

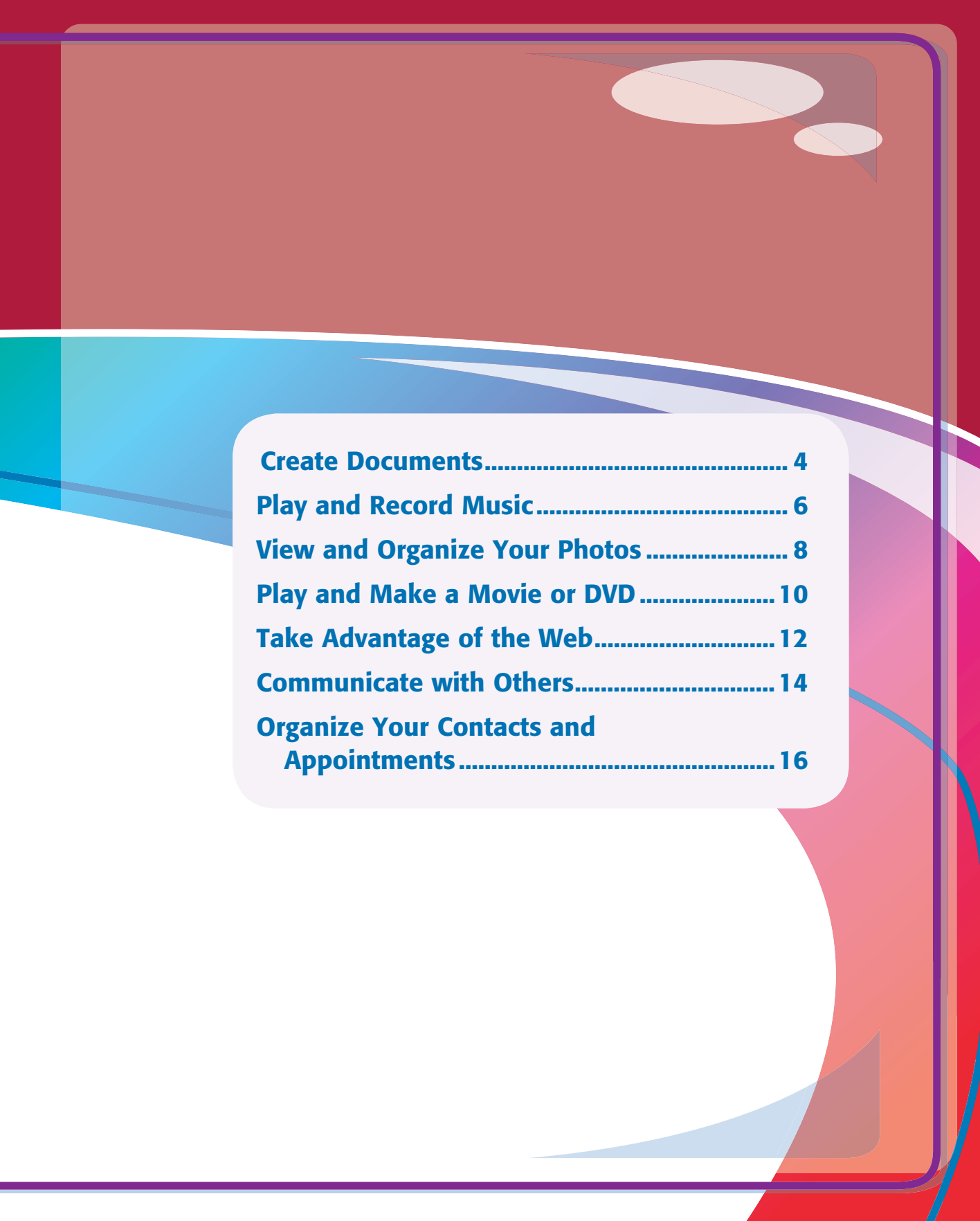
CHAPTER

1

Understanding What You Can Do with Mac OS X



Are you ready to learn about what you can do with Mac OS X? In this chapter you find out about the wide variety of tasks you can perform with Mac OS X, including creating documents, playing music, organizing photos, contacts, and appointments, surfing the Web, and communicating with others.



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Create Documents

You can use Snow Leopard to create a wide variety of documents, including lists, letters, memos, budgets, forecasts, presentations, and Web pages.



Text Documents

You can use text editing software on Snow Leopard to create simple documents such as lists, notes, instructions, and other items that do not require fonts, colors, or other types of formatting. With Snow Leopard, you can use the TextEdit application to create plain text documents, and the Stickies application to create electronic sticky notes.



Word Processing Documents

You can use word processing software on Mac OS X to create letters, resumes, memos, reports, newsletters, brochures, business cards, menus, flyers, invitations, and certificates. Anything that you use to communicate on paper, you can create using Mac OS X. You can also use TextEdit to create formatted documents. Other examples include Microsoft Word for the Mac and Apple iWork Pages.



Spreadsheets

A spreadsheet is a software program that enables you to manipulate numbers and formulas to quickly create powerful mathematical, financial, and statistical models. Snow Leopard comes with a test drive version of the Apple iWork Numbers application. Another example is Microsoft Excel for the Mac.



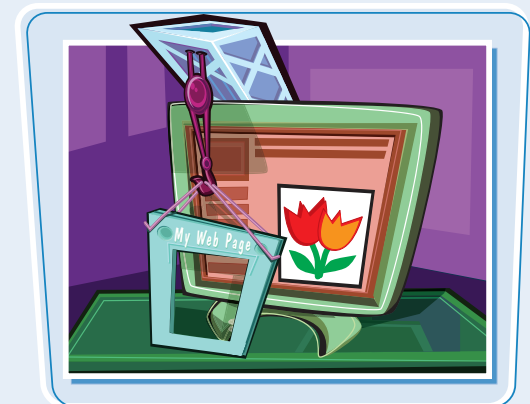
Presentations

A presentation program enables you to build professional-looking slides that you can use to convey your ideas to other people. Mac OS X comes with a test drive version of the Apple iWork Keynote application. Another example is Microsoft PowerPoint for the Mac.



Web Pages

You can use Web page editing software on Mac OS X to create your own pages to publish to the Web. You can create a personal home page, a blog, or pages to support your business. In Mac OS X, you can use the iWeb application to create and publish entire Web sites.



Play and Record Music

Mac OS X is a veritable music machine that you can use to organize and play your digital music collection. You can rip music from audio CDs, purchase music online, and even record new tunes.



iTunes

Mac OS X comes with the iTunes application, which stores your library of digital music files. With iTunes you can play albums and songs, organize tunes into related playlists, download and edit track information, and organize your music to suit your style. You can also use iTunes to listen to Internet-based radio stations.



iTunes Store

You can use the iTunes application to connect directly to the online iTunes store, where you can purchase individual songs, usually for 99 cents per song, or entire albums, usually for \$9.99 per album. Snow Leopard downloads the purchased music to your iTunes library, and you can listen to the music on your Mac or add the music to your iPod or iPhone.



Import Music from a CD

You can add tracks from a music CD to the iTunes library. This enables you to listen to an album without having to put the CD into your CD or DVD drive each time. In iTunes, the process of copying tracks from a CD to your Mac is called *importing* or *ripping*.



Record Music

Most Macs come with an application called GarageBand, part of Apple's iLife suite, that enables you to record your own tunes. You can attach an instrument such as a guitar or keyboard to your Mac and record your playing. You can also use GarageBand to add accompanying instruments such as drums, bass, piano, or another guitar.



Burn Music to a CD

You can copy, or *burn*, music files from your Mac onto a CD. Burning CDs is a great way to create customized CDs that you can listen to on the computer or in a portable device. You can burn music files using the iTunes application.



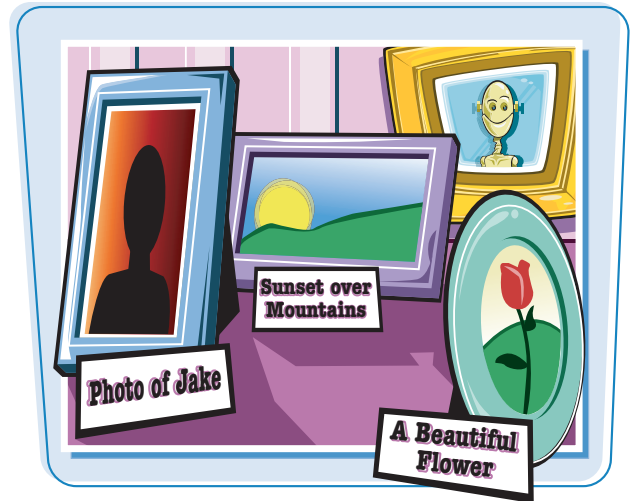
Synchronize with an iPod or iPhone

You can use the iTunes application to copy some or all of your music library to an iPod or iPhone, which enables you to play your music wherever you are or on another audio device that connects to the iPod. When you attach the iPod or iPhone to your Mac, iTunes automatically synchronizes the iPod or iPhone according to the settings you specify.



View and Organize Your Photos

Your Mac's high-quality display is perfect for displaying, organizing, and editing your digital photos. You can view photo slideshows, import images from a camera, take snapshots, and edit your photos.



View Photos

Mac OS X gives you many ways to view your digital photos. You can view photos within Finder using the Cover Flow view, or by selecting the photos and pressing **Spacebar**. You can also double-click a photo file to open it using the Preview application, or you can open a file using the iPhoto application, if it is installed on your Mac. Also, both Preview and iPhoto enable you to run photo slideshows.



Organize Photos

If your Mac comes with iPhoto, part of Apple's iLife suite, you can use it to organize your collection of digital photos. For example, you can create albums of related photos, and you can create folders in which to store photos. You can also rename and rate photos, apply keywords to photos, flag important photos, and sort photos in various ways.



Import Photos to Mac OS X

If you have a digital camera attached to your Mac, you can use either the Image Capture application or the iPhoto application, part of Apple's iLife suite, to import some or all of the camera's images to Mac OS X.



Take Snapshots

If your Mac includes an iSight camera or has a digital video camera connected, you can use the Photo Booth application to take snapshots of whatever subject is currently displayed in the camera. You can also apply various effects to the photos.



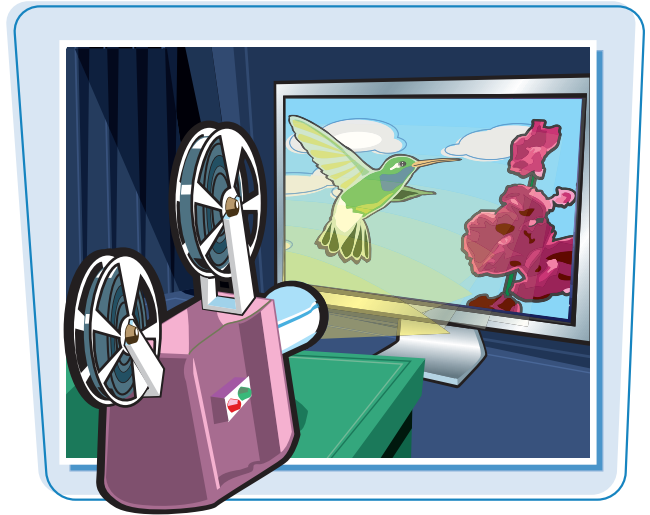
Edit Photos

If your Mac comes with the iPhoto application, you can use it to edit your digital photos. You can rotate, crop, or straighten a photo; you can modify a photo's exposure, contrast, and sharpness; you can fix problems such as red eye and blemishes; and you can apply special effects to a photo.



Play and Make a Movie or DVD

Your Mac's solid graphical underpinnings mean that it is a great tool for playing digital movies and DVDs. You can also use Mac OS X to create your own digital movies and your own DVDs.



Play a DVD

If your Mac has a DVD drive, you can use the DVD Player application to play a DVD movie. You can either watch the movie in a window while you work on other things, or you can switch to full screen mode and watch the movie using the entire screen. DVD Player has features that enable you to control the movie playback and volume.



Play a Video File

Mac OS X comes with an application called QuickTime Player that can play digital video files. The basic version that comes with Mac OS X enables you to open video files and control the playback and volume. QuickTime Pro – which you can purchase for \$29.99 – adds many extra features, including the ability to record movies and audio and to cut and paste scenes.



Play a Movie, TV Show, or Podcast

You most often use iTunes to play music, but you can also use it to play video files stored on your Mac, movies, and TV shows that you purchase from the iTunes store, as well as podcasts that you download from the iTunes store or subscribe to online.



Make a Movie

Most Macs come with an application called iMovie, part of Apple's iLife suite, that enables you to make your own digital movies. You can import clips from a video camera or video file, add clips to the movie, and rearrange and trim those clips as needed. You can also add transitions between scenes, music and sound effects, titles, and more.



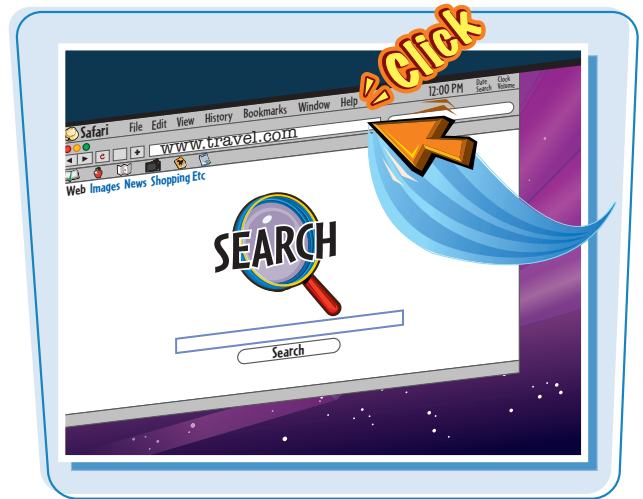
Make a DVD

You can use Mac OS X to create your own custom DVD discs. Using the iDVD application, part of Apple's iLife suite, you can create a DVD project that includes video footage, photos, and audio effects. You can enhance the project with a custom menu, titles, and sophisticated background and text themes. When you are done, you can burn the project to a DVD disc.



Take Advantage of the Web

You can use Mac OS X to connect to the Internet and access the World Wide Web to look for information or news, buy and sell goods, socialize with others, and more.



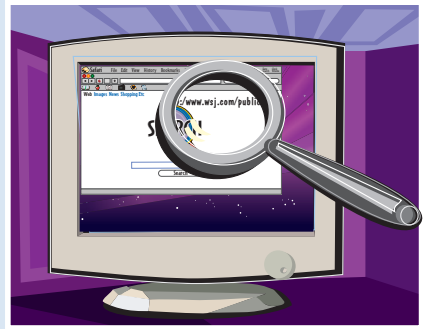
Surf the Web

Mac OS X comes with a browser application called Safari that you use to surf the Web. With Safari you can navigate Web pages, save favorite Web pages as bookmarks, and view multiple pages in a single window using tabs.



Search for Information

If you need information on a specific topic, free Web sites called *search engines* enable you to quickly search the Web for pages that have the information you require. You can search the Web either by going directly to a search engine site or by using the search feature built into Safari.



Read News

The Web is home to many sites that enable you to read the latest news. For example, many print sources have Web sites, some magazines exist only online, and there are more recent innovations such as blogs and RSS feeds. Some media sites require that you register to access the articles, but on most sites the registration is free.



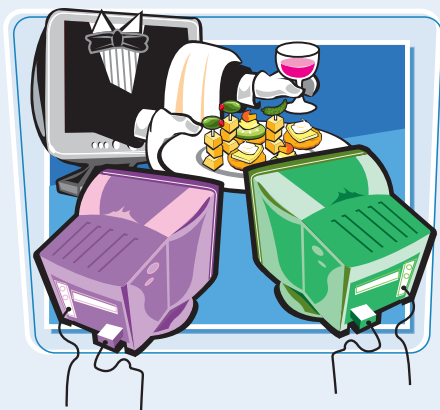
Buy and Sell

e-Commerce — the online buying and selling of goods and services — is a big part of the Web. You can use Web-based stores to purchase books, theater tickets, and even cars, which gives you the convenience of shopping at home, easily comparing prices and features, and having goods delivered to your door. Many sites also enable you to sell or auction your products or household items.



Socialize

The Web offers many opportunities to socialize, whether you are looking for a friend or a date, or you just want some good conversation. However, it is a good idea to observe some common-sense precautions. For example, arrange to meet new friends in public places, supervise all online socializing done by children, and do not give out personal information to strangers.



Take Advantage of MobileMe

You can use Mac OS X to set up a Web-based MobileMe account that enables you to perform many activities online, including exchanging e-mail, maintaining contacts, tracking appointments, sharing photos, and storing files online. You can also synchronize data between Mac OS X and your MobileMe account.



Communicate with Others

You can use Mac OS X to communicate with other people using online technologies such as e-mail and instant messaging.



Exchange E-mail

E-mail is the Internet system that enables you to electronically exchange messages with other Internet users anywhere in the world. To use e-mail, you must have an e-mail account, which is usually supplied by your ISP. The account gives you an e-mail address to which others can send messages. You then set up that account in Mac OS X's Mail application.



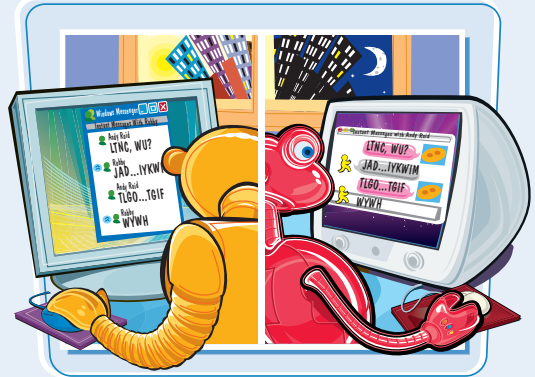
Exchange E-mail over the Web

You can also set up a Web-based e-mail account. Although you can do this using services such as Hotmail.com and Yahoo.com, many Mac users create MobileMe accounts, which include Web-based e-mail. A Web-based account is convenient because it enables you to send and receive messages from any computer that has access to the Internet.



Exchange Instant Messages

Instant messaging allows you to contact other people who are online, thus enabling you to have a real-time exchange of messages. Communicating in real time means that if you send a message to another person who is online, that message appears on the person's computer right away. If that person sends you a response, it appears on your computer right away. On Mac OS X, you use the iChat application to exchange instant messages.



Audio Chat

You can also use the iChat program to audio chat with another person. With an audio chat, you speak into a microphone and your voice is sent over the Internet to the other person who hears you through his or her computer's speakers. You also hear that person's voice through your own speakers.



Video Chat

You can also use the iChat program to video chat with someone. With a video chat, your image is captured by a video camera — such as the iSight camera built into many Macs — and a microphone captures your voice, and both the video and audio streams are sent over the Internet to the other person. You can also see and hear the other person on your Mac.



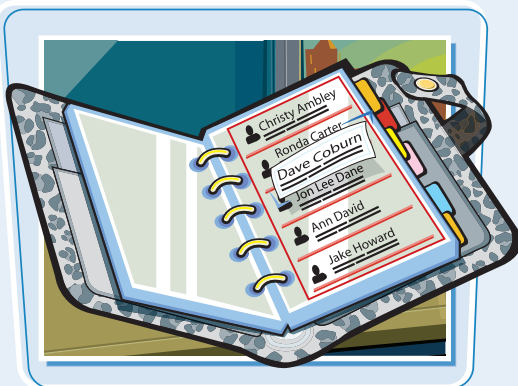
Organize Your Contacts and Appointments

You can use Mac OS X to help you organize your life. Specifically, Mac OS X comes with tools that enable you to manage your contacts and schedule your appointments.



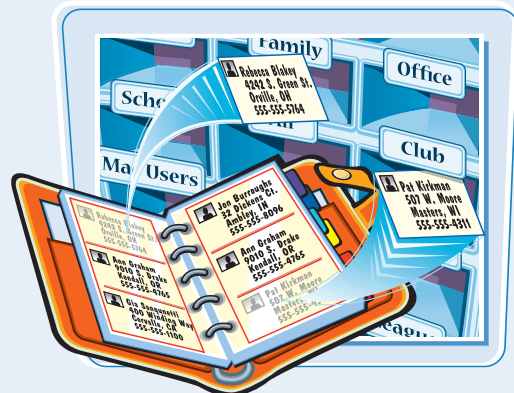
Maintain Your Address Book

Mac OS X comes with an application called Address Book that enables you to store information about your contacts. For each contact, you can store data such as the person's name, address, telephone number, e-mail address, birthday, and more.



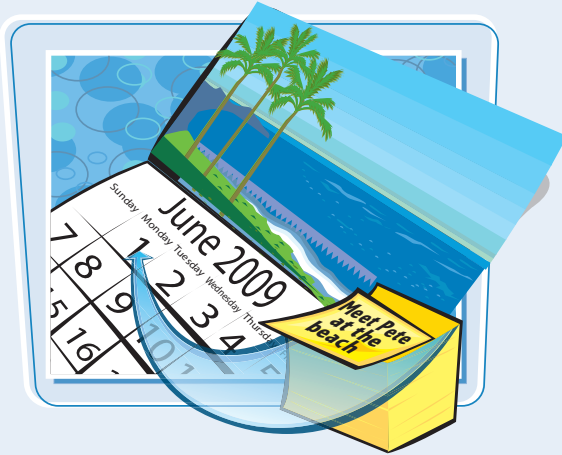
Work with Contacts

You can use your Address Book items to perform many different contact-related tasks. For example, you can use Mail to send a message either to individual contacts or to a contact group, which is an Address Book item that contains multiple contacts. Also, you can use iCal to set up a meeting with one or more contacts.



Schedule an Appointment

You can help organize your life by using Mac OS X to record your appointments on the date and time they occur. You do this using the iCal application, which uses an electronic calendar to store your appointments. You can even configure iCal to display a reminder before an appointment occurs.



Schedule an All-Day Event

If an appointment has no set time — for example, a birthday, anniversary, or multiple-day event such as a sales meeting or vacation — you can use iCal to set up the appointment as an all-day event.



Schedule a Repeating Appointment

If an appointment occurs regularly — for example, once a week or once every three months — you do not need to schedule every appointment by hand. Instead, you can use iCal to configure the activity as a repeating appointment, where you specify the repeat interval. iCal then creates all the future appointments automatically.



Synchronize with MobileMe

If you have a MobileMe account, you can synchronize Mac OS X's contacts and appointments so that they also appear in the MobileMe Address Book and calendar. If you have an iPhone, you can use MobileMe to sync those same contacts and appointments to your phone. If you have a second Mac, you can use MobileMe to keep your contacts and appointments in sync on both Macs.

