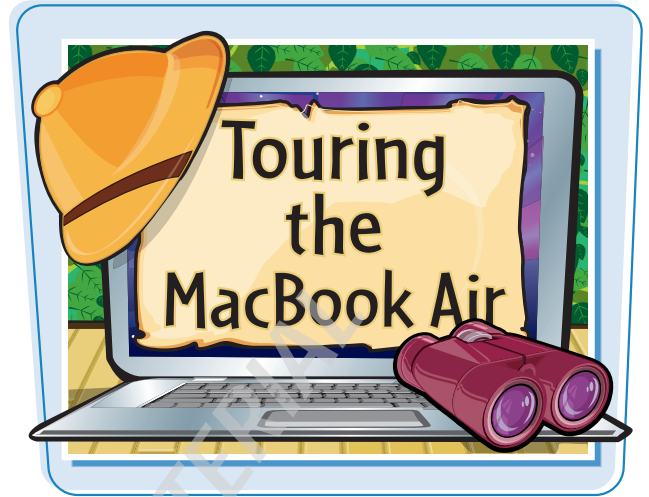


Tour MacBook Air

You can learn about the major features of MacBook Air from the outside, including its controls, ports, and other areas that you use to control your MacBook Air and to connect it to other devices.

MacBook Air is elegantly designed and easy to use. But do not let that fool you; it is a very powerful and capable computer that can do just about anything you want it to.



MACBOOK AIR

● Display

The MacBook Air display provides a sharp, bright, and colorful view into all that you do

● Ambient light sensor

MacBook Air has a backlit keyboard that illuminates when this sensor detects low light conditions

● iSight camera

Use the built-in iSight camera to video conference, take photos, and more



● Microphone

Use the microphone to speak during audio- and video- conferences and record your voice or other sounds

● Keyboard

Along with the standard letter and number keys, you can use function keys to control your MacBook Air

● Ports

Connect MacBook Air to other devices, such as hard drives and iPods

● Sleep indicator light

Pulses when MacBook Air is asleep, and glows solid when MacBook Air is on but its display is dimmed

● Trackpad

You can control MacBook Air by sliding your fingers on the trackpad

● Trackpad button

Click this button to perform actions

● Power port

Connect the power adapter here to run the computer from a power outlet and charge the MacBook Air battery

MACBOOK AIR KEYBOARD

● **Brightness keys**

Press **F1** to decrease your screen's brightness, or **F2** to increase it

● **Exposé key**

Press **F3** to activate Exposé

● **Dashboard key**

Press **F4** to open the Dashboard

● **Backlighting brightness keys**

Press **F5** to decrease the brightness of the keyboard backlighting, or **F6** to increase it

● **Playback control keys**

Controls media playback in iTunes or other applications; press **F7** to move back, **F8** to play or pause, or **F9** to move forward.

● **Volume keys**

F10 mutes MacBook Air, **F11** turns the volume down, and **F12** turns it up

● **Eject key**

Press  to eject an iPod, hard disk, CD, or DVD

● **Power button**

Press to turn MacBook Air on; press and hold to force MacBook Air to turn off.

● **Scroll keys**

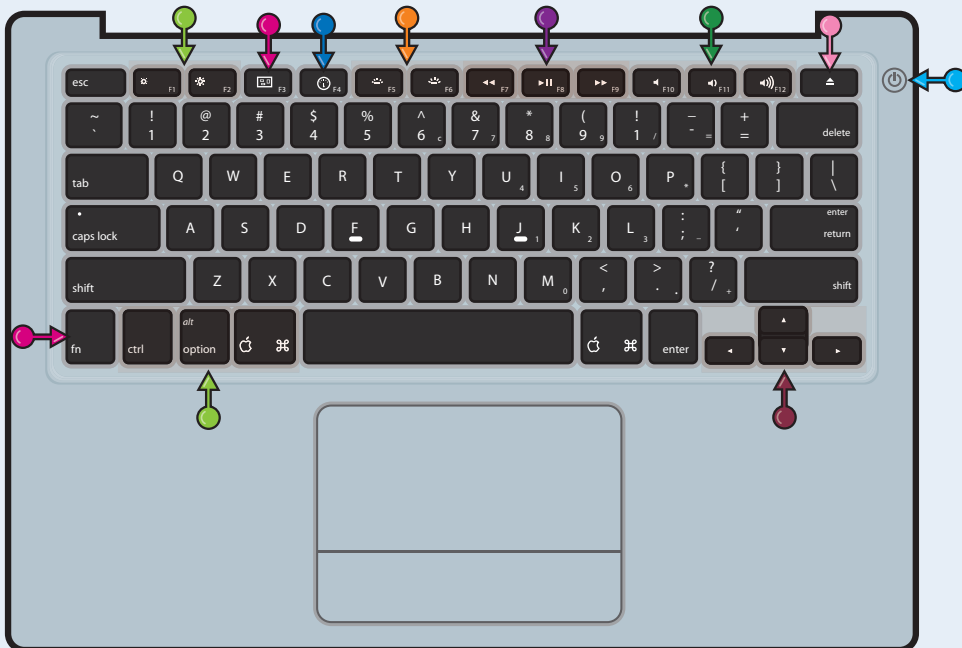
Press to move around the screen

● **Modifier keys**

Press to invoke keyboard shortcuts

● **Alternate function key**

Hold down **Fn** while pressing a function key to perform the alternate task (such as activating a function control within an application) instead of the preprogrammed action (such as changing volume)



Tour MacBook Air (continued)

MacBook Air is wrapped in a sleek, elegant, and extremely lightweight package that makes it the envy of every technology fan. The MacBook Air design is simple and uncluttered.

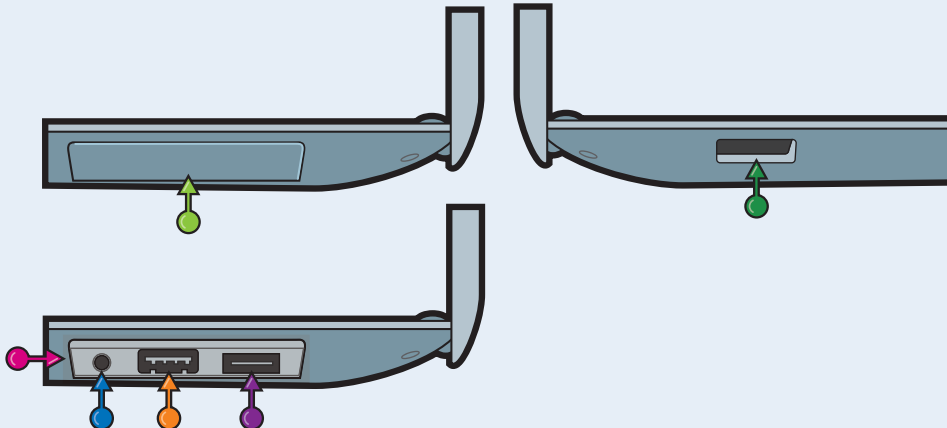
Getting familiar with the external ports on your MacBook Air will not take long because there are not many of them. And, the useful accessories you received with your MacBook Air, such as the video adapter, can be used with these ports.



MACBOOK AIR PORTS

- **Closed port hatch**
In the closed positions, the ports are not accessible
- **Open port hatch**
Flip the port hatch down to expose the ports
- **Headphones/audio out**
Connect headphones or analog speakers

- **USB**
Connect USB devices, such as iPods and disk drives
- **Micro-DVI**
Use the included adapter to connect MacBook Air to external displays or projectors
- **Power**
Connect MacBook Air to power



INCLUDED ACCESSORIES● **Power adapter**

Powers MacBook Air and charges its battery

● **Power cord**

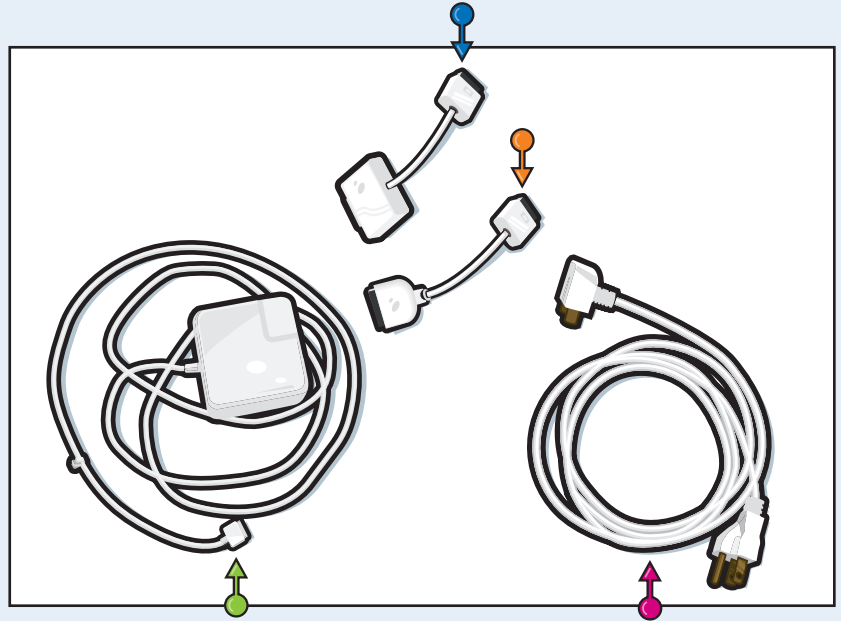
Extends the reach of the power adapter

● **Micro-DVI to VGA adapter**

Connects MacBook Air to VGA monitors and projectors

● **Micro-DVI to DVI adapter**

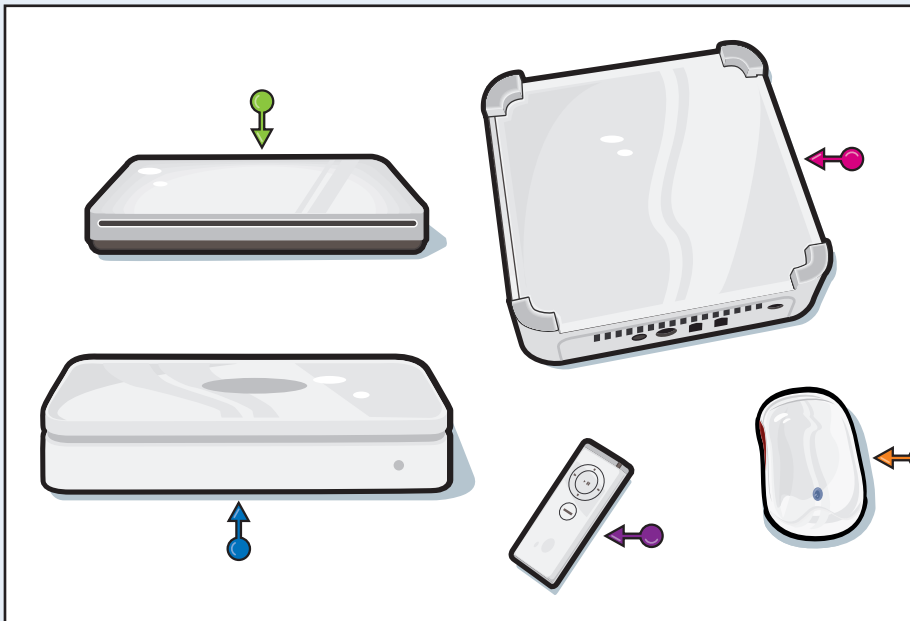
Connects MacBook Air to DVI monitors and projectors

**MACBOOK AIR COMPANIONS**● **MacBook Air SuperDrive**

Connect to the MacBook Air USB port to be able to run and burn CDs and DVDs

● **External hard drive**

Every MacBook Air user should have an external hard drive to back up important files and for extra working room

● **Time Capsule**

Combines an AirPort Extreme Base Station with a hard drive to enable you to create a wireless network and to back up MacBook Air wirelessly

● **Bluetooth mouse**

Wirelessly connect to a mouse when you want to use it instead of the MacBook Air trackpad

● **Remote**

Control MacBook Air from a distance, such as when you are listening to music or watching movies

Explore the Mac OS X Desktop

MacBook Air operates through the Mac operating system, which is currently in version 10.5, more commonly called Mac OS X Leopard.

The Mac OS X desktop is the overall window through which you view all that happens on MacBook Air, such as looking at the contents of folders, working on documents, and surfing the Web.



MAC OS X DESKTOP

Menu bar

A menu bar always appears at the top of the screen so that you can access the commands it contains

Drives

MacBook Air stores its data, including the software it needs to work, on hard drives or solid-state drives. It includes one internal drive, but you can also connect external drives.

Remote Disc

You can access CDs or DVDs using Remote Disc, which enables you to use the disc as if it were inserted into a drive connected to MacBook Air

Folders

Containers that you use to organize files and other folders stored on MacBook Air



Files

Documents (such as text, graphics, movies, and songs), applications, or other sources of data

Finder windows

You view the contents of folders in Finder windows

Application and document windows

When you use applications, you use the windows that those applications present, for documents, Web pages, games, and so on.

FINDER MENU BAR AND MENUS

● **Apple menu**

This menu is always visible so that you can access special commands, such as Shut Down and Log Out

● **Finder menu**

This is where you control the Finder application itself, such as to empty the Trash or set preferences

● **File menu**

Use commands on this menu to work with files and Finder windows

● **Edit menu**

This menu is not as useful in the Finder as it is in other applications, but here you can undo what you have done or copy and paste information

● **View menu**

Enables you to determine how you view the desktop; it is especially useful for choosing Finder window views.

● **Go menu**

Takes you to various places, such as specific folders

● **Window menu**

Enables you to work with open Finder windows

● **Help menu**

Use when you need help with Mac OS X or the other applications

● **Configurable menus**

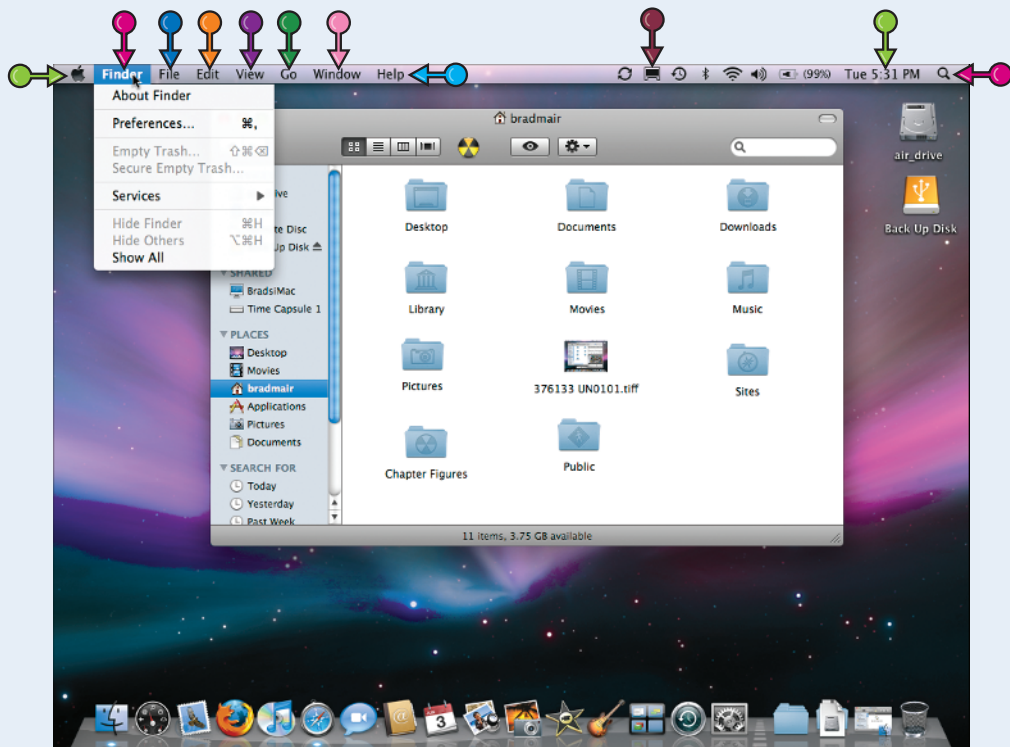
You can configure the menu bar to include specific menus, such as Displays, Volume, AirPort, Battery, and many more

● **Clock**

Here you see the current time and day

● **Spotlight menu**

Enables you to search for information on MacBook Air



Explore the Mac OS X Desktop *(continued)*

The Finder application controls the Mac OS X desktop, and so you see its menu bar whenever you work with this application. When you view the contents of a folder, you do so through a Finder window.

The Dock and Sidebar on the desktop enable you to access items quickly and easily.

FINDER WINDOWS

● Close button

Click to close a window

● Minimize button

Click to shrink a window and move it onto the Dock

● Maximize button

Click to expand a Finder window to the maximum size possible; click it again to return to the previous size.

● Window title

The name of the location whose contents you see in the window

● Toolbar

Contains tools you use to work with files and folders

● Search bar

Use this tool to find files, folders, and other information

● Hide/Show toolbar and Sidebar

Click to show or hide the toolbar and Sidebar

● Sidebar

Enables you to quickly access devices, folders, and files, as well as searches you have saved

● Files and folders

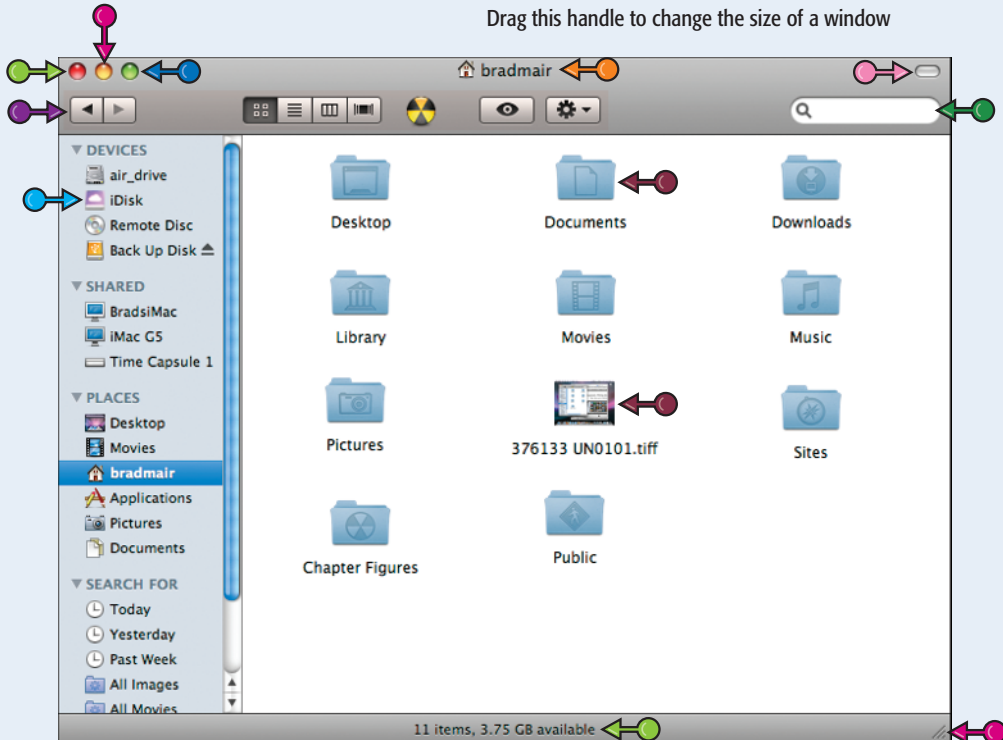
Within a window, the contents of a location are shown; this example shows the icon view.

● Status information

Shows information about the current location, such as the amount of free space when you are viewing the MacBook Air drive

● Resize handle

Drag this handle to change the size of a window



DOCK AND SIDEBAR● **Devices**

Contains your iDisk (MobileMe members), the internal drive, Remote Disc, and hard drives that your MacBook Air can access

● **Shared**

Computers and other resources being shared on a network

● **Places**

Files and folders that you can open by clicking them

● **Searches**

Saved searches that you can run by clicking them

● **Dock**

Shows files and folders you can access along with applications that are currently running

● **Applications**

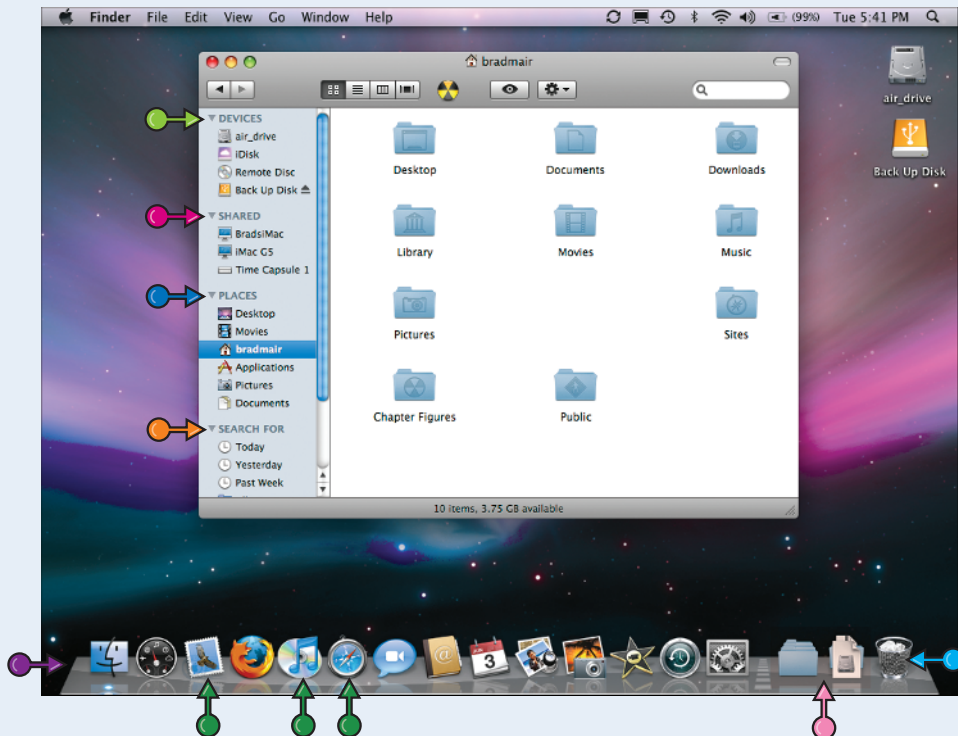
Icons on the left side of the Dock are for applications; open applications have a glowing dot under their icon.

● **Files and folders**

Icons on the right side of the Dock are for files and folders. The default Dock includes the Downloads folder for files you download from the Internet.

● **Trash/Eject**

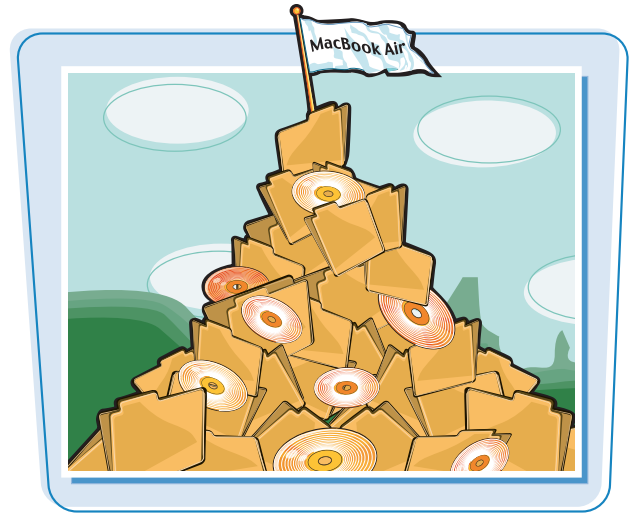
Items you delete go here (to get rid of them, empty the Trash); when you select an ejectable device, such as an iPod, this becomes the Eject icon.



Understand Disks, Volumes, Optical Discs, Folders, and Files

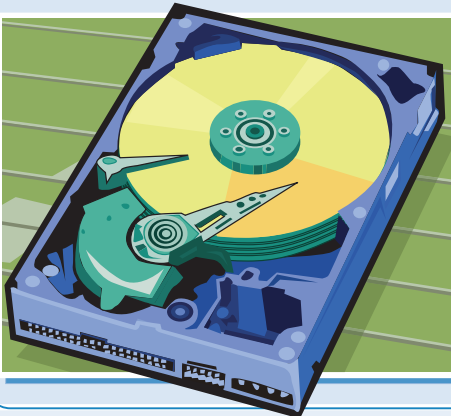
As you use MacBook Air, you work with data. Underlying all this data is the need to store and organize it. The major items that MacBook Air uses for storing and organizing data are described in this section.

These items include disks, volumes, optical discs, folders, and files. Each of these items is managed by the Finder, and you access them directly from the desktop or from within applications.



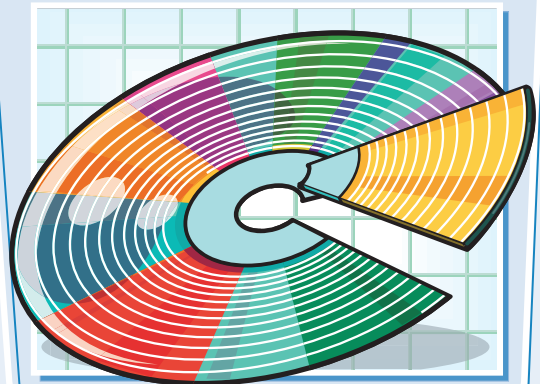
Disks

Disks are the physical means that MacBook Air uses to store data internally. Some MacBook Airs have a hard disk on which data is stored on a magnetic disk accessed through a read/write head. Other MacBook Airs have a solid-state drive that uses only electronic elements to store data. MacBook Air has one internal drive that contains the software it needs to work with the operating system (OS), applications you install, and documents you create. You can connect external hard disks to MacBook Air through its USB port to expand the storage room that is available. Drives come in various storage capacities, such as 160GB, and operate at different speeds (faster is better). Disks are represented on MacBook Air with icons, each under a different name. Different kinds of disks have different icons.



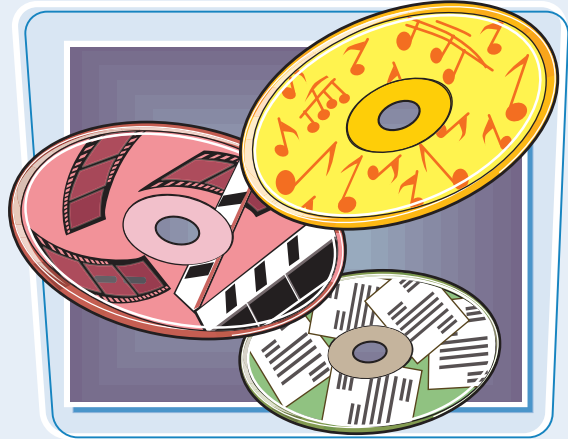
Volume

A volume is an area of a disk created using software rather than a physical space. A drive can be partitioned into multiple volumes, where each volume acts like a separate disk. A volume performs the same task as a disk, which is to store data. In fact, when you work with a volume, you might not be able to tell the difference. You can also access volumes being shared with you over a network. Application installers often appear as volumes that you use as if they were on a disk. Volumes are used to organize data in different ways and to represent various resources with which you work.



Optical Discs

CDs and DVDs serve many purposes. For example, you can put your own data on CD or DVD by burning audio CDs with iTunes, creating DVDs with iDVD, and backing up your data on DVD. One of the reasons why MacBook Air is so thin is that it does not have an internal disc drive. To work with discs, you can use Remote Disc to access a disc inserted into a different computer, or you can use the MacBook Air External SuperDrive.



Folders

Like manila folders in the physical world, folders on MacBook Air are a means to organize things, such as files and other folders. Mac OS X includes many folders by default. You can create, name, delete, and organize folders in any way you see fit (mostly any way — there are some folders you cannot or should not change). You open a folder in a Finder window to view its contents.

Files

A file is a container for data. Files can contain many different kinds of data. For example, some files are documents, such as text documents you create with a word processor. Files can also be images, songs, movies, and other kinds of content. Files also make up the operating system that runs MacBook Air; you typically do not interact with system files directly. Files have names that include filename extensions, such as .jpg and .doc (which can be hidden), and are represented by icons in Finder windows and e-mail attachments.



Configure and Use the Multi-Touch Trackpad

Another of the innovations introduced in MacBook Air is its multi-touch trackpad. With this trackpad, you can make gestures on the trackpad to cause something to happen on the screen. For example, suppose that you want to rotate a photo in iPhoto. Instead of clicking a button, you can simply rotate your fingers on the trackpad, making the action even more intuitive.

You can configure the trackpad to use as much of this functionality as you like. Even better, MacBook Air shows you exactly what each gesture is as you configure it.



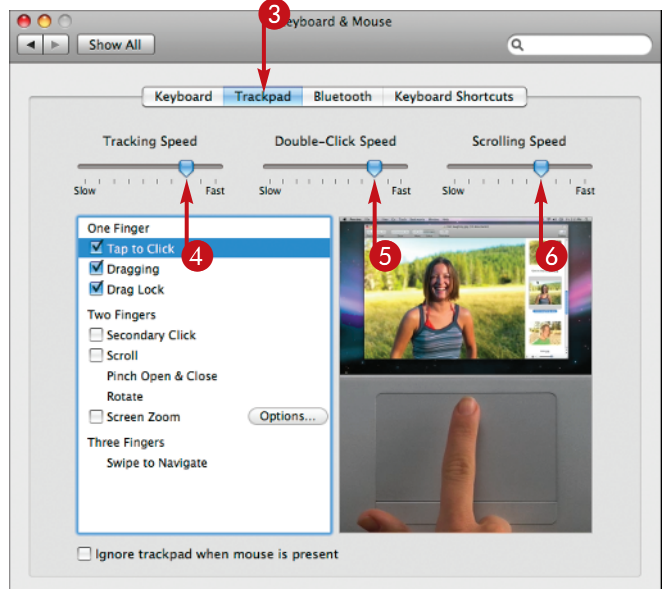
Configure and Use the Multi-Touch Trackpad

- 1 Open the **Apple** menu  and choose **System Preferences**.
- 2 Click the **Keyboard & Mouse** icon.



The Keyboard & Mouse pane appears.

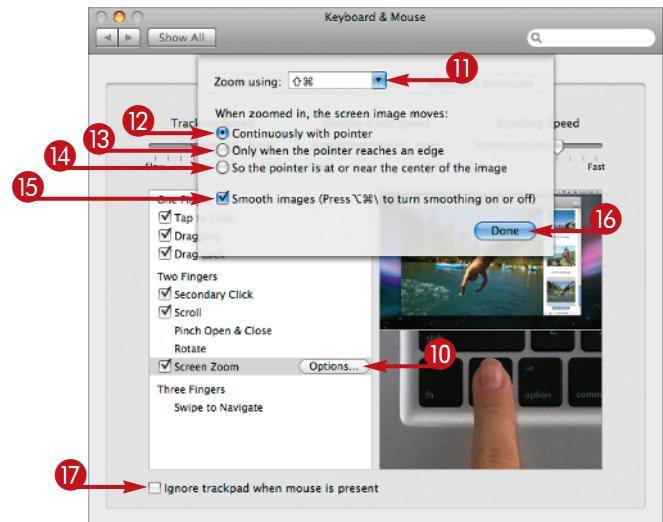
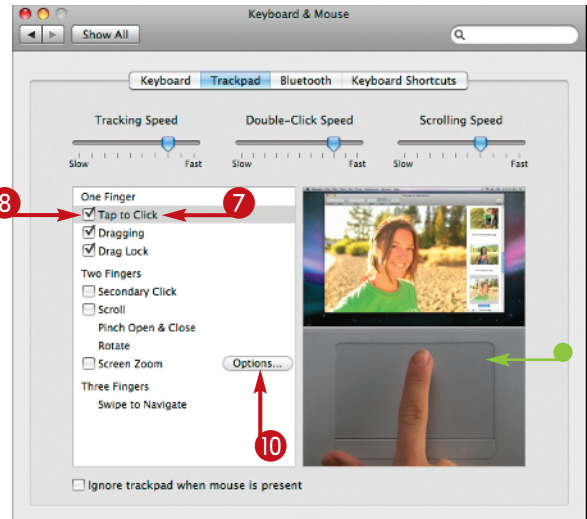
- 3 Click the **Trackpad** tab.
- 4 Drag the **Tracking Speed** slider to the right to make the pointer move more with the same amount of finger movement, or to the left to cause it to move less.
- 5 Drag the **Double-Click Speed** slider to the right to reduce the time between presses of the trackpad button to register a double-click, or to the left to increase time.
- 6 Drag the **Scrolling Speed** slider to the right to increase the amount of scrolling for the same amount of finger motion on the trackpad, or to the left to decrease the amount of scrolling for the same movement on the trackpad.



- 7 Select the **Tap to Click** gesture.
- 8 A video plays, showing you what the gesture is and what it does; at the top of the video window you see the desktop, while in the lower part, you see the gestures you make. With the Tap to Click gesture, you can press once on the trackpad to register a single click of the trackpad button.
- 8 If you want to be able to use this gesture, check the **Tap to Click** check box.
- 9 Repeat Steps 7 and 8 for each of the gestures; select a gesture, watch the video to learn what it does, and then check its check box if you want to use it.
- 10 If you enable the Screen Zoom gesture, click the **Options** button.

The Options sheet appears.

- 11 On the **Zoom using** pop-up menu, choose the key combination you want to press to activate zooming.
- 12 Click the **Continuously with pointer** radio button if you want the zoomed image to always move with the pointer.
- 13 Click **Only when the pointer reaches an edge** if you want the zoomed image to remain stationary until your pointer reaches the edge of the screen.
- 14 Click **So the pointer is at or near the center of the image** if you want the zoomed image to remain centered around the pointer.
- 15 If movement seems sluggish when zoomed, uncheck the **Smooth images** check box.
- 16 Click **Done**.
- 17 The sheet closes.
- 17 If you plan to also use an external mouse and do not want the trackpad to work when you do, check the **Ignore trackpad when mouse is present** check box.



TIPS

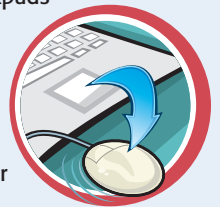
I am confused by the number of gestures; what should I do?

The multi-touch trackpad supports a number of different gestures, some of which might not be intuitive to you at the start. Take your time watching the videos of each gesture because they are very helpful in showing you how each one works. If there are too many gestures to start with, disable some of them until you are comfortable and then add gestures, one at a time, until you have explored all of them.



Why would I use a mouse when the MacBook Air trackpad is so powerful?

This is a matter of personal preference. Some people are just not comfortable with trackpads even though the MacBook Air trackpad enables you to do much more than a mouse does. The good news is that you can easily use a mouse whenever you want, especially if you have a Bluetooth wireless mouse. (See Chapter 9 for the details.)



Use Remote Disc

One of the limitations of MacBook Air is that it does not have a built-in optical drive. This could be a problem when you want to install software from an optical disc; however, the Mac OS X Remote Disc feature enables you to use a CD or DVD that is inserted into another computer so that you can install software it contains.

You need to configure disc sharing on the computer with an optical drive. Then you can access a disc inserted into that drive to be able to perform some actions, such as running an installation program.



Use Remote Disc

CONFIGURE DISC SHARING

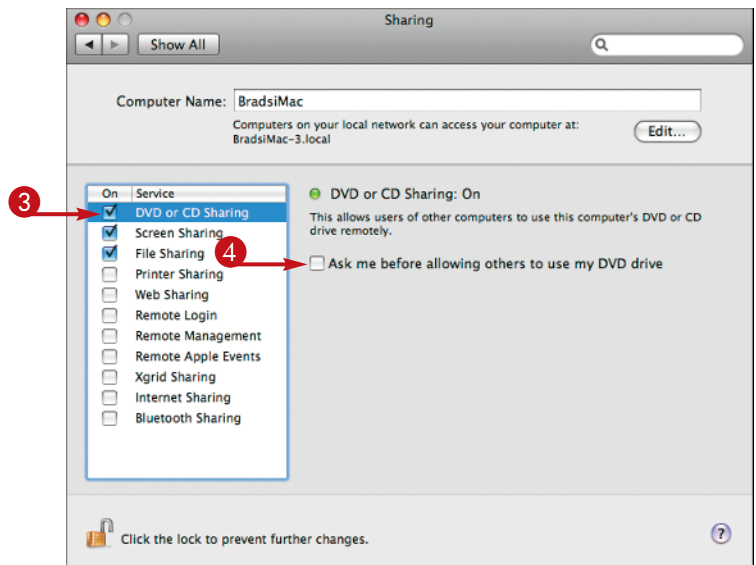
Note: To be able to use Remote Disc, MacBook Air must be on the same network as the Mac with a disc drive. To configure a network, see Chapter 7.

- 1 On a Mac with a disc drive, open the **Apple** menu () and choose **System Preferences**.
- 2 Click the **Sharing** icon.



The Sharing pane appears.

- 3 Check the **DVD or CD Sharing** check box. DVD or CD Sharing starts.
- 4 If you want to be prompted to allow sharing each time someone uses Remote Disc, check the **Ask me before allowing others to use my DVD drive** check box.



ACCESS A SHARED DISC

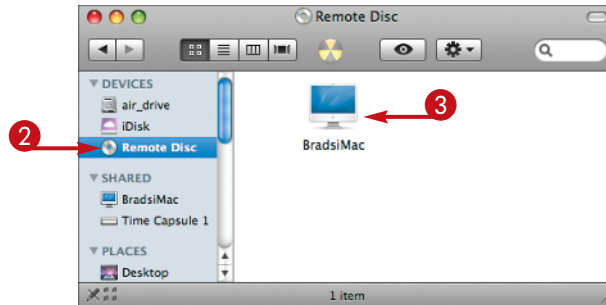
- 1 Insert the disc you want to use into the Mac with a disc drive.



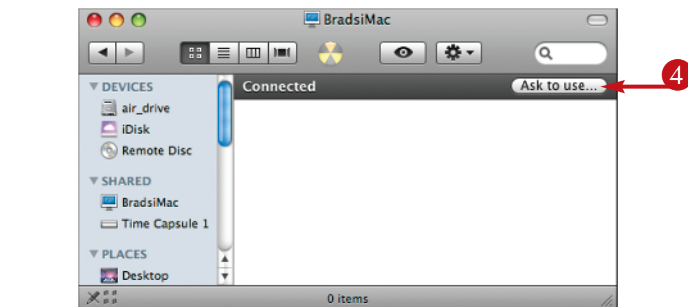
- 2 On MacBook Air, select **Remote Disc** on the Sidebar.

You see the computers that are configured to share discs on the network.

- 3 Double-click the icon of the computer whose disc you want to share.



- 4 If the **Ask to use** button appears, click it; if not, skip this step.



- If permission to share the disc is given (if required), the disc that is being shared appears in the window and you can access its files by double-clicking its icon.

