

Mac Basics SUPERGUIDE



Snow Leopard Edition

Macworld

Foreword



We're very lucky here at *Macworld*. In both print and on the Web, we've got an amazingly diverse readership. Among our readers there are some incredibly geeky, tech-savvy people who can write programming code in their heads and disassemble a MacBook Pro with a paper clip. But we've also got a lot of readers who consider themselves novice Mac users and who avidly read what we write in order to flex and improve their Mac skills.

Believe it or not, this book is for both kinds of readers. If you're one of the newer users struggling with the fundamentals of operating a Mac, the *Mac Basics* Superguide will get you up to speed.

This book is filled with easy-to-follow, detailed tips and information about using the Finder and the Dock, switching between programs, using Apple's Spotlight search tool, opening and saving your files, and setting up system preferences and user accounts. We've tossed in some basic security and troubleshooting advice to keep your Mac up and running smoothly. And our own Dan Frakes, who pens the *Mac Gems* column in print and on the Web, has assembled a list of great low-cost programs that will enhance your Mac experience.

So that covers the novice users. But what about those geeky Mac experts? Why is this book for them?

The answer is simple: It's for them because it helps everyone they know. It's for all of their friends and family members who use them as the be-all, end-all Mac resource. The reality is, a Mac expert can only be in one place at any given time. This *Mac Basics* Superguide can always be around as a handy reference when there's no flesh-and-blood expert nearby. And with any luck, the expert will also be getting fewer calls as his or her friends and family start to master their Macs on their own.

Or to put it another way, this is the book I gave to my mom so that she could figure things out on her Mac when I'm not available to help.

With this edition of the *Mac Basics* Superguide, we've updated the entire book to reflect the changes in Apple's latest version of Mac OS X, Snow Leopard. And if you find yourself wanting more, please consider the other books in our Superguide series, *Total Snow Leopard* and *Mac OS X Hints*.

I hope you enjoy the book—no matter which kind of Mac user you are.

—Jason Snell, Editorial Director, *Macworld*
San Francisco, December 2009

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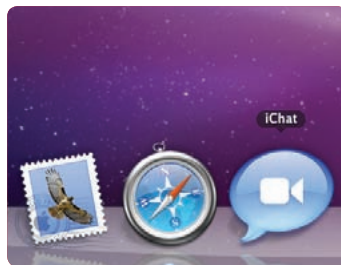
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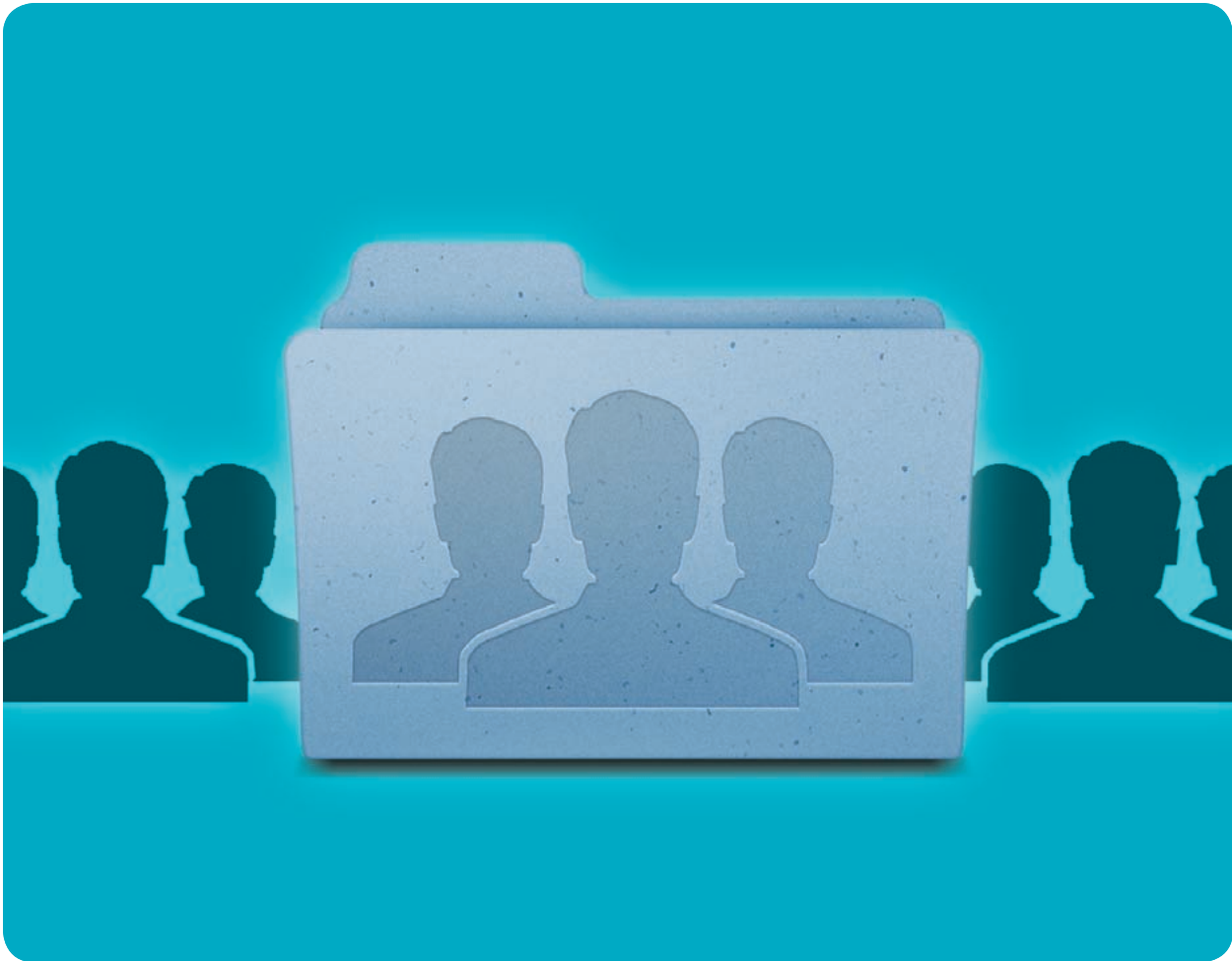
Mac Basics, Snow Leopard Edition

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User Accounts

Protect Personal Files and Settings on a Shared Mac

Mac OS X lets you create separate identities—known as user accounts—on your Mac. User accounts are great for a group of people who want to work on the same computer but who have unique needs. Each user controls his or her own settings, desktop space, and system preferences. And each user controls access to his or her files.

If you're the only person working on your Mac, you may have just one user account. But you can create as many accounts as you need for friends, family members, colleagues, or even guests. And other users can't view or open your files, so your user account gives you privacy.

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Set Parental Controls

Kids can have a lot of fun exploring a Mac, but there can be pitfalls as well. To begin with, that child could become overwhelmed by the Mac's interface. He or she, if given too broad powers, could also delete important files and applications. And finally, if allowed to do so, that child could come face-to-face with some of the less seemly sides of the Internet. Snow Leopard helps protect both your child and your computer's data by allowing you to create accounts with specific limitations.

The key to creating these accounts is the Parental Controls setting. For example, you can control access to certain system settings and programs, manually select the people with whom your kids can exchange e-mail and chat messages, set time limitations for computer use, and identify which Web sites users can visit. These types of limitations are useful not just to parents, but also teachers, IT departments, and businesses that offer public computer stations.

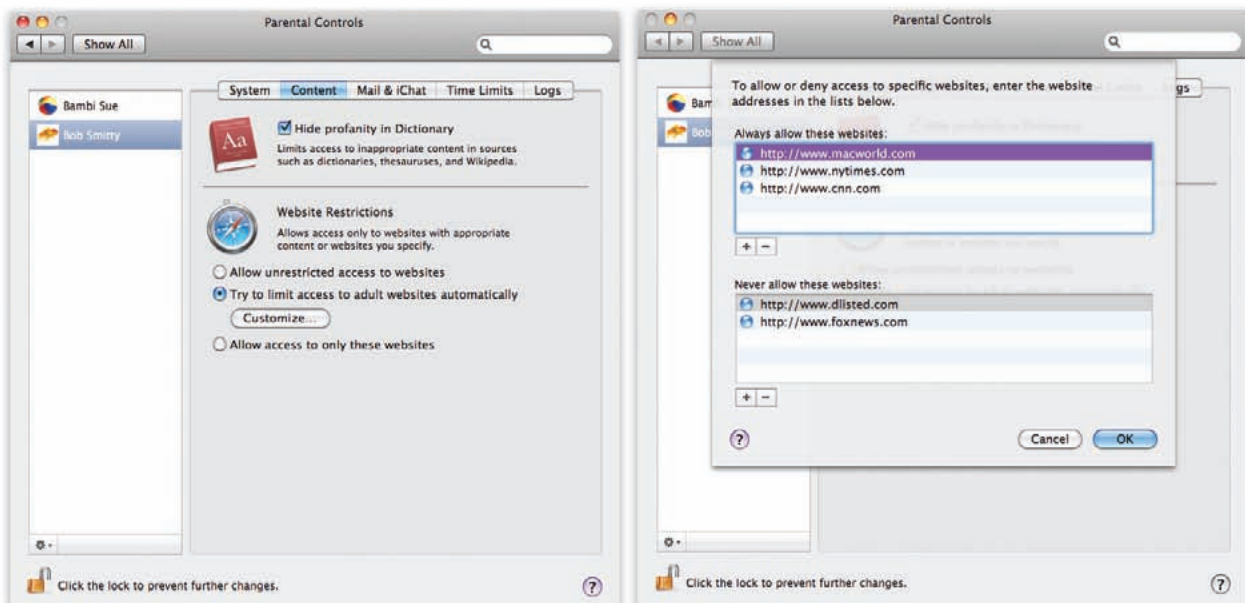
Getting Started

To turn on parental controls, you'll need to have a non-administrator account already set up in the Accounts preferences pane (you can't restrict admin accounts, so make sure you don't give admin powers

Control Access from Afar

Don't want to make a trip to your son's room each time he needs access to a blocked Web site or wants to add a friend to his iChat list? When setting up his parental controls, click the gear icon at the bottom of the user list and select Allow Remote Setup. You'll now be able to manage these controls from another computer. With this option enabled on a Mac, that Mac's non-admin accounts will appear in the Parental Controls user list on other Macs on your home network, allowing you to configure those accounts' Parental Controls settings over the network—a convenient option in a lab or home setting.

to any accounts you want to control). When setting up a new account, select Managed With Parental Controls from the Account pull-down menu. To add parental controls to an existing account, click the account name and turn on the Enable Parental Controls option. You can apply parental controls to any non-administrator account, including the guest account.



You Can't Do That Parental controls let you establish which Web sites your children can visit (left). Select the Customize button to give the OK to certain sites (right).

USER ACCOUNTS

Once you've turned on parental controls for an account, open the Parental Controls preference pane, and select the account name from the column on the left. The Parental Controls settings for a particular account are divided into five screens: System, Content, Mail & iChat, Time Limits, and Logs.

Control the System

The System screen lets you control the appearance of the Finder, select which programs are accessible, prohibit burning CDs or DVDs, and prevent changes to printer, Dock, and password settings.

If you're setting up your Mac for young children, the Use Simple Finder option is a good starting point. It presents a very limited interface to the user: the Dock contains three folders (Applications, Documents, and Shared), and the user can work only with the applications you choose. To set up this list, click the Applications disclosure triangles for the group of applications you want to manage—iLife, iWork, or Internet, for example—to reveal a list of available applications. Select the applications you want the user to have access to (and deselect those you don't if they're selected).

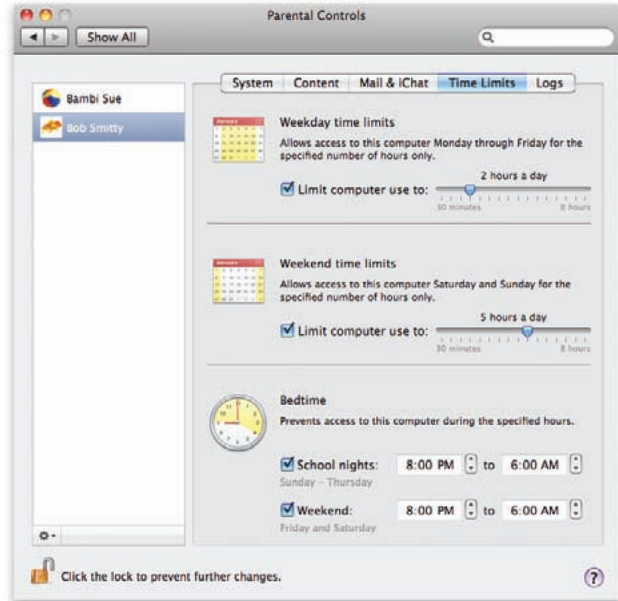
On the other hand, if you want to restrict what program the user can open but don't want to use the simplified interface, select the Only Allow Selected Applications option. By default, this option bars the user from all areas of the Mac except applications; you choose whether to allow additional options. For instance, you can let the user modify the Dock, administer printers, and burn CDs and DVDs. As with the Simple Finder, you can allow any or all applications; click the disclosure triangles to see the programs available on your Mac.

Limit Content

The Content screen includes controls for Safari and Dictionary to limit what type of content your kids come into contact with (see "You Can't Do That").

The Hide Profanity In Dictionary option simply prevents this user from viewing certain words. You have no control over which words Dictionary blocks.

Safari's parental controls give you basic control over what your kids can access when surfing. OS X includes a content filter that intercepts Web pages on the fly and determines if each is "suitable for kids." If you select the Try To Limit Access to Adult Websites Automatically option, Safari will restrict access to any pages it deems unsuitable. To restrict additional sites



Limiting Computer Use Snow Leopard lets you enforce bedtimes and restrictions on computer usage by setting up time limits.

or expressly allow access to certain sites, click the Customize button. This list of allowed sites overrides Snow Leopard's standard content filter for these sites, but uses the filter for all other sites.

To restrict Web access to only those sites that you explicitly approve of, select the Allow Access To Only These Websites option. Then click the plus-sign button and enter the URLs (and names) of sites you want to allow.

Manage Mail & iChat

If you're worried about your kids receiving sleazy spam or exchanging e-mail messages with strangers, you can set up white lists of trusted e-mail correspondents. You can add e-mail and IM addresses by clicking the plus-sign button. If you select the Send Permission Emails To option, Apple's Mail app will send a message to you so you can authorize e-mail messages to or from people not on the white list. That's handy if your child is working on a school project and needs to send and receive messages from new people, for instance.

Set Time Limits

Want to make sure your daughter isn't chatting with friends when she should be studying or sleeping? The Time Limits screen lets you restrict when and for how long each user has access to the Mac (see "Limiting Computer Use").

Transfer Settings

Setting up parental controls for multiple accounts? If the accounts are going to have the same settings, first configure one of the accounts. Then click the gear icon at the bottom of the accounts list and choose Copy Settings For *Username* from the pop-up menu that appears. Finally, select another account and then choose Paste Settings To *Username*. This applies the first account's Parental Controls settings to the second account, saving you the trouble of having to configure each separately. Even if you don't plan on configuring each exactly the same way, you can still use this technique and then go back and make the necessary changes to each account; assuming you're at least configuring the accounts somewhat similarly, this will still save you a lot of work.

You can set separate time limits for weekdays and weekend days, and you can also restrict usage during certain hours. For example, you can restrict an account to two hours per day of use during the week and three hours on weekend days, and block access completely from 8 p.m. to 7 a.m. on school nights and from 10 p.m. to 8 a.m. on weekends. (Unfortunately, you can't set up multiple ranges during the

same day—for example, to exclude computer time from 8 p.m. to 7 a.m. and from 9 a.m. to 4 p.m.)

Keep Track with Logs

Just setting up a restricted account may not be enough to give you peace of mind. To remain vigilant about who your kids are interacting with and what sites they're visiting, you can use the Logs screen. From here you can monitor the activity of a controlled account, including a list of all visited Web sites, any blocked sites that the user attempted to access, programs used, and anyone with whom the user chatted using iChat. A pop-up menu lets you restrict the log view to the current day or the past week, month, three months, six months, or year. You can also group the log display by date or by Web site.

Keep in mind that any user on your Mac who has administrator status can change settings and view logs in the Parental Controls pane. Although this is not likely to be an issue in a home setting, where it might be desirable for two or more adults to be able to keep an eye on controlled accounts, it could be a drawback in other situations—for example, if you're using parental controls in an office or educational setting. This is another reason you should give administrator status to accounts only when absolutely necessary.



Get Started with OS X Apps

How to Get Up and Running with Safari, Mail, iChat, and More

A new Mac comes with more than 40 applications installed: standards such as programs for checking your e-mail, surfing the Web, and managing contacts; creative tools for editing photos, listening to music, and designing Web sites; smaller aids for looking up definitions, writing notes, and checking the weather; and more. You can also install additional applications from Apple and third-party developers such as Adobe and Microsoft to add features that don't come built-in.

Although taking you step by step through everything Snow Leopard's built-in programs can do would take up an entire book on its own, here are the basics you need to know to get started with the most essential apps—as well as information on installing or deleting additional software.

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iCal

Apple's calendar application, iCal, helps you manage your schedule. Just like a paper calendar on the kitchen wall, iCal provides space for jotting down one-time events or recurring ones. You can view those events in Day, Week, or Month views.



Edit Events

If you want to edit an event already on the calendar, double-click its title to open an editable Info pane. (If the pane that pops up doesn't let you edit its contents, open iCal's Advanced preferences and turn on the Open Events In Separate Windows option.)

Create a New Event

To add an event to iCal, press ⌘-N or double-click the desired day (see "Make a Date"). In the resulting window, enter an event name, set the time—or turn on the All Day option for events that don't have a specific time—and add any additional details you'd like. If you're worried about forgetting your meeting, you can set a text or audio alarm to go off before the event (you can choose how much warning the alarm gives you, ranging from days to minutes beforehand). You can even attach files to the event, so you don't forget your agenda, for example. Click Done to close the window and add your new event to the calendar.

Manage Multiple Calendars

Unlike paper calendars, iCal lets you create multiple calendars—for instance, a work calendar, a home calendar, a calendar that lists the year's holidays and birthdays, and yet another calendar for your pet chinchilla.

To create a new calendar, click the plus sign in the bottom left corner of the window. A new entry will appear under the Calendars heading (if you don't see it, choose View ► Calendar List).

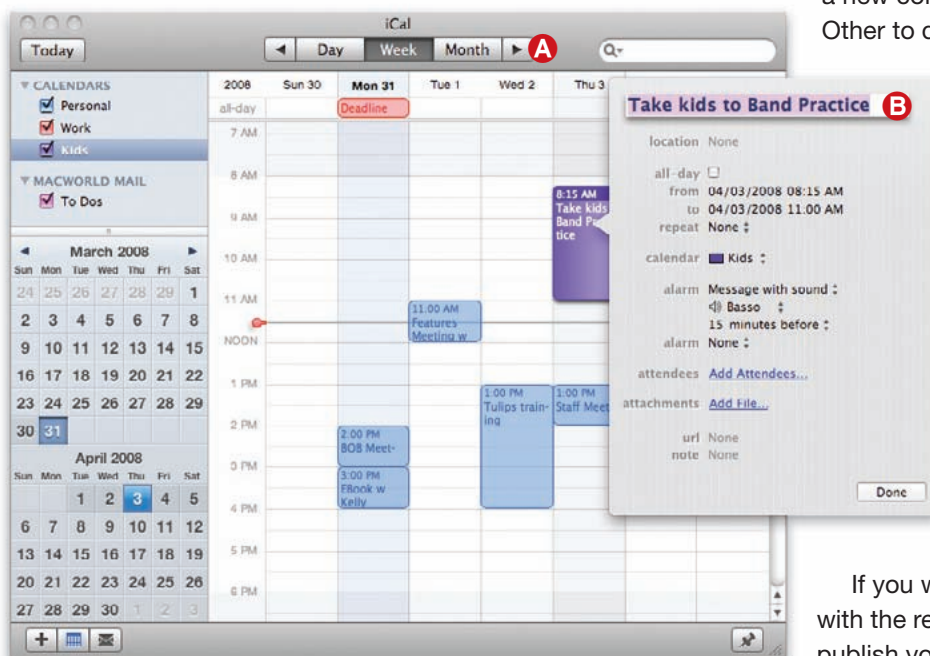
You can assign any color you want to a calendar—to help you distinguish its events from another calendar—by selecting the calendar's name and pressing ⌘-I. Click the colored pull-down menu and choose a new color from the list, or choose Other to designate your own color.

Now, when you create a new event, you can assign it to a specific calendar by opening the Calendar pull-down menu in the edit pane.

Stay Organized

iCal also offers a To Do list (which integrates with Mail) where you can check off items as you complete them. To display this pane, choose View ► Show To Do List.

If you want to share your schedule with the rest of the world, feel free to publish your calendar to your MobileMe account (\$99 per year; apple.com/mobileme) or to a private server.



Make a Date iCal helps you keep track of your schedule. You can switch between Day, Week (shown here), and Month views **A**. Enter the details of your appointments in iCal's Info pane **B**. You can also keep track of to-do items.



Switching from Windows

How to Make the Leap without Losing Your Files...or Your Sanity

Remember the last time you moved? For all the promise of major long-term gain, there was at least some short-term pain: boxes to pack and unpack, new neighbors to meet, and a house to turn into a home.

Moving from a Windows PC to a Mac presents the same kinds of opportunities and challenges. It requires some up-front effort: transferring your old data to your new machine, getting your essential hardware and software up and running, and learning your way around.

Here's a quick guide to the most important steps.

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Transferring Your Data

Just because you're leaving your Windows PC doesn't mean you have to leave your files behind, too. These days, most common file types—including photos, word-processing files, spreadsheets, and e-mail—will work just fine on the Mac. And for those that don't, inexpensive utilities can often translate them to a compatible format. However, if you've had that old PC for a while, you could have many gigabytes of stuff to move.

So how do you safely move that mass of data from one machine to the other? You actually have a couple of options.

Use an External Hard Drive

Apple's support site (macworld.com/5452) suggests several different methods for transferring files from a PC to a Mac. One of the easiest is to use an external USB hard drive.

If you don't already have an external drive, there's no better time to buy one: they're cheap, and you'll probably want one for use with OS X's Time Machine backup utility (see the *Troubleshooting Your Mac* chapter).

For data-transfer purposes, make sure the drive is formatted using Windows' FAT32 file system, so both your Windows PC and your Mac can read it and write to it. After you're done copying files over, use OS X's



Moving Day An external hard drive such as this LaCie d2 Quadra offers an easy way to move files and later serve as your backup drive.

TIP

Convert Your Media

Many Windows media formats will transfer and play back seamlessly on a Mac. One big exception is music and video in Microsoft's Windows Media formats. For these files, we recommend getting Telestream's Flip4Mac WMV Player (macworld.com/5453), which lets you play them in QuickTime. The basic player is free; there's also a \$29 Flip4Mac WMVPlayer Pro that can export your files to a Mac-compatible format.



Disk Utility (Applications ► Utilities) to reformat the drive as Apple's HFS+ so you can use it with Time Machine.

To transfer files via your USB drive, connect the hard drive to the PC, drag your data onto it, and then disconnect it. Now attach it to your Mac, and drag the data onto the Mac's hard drive using the Finder, OS X's equivalent of Windows' Explorer (for more information, see *The Finder* chapter). Your Home folder, which appears in the left-hand pane of the Finder and is equivalent to My Documents, is a good place to copy your personal files; it's got folders for Documents, Movies, Music, and Pictures.

Over the Network

You can also shuttle files from your old PC to your new Mac using a wireless or wired network; however, the process can be a hassle depending on your setup. Here's one way to do it:

On your Windows PC, select Run from the Start menu, type `cmd`, and then click OK. In the subsequent command line, type `ipconfig`.

Make a note of the IP address that appears. Next, use Windows' Explorer to navigate to a folder containing files you'd like to transfer to the Mac. Right-click on it, choose Properties, and click the Sharing tab. Select Share The Folder On The Network (Windows may demand confirmation that you know what you're doing), and then choose a Share name. Click OK.

Where Is Everything?

Most major Windows features have counterparts in Snow Leopard.

IF YOU USED THIS IN WINDOWS	LOOK HERE IN OS X	FOR MORE INFORMATION SEE
Start menu	Apple menu and Applications folder	<i>Working with Files</i> chapter
Taskbar	Dock	<i>The Dock</i> chapter
System tray	Right side of menu bar	<i>Mac OS X at a Glance</i> chapter
Explorer	Finder	<i>The Finder</i> chapter
Preview pane	Quick Look	<i>The Finder</i> chapter
Flip 3D (Vista and Windows 7)	Exposé	<i>Working with Files</i> chapter
Control Panel	System Preferences	<i>System Preferences</i> chapter
My Documents	Home folder	<i>The Finder</i> chapter
Search	Spotlight	<i>Searching Your Mac</i> chapter
Gadgets and Sidebar (Vista and Windows 7)	Dashboard	<i>Get Started with OS X Apps</i> chapter
Backup (XP) and Backup and Restore Center (Vista and Windows 7)	Time Machine	<i>Troubleshooting Your Mac</i> chapter
Recycle Bin	Trash	<i>The Dock</i> chapter

On your Mac, go to the Finder and select Connect To Server in the Go menu. In the text field that appears, type a server address in this format: **SMB://ipaddress/sharename**. (For example, if the IP address is 10.0.1.8 and the share name you chose is windowsstuff, you'd type **SMB://10.0.1.8/windowsstuff**.) When you click OK, your shared folder in Windows should show up in the Finder, letting you drag its contents onto the Mac.

Moving E-mail

Getting your old e-mail from your PC onto your Mac is easy if you've been using a POP3 or IMAP account that leaves messages on the server. Just launch Mail on your Mac (it's the postage-stamp icon in the Dock), choose Mailbox ► New Mailbox, and follow the instructions to add your account and download mail (see "Mail" in the *Get Started with OS X Apps* chapter for more on OS X's e-mail program).

If your e-mail account doesn't store your messages on a server, but stores them on your computer instead, transferring them to a new machine can be tough. Where and how those e-mails are stored depends largely on which e-mail client you use. Our best advice is to perform a Google search using the name of your old e-mail client and the phrase "**transfer e-mail**". OS X's Mail app can import mail in mbox format (choose File ► Import Mail-

boxes), so, if your old e-mail client can export in that format, you should be able to make the transfer.

Let Someone Else Do It

If you're willing to invest \$40 in simplifying the moving-to-the-Mac process, consider Detto Technologies' Move2Mac (detto.com). This Windows-to-Mac migration utility not only transfers your files via network or external drive (shuttling items from Windows' My Documents to OS X's equivalent folders) but also moves your Outlook e-mail and address book, browser favorites, and even your wallpaper preferences.



Move It for Me Move2Mac transfers files, folders, and more from your Windows PC to your Mac.

Mac Basics SUPERGUIDE



Snow Leopard Edition **Macworld**



The Finder
How to locate files, folders, and desktop items

Welcome to the Mac world! This chapter is your first step into the Mac universe. It covers the basics of the Finder, including how to locate files, folders, and desktop items. You'll also learn how to use the Dock and the Spotlight search tool.

- Finding Files
- Using the Dock
- Spotlight Search



User Accounts
How to manage user accounts and permissions

Understanding user accounts and permissions is essential for managing your Mac. This chapter covers how to create and manage user accounts, as well as how to control permissions for files and folders.

- Creating User Accounts
- Managing Permissions
- System Preferences



Printing
How to print documents and images

Printing is a common task on your Mac. This chapter covers how to set up a printer, how to print documents and images, and how to troubleshoot common printing problems.

- Setting Up a Printer
- Printing Documents
- Troubleshooting



Searching Your Mac
How to find files and applications

Finding files and applications is a daily task. This chapter covers how to use the Spotlight search tool to find files, folders, and applications. It also includes tips on how to narrow down search results.

- Using Spotlight
- Narrowing Search Results
- Advanced Search



Mac Security Essentials
How to protect your Mac from malware and viruses

Your Mac is a valuable asset, and it's important to take steps to protect it from malware and viruses. This chapter covers essential security measures, including how to use built-in security tools and how to identify and remove malware.

- Using Security Tools
- Identifying Malware
- Removing Malware



Switching from Windows
How to get started with Mac OS X

If you're coming from a Windows PC, you'll want to know how to get started with Mac OS X. This chapter covers the basics of the Mac OS X interface, including the desktop, Dock, and Spotlight search tool. It also includes tips on how to customize your Mac.

- Getting Started
- Customizing Your Mac
- Troubleshooting

Nobody spends more time with Apple's computers and software than the writers and editors at *Macworld*, the world's foremost Mac authority.

Now *Macworld's* team of experts has used its knowledge to create this straightforward guide to getting started with your Mac running OS X 10.6 (Snow Leopard). Whether you're new to the Mac, just need a refresher course, or suspect that you've only scratched the surface of your Mac's potential, the *Macworld Mac Basics Superguide, Snow Leopard Edition* will give you the step-by-step advice you need to become a Mac whiz.

Inside these pages, you'll find detailed tips and information about navigating your system using the Finder and the Dock and managing and switching between programs using Exposé and Spaces. You'll learn how to find anything using the Spotlight search tool and the best ways to open, save, organize, and print files. We include tips on customizing your Mac to suit your needs through system preferences, including how to add and control user accounts. Our experts also give you vital troubleshooting and security advice—and even recommend 20 inexpensive add-on programs that can improve your Mac experience in ways you've never thought possible. To help you take advantage of Apple's built-in applications, we've also included helpful pointers on getting started with Safari, Mail, iChat, and other included Apple software.

Let *Macworld's* team of experts show you how to get the most out of your Mac.

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