to multiple recipients	367
Using e-mail stationery.....	368
Spelling and grammar checking.....	370
Receiving and Reading E-Mail	374
Retrieving e-mail	374
Reading e-mail	375
Viewing and saving file attachments	376
Storing e-mail addresses.....	378
Deleting messages	380
Organizing E-Mail.....	381
Searching through e-mail.....	381
Sorting e-mail.....	382
Organizing e-mail with mailbox folders	383
Deleting a mailbox folder	384
Automatically organizing e-mail with smart mailboxes	384
Automatically organizing e-mail with rules	386
Dealing with Junk E-Mail.....	389
Bouncing junk e-mail	389
Filtering junk e-mail	390

Chapter 3: Instant Messaging and Video Chatting with iChat 393

Setting Up an iChat Account	393
Storing names in a buddy list.....	398
Organizing a buddy list	400
Chatting with Others.....	403
Initiating a text chat.....	404
Initiating an audio chat	406
Initiating a video chat.....	407
Using iChat Theater to share files, photos, and screens	409

Making Yourself Available (or Not) for Chatting..... 411
 Changing your status..... 411
 Becoming invisible..... 412
 Accepting (or blocking) chat invitations with privacy levels 412
 Taking a Look at Other Chat Programs 414

Chapter 4: Protecting Your Mac against Threats 417

Locking Down Your Mac..... 417
 Using passwords..... 418
 Using firewalls 422
 Creating Multiple Accounts..... 427
 Creating a Parental Controls user account 428
 Creating a Guest account..... 429

***Book V: iLife* 439**

Chapter 1: Viewing and Organizing Photos with iPhoto 441

Importing Pictures..... 442
 Organizing Events in the Library..... 444
 Creating an Event..... 445
 Browsing through an Event 445
 Naming an Event 445
 Merging Events..... 446
 Splitting an Event 447
 Moving pictures from one Event to another 448
 Sorting Events 450
 Organizing Pictures 451
 Viewing pictures stored in a single Event..... 451
 Viewing pictures stored in all Events..... 452
 Naming pictures..... 453
 Rating pictures 455
 Adding keywords to a picture 456
 Storing pictures in albums and folders..... 457
 Deleting pictures, albums, and folders 460
 Choosing and Organizing Pictures with Faces and Places..... 460
 Using Faces to organize pictures 460
 Assigning and correcting faces in pictures 462
 Organizing pictures with Places 464
 Editing Pictures..... 467
 Rotating a picture 468
 Cropping a picture..... 469
 Straightening a picture..... 470
 Fixing a picture..... 471

Adding visual effects to a picture	471
Controlling colors in a picture	472
Sharing Pictures.....	474
Printing pictures	474
E-mailing pictures	475
Saving pictures to a CD/DVD	476
Using pictures in iWeb and iDVD.....	477
Ordering books, calendars, and cards	477
Chapter 2: Making Movies with iMovie.	481
How iMovie Works.....	481
Importing a Video into the Event Library.....	482
Importing from a digital video camera.....	482
Importing a digital video file.....	484
Organizing the Event Library	486
Working with Projects.....	486
Creating an iMovie project	487
Selecting video clips.....	488
Deleting video clips	492
Deleting a project.....	492
Printing a project	492
Organizing the Project Library.....	494
Editing Video Clips in a Project	494
Rearranging the order of video clips	494
Adjusting the size of a video clip	495
Adding titles	496
Adding transitions	498
Adding audio files	499
Saving a Video.....	500
Saving a project as a digital video file.....	500
Saving (and removing) a video for iTunes.....	502
Saving (and removing) a project for YouTube.....	502
Saving (and removing) a project in the Media Browser	504
Chapter 3: Burning DVDs with iDVD	505
Burning a Video Straight to DVD	506
Creating a DVD with the Magic iDVD Option	507
Working with iDVD Projects.....	510
Adding photos to the title menu.....	513
Adding options to the title menu.....	514
Moving and deleting buttons.....	519
Defining opening content for your DVD.....	519
Saving your iDVD project.....	520
Chapter 4: Making Music with GarageBand.	523
Recording Audio	524
Recording audio through Magic GarageBand	524
Creating music with software instruments	526

Playing with a real instrument	531
Learning to play with a real instrument	533
Using Loops	534
Editing Audio	536
Splitting a track	536
Joining a track	537
Moving tracks	537
Modifying the key and tempo	537
Saving Music	540
Saving a song in iTunes	540
Saving a song as a ringtone	541
Saving a song to disk	541
Burning a song to CD	542
Recording Podcasts	542
Recording speech	542
Adding jingles and audio effects	544
Adding pictures	545

Chapter 5: Building Web Sites with iWeb 547

The Parts of a Web Page	547
The purpose of text	548
The purpose of graphics	548
Putting together a Web page	549
Creating a Web Site with iWeb	549
Picking a theme	550
Adding new pages	552
Deleting Web pages	552
Designing a Web Page	552
Replacing placeholder text	552
Replacing placeholder graphics	553
Changing the Web page theme	554
Customizing the Parts of a Web Page	555
Moving an object	555
Resizing an object	555
Rearranging an object	555
Deleting objects	557
Working with text	558
Working with graphics	560
Publishing Your Web Pages	561
Types of Web site hosts	561
Free advertiser-sponsored Web site hosts	561
Free ISP Web site hosts	562
Fee-based Web site hosts	563
Uploading your Web pages	564
Using MobileMe	565
Making changes to your uploaded Web pages	566

Book VI: iWork..... 567

Chapter 1: Creating Documents with Pages 569

Working with Document Templates.....	569
Replacing placeholder text.....	571
Replacing placeholder pictures	571
Working with Text	573
Editing text.....	574
Formatting text.....	574
Adjusting line spacing, justification, and margins.....	576
Using Formatting Styles	580
Applying styles.....	580
Creating temporary styles	582
Creating and Placing Text Boxes	584
Creating a text box.....	584
Moving a text box	585
Resizing a text box.....	585
Creating linked text boxes	585
Wrapping text around a text box.....	588
Working with Digital Photographs	589
Adding a picture.....	589
Moving and resizing a picture.....	589
Modifying a picture.....	590
Polishing Your Document.....	593
Spell checking a document	593
Exporting a document	594

Chapter 2: Presenting with Keynote 597

Creating a Presentation	597
Choosing a Theme for a New Presentation	599
Changing Presentation Views	600
Working with Slides.....	601
Adding a slide.....	602
Using Masters.....	602
Rearranging slides	602
Deleting a slide.....	603
Manipulating Text.....	604
Editing text	604
Formatting text.....	604
Adding a chart	606
Adding Media Files	607
Adding sound	607
Adding iPhoto pictures	608
Adding iMovie videos	609

Editing Pictures and Movies.....	610
Moving and resizing a picture or movie	610
Modifying a picture.....	611
Creating Transitions and Effects	614
Creating a slide transition.....	614
Creating text and graphic effects.....	615
Making text and graphics move on a slide	616
Polishing Your Presentation	618
Viewing a presentation.....	618
Rehearsing a presentation.....	618
Exporting a presentation	619

Chapter 3: Crunching with Numbers 623

Understanding the Parts of a Numbers Spreadsheet.....	623
Creating a Numbers Spreadsheet.....	626
Working with Sheets	627
Adding a sheet.....	627
Deleting a sheet.....	628
Adding a table or chart	628
Deleting a table or chart	628
Naming sheets, tables, and charts.....	629
Setting Up Tables.....	630
Adding rows and columns	630
Inserting a row or column.....	631
Deleting a row or column.....	632
Resizing rows and columns	632
Formatting a table.....	634
Resizing a table	634
Moving a table	634
Typing Data into Tables.....	635
Formatting numbers and text.....	635
Typing formulas	637
Formatting data entry cells	641
Deleting data in cells	644
Making Charts	644
Creating a chart.....	644
Editing a chart	646
Manipulating a chart	646
Deleting a chart	647
Making Your Spreadsheets Pretty.....	647
Adding a text box.....	647
Adding a picture.....	648
Deleting text boxes, shapes, and pictures.....	649
Sharing Your Spreadsheet.....	649
Printing a spreadsheet	649
Exporting a spreadsheet	650

Book VII: Address Book, iCal, and Running Windows.... 653

Chapter 1: Managing Contacts with Address Book 655

Setting Up Address Book.....	655
Designing a template.....	656
Storing contacts.....	658
Displaying companies and people.....	659
Editing a card.....	660
Adding pictures to a name.....	661
Searching contacts.....	661
Deleting a contact.....	662
Creating Groups.....	662
Creating a group.....	662
Creating a group from a selection of contacts.....	663
Adding contacts automatically with Smart Groups.....	663
Creating a Smart Group from search results.....	665
Deleting a Group.....	665
Managing Your Address Book Files.....	666
Archiving your Address Book.....	666
Printing your Address Book.....	666
Exporting your Address Book.....	668
Importing data into your Address Book.....	668
Syncing with other devices.....	669

Chapter 2: Staying on Schedule with iCal 671

Understanding iCal.....	671
Working with the Calendar List.....	672
Creating a new calendar.....	673
Creating a new calendar group.....	674
Moving a calendar or group.....	675
Renaming and deleting calendars and groups.....	676
Using the Mini-Month.....	676
Creating and Modifying Events.....	676
Viewing events.....	676
Creating an event.....	678
Editing an event.....	679
Moving an event.....	682
Duplicating an event.....	682
Deleting an event.....	683
Finding Events.....	683
Color-coding events.....	683
Selectively hiding events.....	683
Checking for today's events.....	685
Checking events for a specific date.....	685
Searching for an event.....	685

Making a To-Do List.....	686
Viewing and hiding the To-Do List.....	686
Adding tasks to the To-Do List.....	687
Setting due dates for your To-Do List tasks	687
Prioritizing your To-Do List.....	688
Completing, editing, and deleting To-Do tasks	688
Subscribing to Online Calendars	689
Adding an online calendar account	690
Managing iCal Files.....	691
Exporting iCal data	691
Importing iCal data	692
Backing up iCal data and restoring a backup file	693
Printing an iCal file.....	693
Syncing with other devices	694
Chapter 3: Running Windows on a Mac.	695
Giving Your Mac a Split Personality with Boot Camp.....	695
Making sure you can run Boot Camp	696
Installing Windows.....	697
Choosing an operating system with Boot Camp.....	701
Sharing Mac and Windows files	702
Removing Windows from your Mac	702
Using Virtual Machines.....	703
Using CrossOver Mac.....	704

***Book VIII: Mac Networking* 707**

Chapter 1: Networking Your Macs	709
Creating a Wired Network	709
Creating a Wireless Network.....	711
Chapter 2: Sharing Files and Resources on a Network	715
Sharing Files	715
Turning on file sharing.....	716
Defining user access to shared folders	717
File sharing in Sleep mode.....	721
Accessing shared folders.....	722
Sharing Printers	724
Sharing an Internet Connection.....	726
Chapter 3: Connecting to Bluetooth Wireless Devices and Networks	729
Identifying Bluetooth Capabilities.....	729
Configuring Bluetooth.....	730

Pairing a Device	732
Pairing with your Mac	732
Removing a paired device from your Mac.....	734
Sharing through Bluetooth.....	734
Sharing files	735
Sharing an Internet connection.....	736

Appendix: Brushing Up on Painting and Drawing..... 739

Understanding Painting versus Drawing	739
Common Raster-Editing Features	741
Selecting an entire picture.....	743
Selecting an area	743
Selecting an irregular shape.....	744
Selecting with the Magic Wand tool	745
Erasing pixels	745
Using the Paint Brush and Paint Bucket tools	746
Common Vector-Editing Features	747
Moving and resizing objects with the Selection tool	747
Reshaping an object with the Direct Selection tool	747
Drawing lines	750
Choosing a Painting and Drawing Program.....	751
Photoshop alternatives.....	751
Illustrator alternatives	752
Flash alternatives.....	753
Graphic File Formats.....	753
Raster (painting) formats	754
Vector graphics (drawing) formats.....	754

Index..... 757