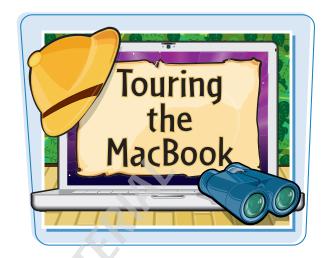
Tour MacBook

MacBooks are elegantly designed and are simple and easy to use. But do not let that fool you: They are also very powerful and extremely capable computers that can do just about anything you want them to. Here you can learn about the MacBook's major features from the outside, including its controls, ports, and other areas that you use to control your MacBook and to connect it to other devices.



MacBook

Display

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

iSight camera

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

Microphone

Input audio-to-audio conference and record your voice or other sound.

Keyboard

Along with the standard letter and number keys, you have function keys to control your MacBook.

Trackpad

Enables you to move the cursor on the screen just by sliding your finger.

Ports

Connect MacBook to other devices, such as drives, iPods, and so on.

Sleep indicator light

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

Disc drive

Use or burn CDs and DVDs.



MacBook Keyboard

Brightness

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

Exposé

Press 63 to show thumbnails of all open windows so you can easily move into one of them.

Dashboard

Press 4 to open or close the Dashboard.

Previous/Rewind

Press to move to the previous item or rewind in iTunes and other applications.

Play/Pause

Press F8 to play or pause iTunes and other applications.

Alternate function key

Hold down while pressing a function key to perform the alternate task.

Next/Fast Forward

Press 19 to move to the next item or fast-forward in iTunes and other applications.

D

Modifier keys

Press to invoke keyboard shortcuts.

Volume

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

Power button

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

Eject

Press to eject a CD, DVD, iPod, or other mounted device.

Scroll keys

Press to move around the screen.



Tour MacBook (continued)

MacBook includes the ports you need to connect to other devices, such as networks, external displays, speakers, iPhones, iPods, disk drives, and more. The specific port you use for any task depends on the devices to which you are connecting your MacBook.

MacBook includes some accessories; you should consider adding a few more to your MacBook toolkit, especially an external disk drive for backups.



MacBook Ports

Power adapter

Connect MacBook to power.

Ethernet

Connect MacBook to an Ethernet network.



Use an adapter to connect MacBook to an external display or projector.

USB

Connect USB devices, such as iPods, iPhones, and disk drives.

Analog/digital audio out

Connect headphones or analog speakers or use a TOSLINK adapter to connect for digital audio, such as with surround sound speakers. (Also can be used for analog sound input.)

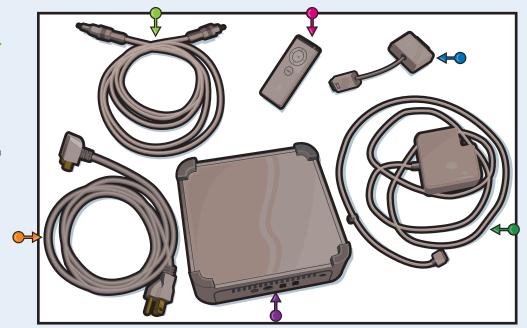
MacBook Companions

TOSLINK adapter and audio cable

An optional TOSLINK adapter and digital audio cable enable you to connect MacBook to digital audio devices, such as surround sound speakers.

Remote

Control MacBook from afar, such as when you are listening to music or watching movies.



Mini DisplayPort adapter

An optional Mini DisplayPort adapter enables you to connect MacBook to an external display or projector.

Power cord

Connects to the power adapter to enable you to be farther away from a power outlet to work from that source or to charge the battery.

External hard drive

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

Power adapter

Transforms standard outlet power to what MacBook needs to run and charges its battery.

Start Up and Log In

Starting a MacBook is not much of a challenge. After you turn MacBook on, you might also need to log in to start using it (which is not a challenge either). That is because Mac OS X supports multiple user accounts so that each person who uses MacBook can have her own resources. You created at least one user account when you first turned on MacBook.

Mac OS X includes an automatic login feature, which bypasses the login process. If this feature is turned on, you do not have to log in to start using MacBook. If it is not turned on, you need to know a user name and password to be able to log into a user account. MacBook prompts you to log in if this is the case.



Start Up and Log In

Start Up

- Open MacBook by lifting its lid.
- Press the Power button.

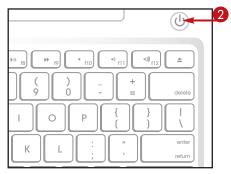
MacBook turns on and starts the boot process and you see the Apple logo and the processing "spinning" wheel on-screen. When the startup process is complete, you see the Login window if automatic login is turned off, or the Mac OS X desktop if automatic login is turned on.

If the Login window appears, it has either a list of user accounts or empty user name and password fields. Each option requires slightly different steps to log in.

Log In with the User List

- Start up MacBook.
 - The Login window appears, showing a list of user accounts on the MacBook.
- Slide your finger over the trackpad until the pointer is over the appropriate user account.
- 3 Click the trackpad.

Note: To click the trackpad button, just press down once on the trackpad; the whole trackpad is a button. Later, you learn how to configure different ways to click.





chapter **Exploring MacBook**

The Password field appears.

- 4 Enter the password for the user account.
- Point to the **Log In** button (@) and click the trackpad, or press Return

You log into the user account and the Mac OS X desktop appears.

Log In with a User Name

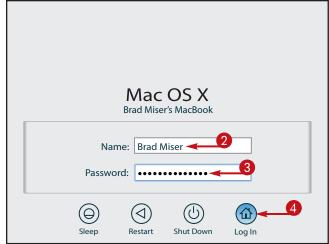
Start up MacBook.

The Login window appears, showing the Name and Password fields.

- Enter the name of the user account in the Name field.
- Enter the password for the account in the Password field.
- Point to the **Log In** button (@) and click the trackpad, or press Return

You log into the user account and the Mac OS X desktop appears.







What if I forget my password?

If you enter a password incorrectly, the Login screen shudders when you try to log in. This lets you know that the password you provided does not work. Try entering it again. If that does not help, click the Forgot Password button (1) and a password hint appears on the screen. If you still cannot log in, try a different user account.

What kind of user accounts are

Mac OS X supports several different types of user accounts. An Administrator account enables you to configure various aspects of the system; the first user account you created during the first time you started your MacBook is

Accounts Administrator Standard Guest

an Administrator account. Standard accounts cannot access very many of the configuration tools and can be limited even further to specific applications or documents. Guest accounts also have limited access to the system.

Explore the Mac OS X Desktop

MacBook operates through the Mac operating system, which is currently in version 10.6 Snow Leopard.

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



Mac OS X Desktop

Menu bar

A menu bar usually appears at the top of the screen so that you can access the commands it contains. (This is sometimes hidden in certain situations.)

Hard drives

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

SuperDrive

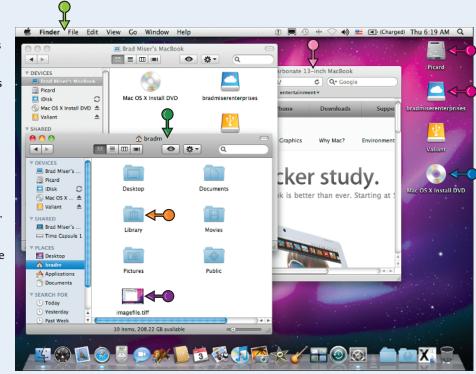
You can read from and write to DVDs or CDs using MacBook's SuperDrive.

Folders

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

Files

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



Finder windows

You view the contents of drives, folders, and other objects 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.

Help menu

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

View menu

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

Configurable menus

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

Go menu

Takes you to various places, such as specific folders.

Clock

Here you see the current time and day.

Window menu

Enables you to work with open Finder windows.

Spotlight menu

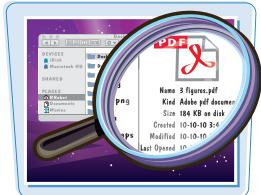
Enables you to search for information on MacBook.



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.

Zoom 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 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, a DVD or CD, external hard drives, and other devices that your MacBook 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 currently running.



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

Files, folders, and minimized windows

Icons on the right side of the Dock are for files, folders, and minimized windows (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 a DVD, this becomes the Eject icon.



Point and Click, Double-click, or Secondary Click

If you logged into your MacBook using the earlier steps, you already know the basics of using the trackpad. But, because this is such a fundamental skill, it bears repeating here. To tell MacBook what you want to do, point the on-screen pointer (an arrow when you are working on the desktop) to the object that you want to work with by sliding a finger over the trackpad.

After you tell MacBook what you want to work with, you tell MacBook what you want to do with it. You do this by clicking the trackpad, which is the same as the trackpad itself. (To make this action easy to recognize, it is referred to as clicking the trackpad button even though there is no separate physical button.) The number of times and how you click it determines what happens to what you are pointing at.



Point and Click, Double-click, or Secondary Click

Point and Click

- Slide your finger on the trackpad until the pointer points at something you want to work with, such as the icon of a file or folder.
- Press the trackpad once to click the trackpad "button," which is a single click.

The object is highlighted to indicate that it is now selected.

Note: Some objects on the desktop have an action associated with a single click. For example, if you click an icon on the sidebar or the Dock, the item opens. If you click a folder in Columns view, you go down another level into the contents of that folder.

Double-click

- Slide your finger on the trackpad until the pointer points at something you want to work with, such as a file's or folder's icon.
- Press the trackpad twice.

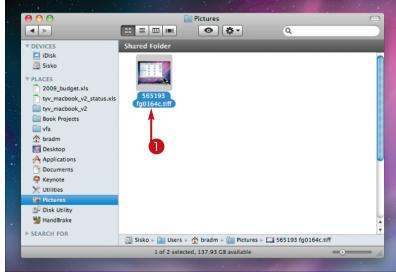
Whatever you were pointing at opens. For example, if you were pointing to a document, it opens in the associated application. If you pointed to a folder, it opens and you see its contents.

Point, Click, and Drag

- Slide your finger on the trackpad until the pointer points at something you want to move, such as a file's or folder's icon.
- Press the trackpad and hold it.

The object at which you were pointing becomes attached to the arrow and remains so until you release the trackpad.





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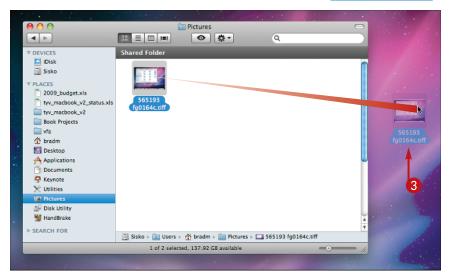
Exploring MacBook



- Hold the trackpad down and drag your finger on the trackpad to move the object.
- 4 When you get to the object's new position, release the trackpad.

The object is moved or copied to the new location.

Note: If you drag something to a different hard drive, flash drive, or disk volume, it is copied there. If you move it to a different location on the same disk, it is moved instead.



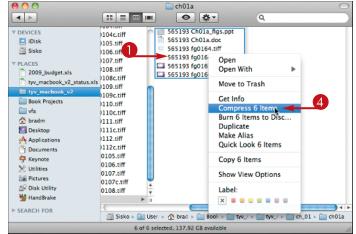
Secondary Click (Control -click)

- Point to an object on the desktop or even the desktop itself.
- Press and hold Control
- Click the trackpad.

A contextual menu appears. It is called a contextual menu because the commands appearing on it depend on what you are pointing to.

Choose a command on the resulting menu by pointing to it and clicking the trackpad once.

Note: A secondary click is also known as a right-click. This comes from mice that have two buttons (one on the left for the primary action and one on the right for the secondary action). Over time, any action that caused this secondary click became known as a right-click.





Why do things I click stick to the arrow?

You can configure the trackpad so you can drag things without having to hold the trackpad down. When this setting is on and you click something, it gets attached to the pointer. When you move the pointer, the object moves too. You learn how to configure this setting later in this chapter.



Nothing happens when I double-click things to open them. Why?

Two clicks have to happen within a certain amount of time to be registered as a double-click. You learn how to set the amount of time between clicks to

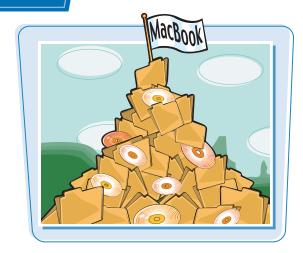


register a double-click later in this chapter.

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

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

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



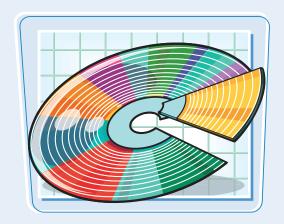
Hard Disk

A disk drive, also known as a hard drive, is one type of physical device that MacBook uses to store data. A hard disk contains a magnetic disk accessed through a read/write head to read or store information. MacBook has one internal hard 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 disk drives to MacBook through its USB port to expand the available storage room. Drives come in various storage capacities, such as 500GB or 1TB, and operate at different speeds (faster is better). Disks are represented on MacBook with icons that look different to represent different kinds of drives (internal versus external, for example).



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. Some files (called disk images) appear as volumes that you use as if they were a volume on a disk. Volumes are used to organize data in different ways and to represent various resources you work with.



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Optical Discs

CDs and DVDs serve many purposes. Examples abound, including listening to audio CDs, watching DVD movies and TV shows, and installing applications stored on a CD or DVD. You can also put your own data on CD or DVD, such as burning audio CDs with iTunes, creating DVDs with iDVD, and backing up your data on DVD. MacBook has a slot-loading disc drive located on its right side; to use a disc, simply insert it into the slot.



Folders

Like manila folders in the physical world, folders on MacBook 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; 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 the Keyboard

Obviously, using MacBook is a hands-on experience. One of your primary inputs is the keyboard, through which you make commands, add content to documents, send and receive e-mail, and so on. You can configure the keyboard to work the way you want it to.

You use the Keyboard pane of the System Preferences application to configure your keyboard. For example, you can set keyboard shortcuts for commands so you can activate the command by pressing a combination of keys.



Configure the Keyboard

Configure General Keyboard Settings

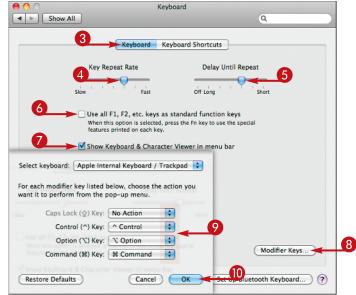
- Open the **Apple** menu (**a**) and choose **System Preferences**.
- Click the Keyboard icon.
- Click the Keyboard tab.
- Drag the **Key Repeat Rate** slider to the right to increase the number of times a letter or number repeats while you press and hold a key, or to the left to decrease the rate.
- Drag the **Delay Until Repeat** slider to the right to increase the amount of time you have to press and hold a key for its letter or number to repeat, or to the left to shorten the time.
- 6 If you do not want to use the built-in functions for the function keys but instead want them to act as normal function keys, check the Use all F1, F2, etc. keys as standard function keys check box.

Note: If you check this box, you press the Fn key to use the preprogrammed functions of the function keys, such as F2 to brighten the screen.

- To be able to quickly access the Keyboard and Character Viewers through the Input menu on the menu bar, check the Show Keyboard & Character Viewer in menu bar check box.
- 8 Click the **Modifier Keys** button.
- In the Modifier Keys sheet, use the pop-up menus to choose the key presses associated with the various modifier keys. For example, you can disable the Caps Lock key by choosing No Action.
- Click **OK**.

Your changes take effect and the sheet closes.





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Configure Keyboard Shortcuts

- Click the Keyboard Shortcuts tab.
 You see a list of commands and the associated keyboard shortcuts organized by category, such as Front Row and Keyboard & Text Input.
- Click the category for the shortcuts you want to view, such as Keyboard & Text Input.
- 3 Uncheck a shortcut's check box to disable it.

 That keyboard shortcut is grayed out in the list and no longer has any effect.
- Change the keys used for any shortcut by clicking the current shortcut, waiting for it to become highlighted, and pressing the new keyboard combination you want to use.

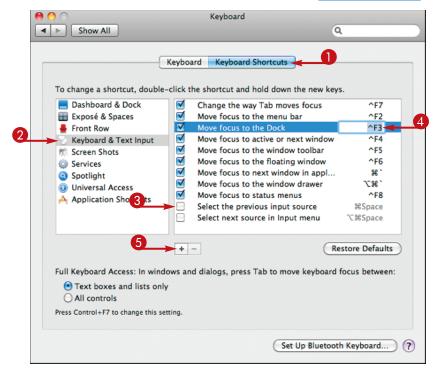
Note: If you hover over a keyboard shortcut, a tool tip listing the keys appears. This is helpful because the symbols used in the shortcuts do not appear on the keys, except for the

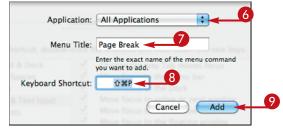
- 6 Add a new keyboard shortcut by clicking ...
- On the Application menu on the New Shortcut sheet, choose the application to which the shortcut applies or choose All Applications to have it impact all of them.

Note: If the application for which you want to set a shortcut is not listed in the menu, choose **Other**, move to and select the application, and click **Add**.

- Type the name of the command in the Menu Title field (you must type the name exactly as it appears on the menu, including a trailing ellipsis).
- 8 Click in the Keyboard Shortcut field and press the key combination you want to use.
- Q Click Add.

The new shortcut is created and is ready for you to use.







Where do I see the new keyboard shortcuts I have created?

On the Keyboard Shortcuts tab, select the Application Shortcuts section. Then expand the All Applications section to see all application

shortcuts or expand a specific application, such as Microsoft Word, to see the shortcuts created only for that application.



I messed up my shortcuts. How do I get back to where I started?

On the Keyboard Shortcuts tab, click the **Restore Defaults** button to set all keyboard shortcuts as they were when you first started MacBook. You lose any changes you have made over time, so if you only want to

reset a couple of shortcuts, just change those back to what you want them to be.



Configure the Trackpad

The other primary control MacBook has is its trackpad. At its most basic, you can use the trackpad to move the pointer on the screen by dragging your finger around the trackpad. As you learned earlier, you also click the trackpad to perform various actions, such as to select a command on a menu.

However, you can do a lot more with the trackpad than just moving the pointer and clicking. You can also configure it so that you can scroll in windows, rotate objects, and much more with various motions with up to four fingers.



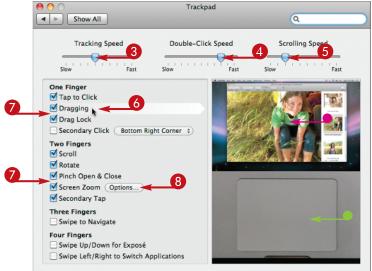
Configure the Trackpad

- Open the Apple menu () and choose System Preferences.
- Click the Trackpad icon.
- 3 Drag the **Tracking Speed** slider to the right to cause the pointer to move more for the same amount of finger movement or to the left to cause it to move less for the same finger movement.
- Drag the **Double-Click Speed** slider to the right to lower the interval between clicks to register a double-click, or to the left to increase the time between clicks to register a double-click.
- Drag the Scrolling Speed slider to change how far you scroll on the screen with the same amount of finger motion.
- To learn about a gesture, point to it so it becomes highlight in a light bar.
- A video showing the gesture in action appears in the lower pane of the preview.
- The effect of the gesture appears in the upper pane. The video continues to play until you point to a different gesture.
- Review and enable any of the One Finger and Two Fingers gestures that you think you will use.

Note: If you enable the Secondary click gesture, choose **Bottom Right Corner** or **Bottom Left Corner** on the menu to set the location you tap to perform a secondary click.

8 If you enable the Screen Zoom gesture, click the **Options** button.





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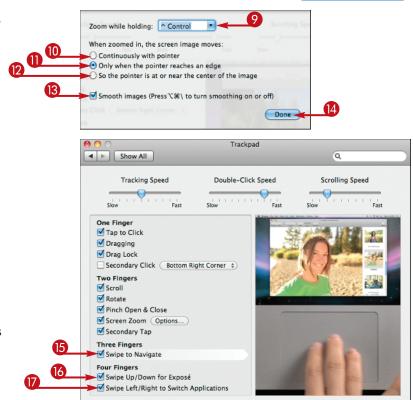
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- On the **Zoom while holding** pop-up menu, choose the key you want to hold down to zoom.
- To keep the screen image moving with the pointer when you are zoomed in, click Continuously with pointer.
- To move the screen image only when the pointer reaches the edge of the display, click **Only when the pointer reaches an edge.**
- To move the screen image so the pointer is always at the center, click So the pointer is at or near the center of the image.
- To smooth images while zooming, check the **Smooth images** check box.
- (I) Click Done.
- To be able to "flip" through a document by dragging three fingers to the left or right, enable the **Swipe to Navigate** check box.
- To activate Exposé by dragging four fingers up or down the trackpad, check the **Swipe Up/Down for Exposé** check box.

Note: You learn about Exposé in Chapter 3.

To move between applications by dragging fours fingers to the left or right, check the **Swipe Left/Right to Switch Applications**check box.





How can I use a mouse with MacBook?

You can connect any Mac-compatible USB mouse to MacBook. You can also use a Bluetooth mouse with MacBook; see Chapter 9 for the steps to configure and use a Bluetooth mouse. When a mouse is connected, use the Mouse pane of the System Preferences application to configure it.

How do I drag things with the trackpad?

This one can take some getting used to. Enable dragging by checking the **Dragging** and **Drag Lock** check boxes. Click the object you want to move once so it is selected. Quickly tap your finger on the trackpad two times. The object sticks to the pointer (if it opens instead, tap twice more quickly). Move the pointer to



where you want to place the object. Tap the trackpad again to drop the object in that location. (If Drag Lock is disabled, the object drops as soon as you lift your finger.)

Sleep, Log Out, Restart, or Shut Down

As great as MacBook is, you probably will not use it all the time. When your work with MacBook is complete for the day, there are several ways to stop using MacBook. Most of the time, you either put MacBook to sleep or log out. During sleep, everything you had open remains open, but MacBook goes into low-power mode; you can wake it up to quickly get back to whatever you were doing. When you log out, all open documents and applications close and you return to the Log In screen, but MacBook continues to run.

When you want to turn MacBook off, you shut down. You need to do this only when you are not going to be using MacBook for extended periods of time. There are also times when you want to restart MacBook, such as when you are troubleshooting a problem.



Sleep, Log Out, Restart, or Shut Down

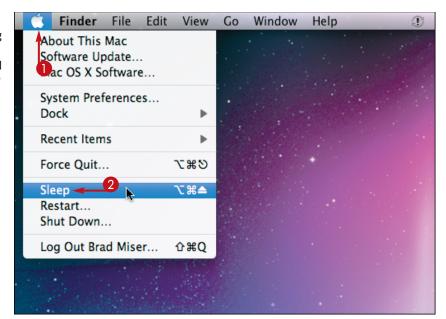
Sleep or Log Out

- Open the **Apple** menu (**(**) by pointing to it and clicking once.
- Scroll down by dragging on the trackpad until Sleep or Log Out Account Name (where Account Name is your user account name) is highlighted.
- 3 Click the trackpad.

 If you selected **Sleep**, MacBook's display goes dark, its hard drive stops,

and the Sleep indicator light pulses.

Note: You can put MacBook to sleep even faster by simply closing its lid.

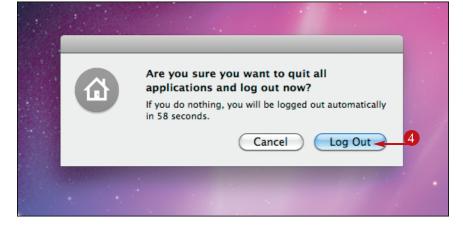


If you selected **Log Out**, the Log Out confirmation dialog appears.

4 Click Log Out.

All applications and documents close, and the Log In screen opens.

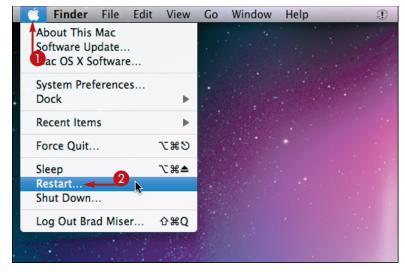
Note: A faster way to log out is to press # + Shift + Q.



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Restart or Shut Down

- Open the **Apple** menu () by pointing to it and clicking.
- Drag down the trackpad until **Restart** or **Shut Down** is highlighted.
- Click the trackpad.



Depending on which option you chose, the appropriate confirmation dialog appears.

- To restart MacBook, click Restart. MacBook shuts down and then starts up again.
- To shut down MacBook, click Shut Down.

MacBook turns off.

Note: You can also perform the tasks in this section by pushing the **Power** button. The dialog that appears contains Restart, Sleep, and Shut Down buttons. Click a button to perform that action.





Should I turn my MacBook off?

In most cases, no. It is usually better to just put it to sleep. When you want to use it again, wake MacBook up and it is ready in just a few seconds. Starting it



up again can take several moments. If you will not be using MacBook for an extended period of time and it is not connected to the power adapter, it is better to shut it down so the battery does not get completely drained.

When should I log out instead of shutting down my MacBook?

If you leave your MacBook in a place where other people can get to it, you probably do not want to leave it running in case someone decides to see what he can do with it. You can shut it down. However, if automatic login is turned on, someone can simply turn MacBook on and start



using it. To prevent someone from using MacBook, log out. Everything you had open closes and you return to the Login screen. When you want to use it again, you can quickly log back in. Later, you can learn how to set MacBook so it automatically locks to protect it when you are not actively using it.