

# How Can I Use My Desktop Space Efficiently?



Your MacBook Pro’s desktop is the area that is displayed on its screen. Like a physical desktop, you place things (in this case, windows) “on top” to focus your attention on them and use their content. As you work, your desktop naturally becomes cluttered with windows for applications, documents, and system tools. Keeping control of all these windows helps you make the most of your MacBook Pro’s desktop space. With all the great desktop management tools Mac OS X offers, it’s a lot easier to keep your MacBook Pro desktop neat and tidy than it is a real desktop.

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# Setting Finder Desktop Icon Preferences

By default, icons for your MacBook Pro's hard drive, external hard drives, DVDs and CDs, and servers appear on the desktop. This is okay if that is your preference, but they take up space on the desktop unnecessarily because you can get to these elements more easily by opening a Finder window and using the Sidebar.



## Genius

It's easy to forget sometimes that the folders and files you see on the desktop are determined by the contents of the Desktop folder within your Home folder. If you want to keep a folder or file but don't want it to take up space on your desktop, simply move it into a different folder within your Home folder. In addition to having a neater appearance, this also helps you work more efficiently because you'll have an easier time finding folders and files than you would if they were scattered on your desktop.

To hide these icons, perform the following steps:

- 1. Choose Finder ⇨ Preferences.** The Finder Preferences dialog appears.
- 2. Select the General tab if it isn't selected already.**
- 3. Deselect the check boxes for the icons that you don't want to see on your desktop.**  
For example, to hide the icon for the MacBook Pro's internal hard drive and any external hard drives connected to it, deselect the Hard disks check box. As you deselect the check boxes, the related icons disappear from your desktop.

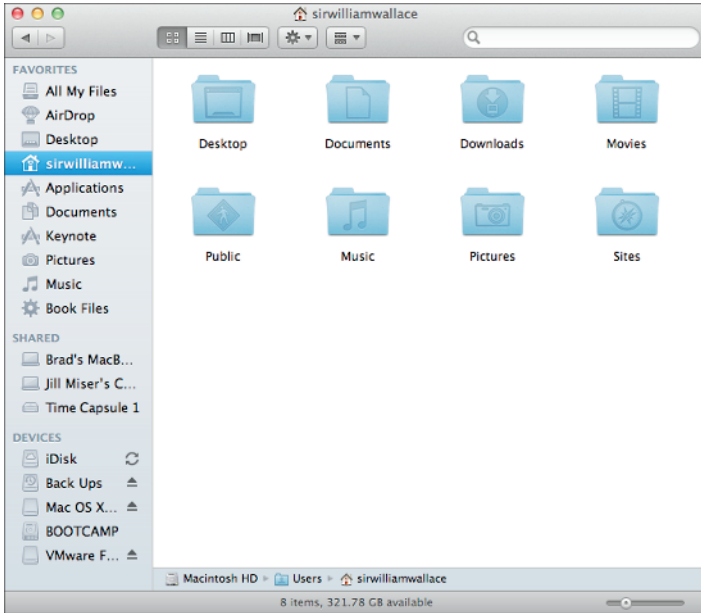
## Working with the Sidebar and Toolbar

Much of the time that you are working on your desktop will involve Finder windows. Two areas of Finder windows that you will use frequently are the Sidebar and the toolbar. You can use these features as they are, but you can also customize them to make your desktop space more efficient.

### Using and configuring the Sidebar

The Finder's Sidebar makes it easy to get to specific locations. It comes with a number of default locations, but you can add items to or remove them from the Sidebar so that it contains the items you use most frequently.

The Sidebar is organized into sections (see Figure 1.1). FAVORITES are the locations on your MacBook Pro that you visit most frequently; the Sidebar includes a number of default locations, but you can customize this section so it reflects the places you visit the most. SHARED items are locations you are accessing on a network, such as a shared hard drive. DEVICES includes hard drives, disk images, and your iDisk that are mounted on your MacBook Pro.



**1.1** Use the Sidebar to quickly move to items that you want to view in a Finder window.

Using the items on the Sidebar is simple (which is why the Sidebar is so useful). Simply click the icon with which you want to work. What happens when you click depends on the kind of icon you clicked. The potential outcomes include the following:

- **All My Files.** When you click this icon, all the files you've worked with appear in the Finder window. You can use the view and browse tools to access any file you want to work with.
- **AirDrop.** When you click this icon, any Mac (running Mac OS X 10.7 or higher) with Wi-Fi on that your MacBook Pro can communicate with appears with the icon of its current user. You can send files to other users by dropping them on the related icon; people can share files with you in the same way.
- **Devices.** When you select a device, the contents of that device are displayed in the Finder window. For example, when you click a hard drive's icon, you see its contents.

- **Shared folder or drive.** When you select a shared network resource, you see the tools you can use to log in to that resource or you see the contents of the resource if your MacBook Pro is configured to log in to it automatically.
- **Folder.** When you click a folder, you see its contents in the Finder window.
- **Document.** Clicking a document's icon opens the associated application and you see and work with the document's contents.
- **Application.** If the icon is for an application, the application launches.
- **Search.** If you click a search icon, the search runs and you see the results of the search in the Finder window.



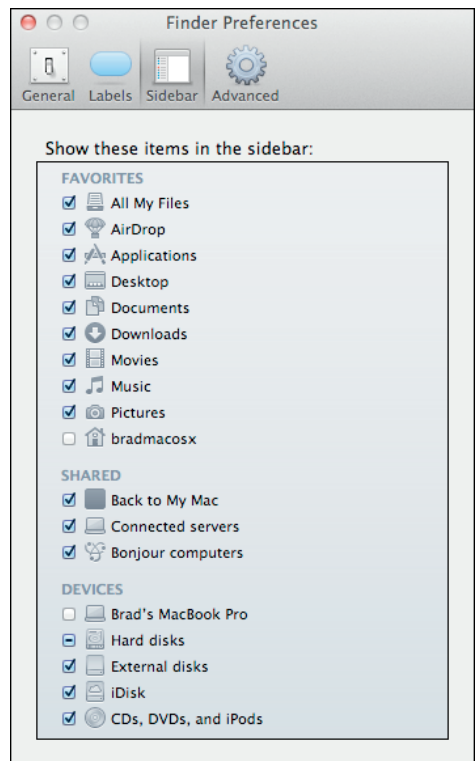
### Note

Each type of item on the Sidebar has a distinctive icon, making what it represents easy to distinguish.

You can show or hide the contents of each section. Point to the section's title and click Hide. The section is collapsed so you only see its title. Click Show to expand a section.

You can customize the Sidebar so that it has the content you want. Here's how:

1. **Choose Finder ⇨ Preferences.** The Finder Preferences window appears.
2. **Click the Sidebar tab (see Figure 1.2).**
3. **Select the check box for each item that you want to appear on the Sidebar.**
4. **Deselect the check box for any items that you don't want to appear on the Sidebar.**
5. **Close the Finder Preferences window.**
6. **Open a Finder window.**



**1.2** You can determine the kinds of resources that are available on your Sidebar by setting the appropriate preferences.

**Note**

The FAVORITES section is the only one you can manually configure. The content of the other sections is determined by the Preferences settings, what your MacBook Pro is connected to on the network, and the devices or disk images mounted. If you drag an icon onto something in the other sections, it may be copied there instead, such as when you drag an icon onto a disk's icon.

7. **To remove an item from the FAVORITES section of the Sidebar, perform a secondary click on it (the default action is Ctrl+click, but as you learn in Chapter 5, you can configure a trackpad gesture for this) and choose Remove from Sidebar.** The icon disappears. Of course, when you remove something from the Sidebar, it's not removed from the computer. The item remains in its current location on your MacBook Pro, but it is no longer accessible from the Sidebar.
8. **To add something to the Sidebar, drag it from a Finder window or desktop onto the FAVORITES section.** As you move the item onto the Sidebar, a blue line appears on the Sidebar at the location to which you've moved the item.
9. **When you're over the location in which you want to place the item, release the trackpad button.** The item's icon is added to the Sidebar, and you can use it just like the default items.
10. **To change the order of items in the Sidebar, drag them up or down the list.** As you move an item between others, they slide apart to show you where the item you are moving will be. (You can only move items within their sections.)

## Using and configuring the toolbar

The toolbar appears at the top of Finder window and contains buttons and pop-up menus that you can use to access commands quickly and easily. It includes a number of default buttons and pop-up menus, but you can configure the toolbar so that it contains the tools you use most frequently.

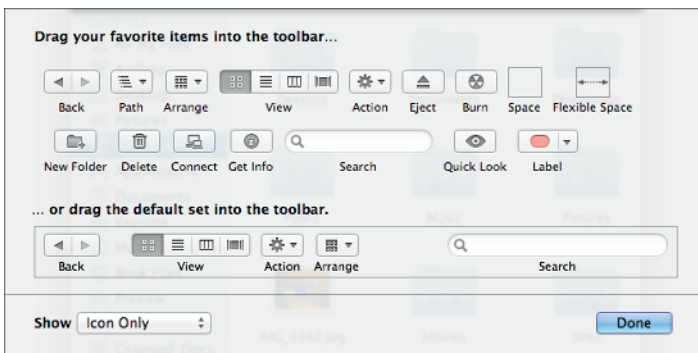
When you open a Finder window, the toolbar appears at the top of the window. The default tools on the toolbar (as grouped from left to right) are

- **Back/Forward buttons.** These buttons move you along the hierarchy of Finder windows that you've moved through, just like Back and Forward buttons in a web browser.
- **View buttons.** You can change the view of the current window by clicking one of the View buttons. For example, to see the window in List view, click the second button in the View group (its icon has horizontal lines).

- **Action pop-up menu.** This menu contains a number of useful contextual commands. These commands are the same as those that appear when you perform a secondary click on an item.
- **Arrange menu.** This menu enables you to arrange the contents of the window. For example, you can group items by name, date last opened, size, and so on. Choose None to remove the arrange settings.
- **Search bar.** You can search for items on the desktop by typing text or numbers into the Search bar. As you type, items that match your search term appear in the Finder window.

You can place the tools you prefer on your toolbar by performing the following steps:

1. **Open a Finder window.**
2. **Choose View ⇨ Customize Toolbar.** The Toolbar Customization sheet appears (see Figure 1.3).



1.3 Use the Toolbar Customization sheet to define the tools on your toolbar and to organize them.

3. **To remove a button from the toolbar, drag its icon from the toolbar onto the desktop.** When you release the trackpad button, the selected button disappears in a puff of smoke. The button continues to be available on the sheet if you want to add it again later.
4. **To add a button to the toolbar, drag it from the sheet and drop it on the toolbar at the location in which you want to place it.** When you release the trackpad button, the selected button is added to the toolbar.

5. **On the Show menu, choose how you want the buttons on the toolbar to appear; your options are Icon and Text, Icon Only, or Text Only.**
6. **When you finish customizing the toolbar, click Done.** The Toolbar Customization sheet closes and you see your customized toolbar.



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To return the toolbar to its default state, open the Toolbar Customization sheet and drag the default set of buttons onto the toolbar.

## Working with the Dock

The Dock is an important part of your desktop space. By default, it appears at the bottom of the desktop, but you can control many aspects of its appearance, where it is located, and, to a great degree, how it works. The Dock is organized into two general sections. The area to the left of the application/document separation line (the white, dashed line that looks like a highway dividing line that is a few icons to the left of the Trash icon) contains application icons. The area to the right of this line contains icons for documents, folders, minimized Finder or application windows, and the Trash/Eject icon.

When folders appear on the Dock, by default they become stacks. When you click a stack, it pops up into a fan or appears as a grid (depending on how many items are in the folder) so that you can work with items it contains (see Figure 1.4). You can disable this feature for any folder so that it behaves more like a normal folder (more on that shortly).

The Dock performs the following functions:

- **Shows running applications.** Whenever an application is running, you see its icon on the Dock. If the related preference is set (more on this later), a small glowing blue light is located at the bottom of every running application's icon. Application icons also provide information about what is happening with those applications. For example, when you receive e-mail, the Mail application's icon changes to indicate the number of messages you have received since you last read messages.
- **Enables you to open applications, folders, minimized windows, and documents quickly by clicking the related icon.**



The Trash icon is where all folders and files go when their time is done. When the Trash contains files or folders, its icon includes crumpled paper so that you know the Trash is full. When you select an ejectable item, such as a DVD, the Trash icon changes to the Eject symbol. You can drag a disc or other ejectable item onto that icon to eject the disc, drive, or volume.

Unless an application is permanently installed on the Dock (in which case the icon remains in the same position), the icon for each application you open appears on the right (or bottom) edge of the application area of the Dock.

Unlike open applications, open documents don't automatically appear on the Dock. Document icons appear on the Dock only when you add them to the Dock manually or when you have minimized a document's window. (When you open an application's menu in the Dock (secondary click), you see a list of all the windows open in that application.)

When you minimize a window, by default the window moves into the Dock using the Genie Effect, which pulls it down into the Dock. You can change this so that the Scale Effect is used instead, and you can change where the minimized window goes. Minimized windows are marked with the related application's icon in the lower-right corner of the Dock icon so you can easily tell from which application the windows come.



### Note

When you hide an application, its open windows do not appear on the Dock. The hidden application's icon continues to be marked so you know that the application is running. You can open a hidden application's Dock menu to jump into one of its open windows.

When you quit an open application, its icon disappears from the Dock (unless you have added that application to the Dock so that it always appears there). Minimized windows disappear from the Dock when you maximize them or when you close the application from which a document window comes.



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To move between applications quickly, press  $\text{⌘}+\text{Tab}$  or  $\text{⌘}+\text{Shift}+\text{Tab}$ . The Application Switcher appears. Click an icon to move into the associated application, or keep pressing the keys to cycle through the list; when you release the keys, you move into the selected application.

## Configuring and using Dock icons

The Dock becomes even more useful when you organize it to suit your preferences. You can move icons around the Dock, add more applications to it, remove applications that are currently on it, and add your own folders and documents to it so that they are easily accessible.

To add an application's icon to the Dock, simply drag it from a Finder window and drop it onto the location on the Dock where you want it to be stored (see Figure 1.5). (Application icons must be placed on the left side of the dividing line.) When you add an application icon to the Dock, an alias to the application is created; as with the default application icons, you can click the icon to open the application and perform a secondary click on its icon to open its Dock menu.



**1.5** Because I frequently use Firefox, I've added its icon to my Dock.

You can rearrange the application icons that are installed on the Dock by dragging them to the location where you want them to reside. Just as when you install a new icon, when you move an existing icon between two others, they separate so you can place the icon where you want it.



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You can add multiple items to the Dock at the same time by holding down the  $\mathbb{C}$  key while you select each item you want to add to the Dock, and then dragging it there.



### Note

The Dock has two icons that you can't move at all: Finder and Trash/Eject. Other than these two endpoints, you can change all the other icons on the Dock as much as you like. You can't change the location of the dividing line; it moves to the left or to the right based on the number of icons on each side of it.

You can remove an application icon from the Dock by dragging it up onto the desktop and releasing the trackpad button. When you do this, the icon disappears in a puff of digital smoke and no longer appears on the Dock. Because the icons on the Dock are aliases, removing them doesn't affect the applications that those aliases represent.

When you place a folder's icon on the Dock, it becomes a stack. A stack has some special characteristics, which is why it isn't just called a folder (however, you can configure a stack to behave like a folder). Two stacks are installed on your Dock by default: the Downloads and Documents stacks. You can add any other folders to the Dock just as you add applications to the Dock; simply drag their icons onto the Dock and drop them where you want them to be placed (folders and documents have to be placed on the right side of the dividing line). You can also reorganize stack icons by dragging them around on the Dock. And, as you can probably guess, you can remove stacks from the Dock by dragging their icons up onto the desktop.

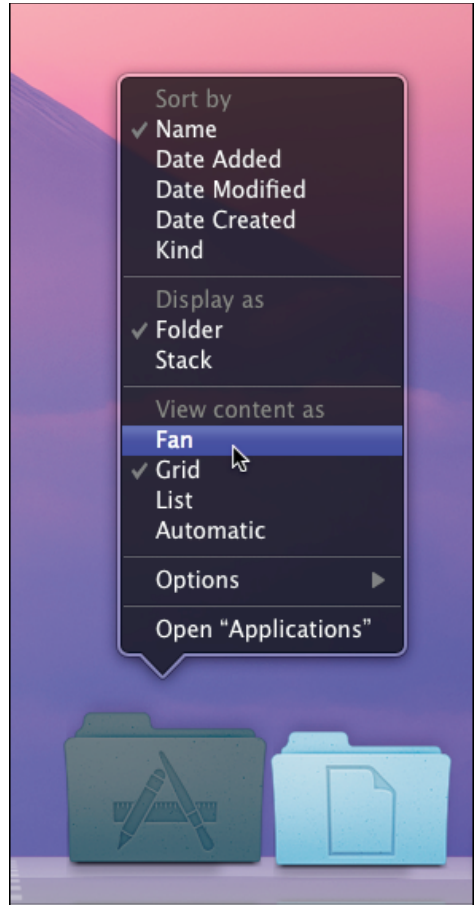
Stack icons sometimes take on the icon of the most recent file that has been placed into them. For example, if you last downloaded a disk image file, the Downloads stack icon is the icon for a disk image. When you place an image into your Pictures folder and have that folder installed on your Dock, its icon is a thumbnail of the last image you placed in it.

When you click a stack's icon, its contents fan onto the desktop if there are a few of them, or open into a grid if there are many. You can access an item on the fan or grid by clicking it. You can open the folder's contents in a Finder window by clicking Open in Finder.

As mentioned earlier, you can also configure how an individual stack's icon behaves by using its contextual menu. Perform a secondary click on the stack's icon and its menu appears (see Figure 1.6).

The options you have include

- **Sort by.** Choose the attribute by which you want the items in the stack to be sorted. For example, choose Date Added to have the most recently added content appear at the bottom of the fan (if the stack is set to fan, of course).
- **Display as.** Select Stack to have the icon look like a stack or Folder to replace the stack icon with the folder's icon. The only difference is that when you select Folder, you always see the folder's icon on the Dock, as opposed to the icon of the most recently added item, which is what you see when Stack is selected.
- **View content as.** Select Fan to see the default fan layout for the stack (until it contains too many items, at which point it uses the grid instead). Select Grid to have the folder's contents appear in a grid. Select List to display the contents in a list that looks similar to a mini-Finder window (see Figure 1.7); this is very useful for folders that contain subfolders because you can select a folder to move into it on another hierarchical menu. Select Automatic to have the Mac OS select the view that is most appropriate, based on the folder's contents.



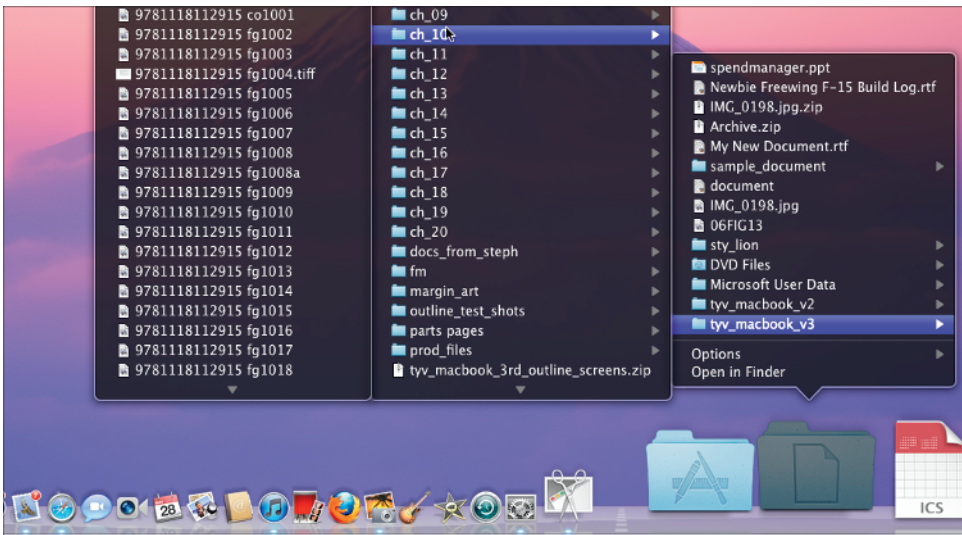
1.6 Stacks have many configuration options.

- **Options.** Choose Remove from Dock to remove the icon from the Dock. Choose Show in Finder to open a Finder window showing the folder's contents.
- **Open.** Choose this command to open the folder on the desktop.



### Note

The third type of Dock icon is for windows you have minimized. You can move a minimized window icon within the folder side of the Dock, but its location is only temporary (it remains there only until you maximize or close the window). If you drag a minimized window from the Dock, it snaps back to the Dock. You remove minimized windows from the Dock by moving into them or closing them.



1.7 Viewing a folder icon as a List makes it behave like a Finder window in Columns view.



### Note

All Dock settings are specific to each user account (see Chapter 2). One user's Dock settings do not affect any other user's Dock configuration.

## Configuring the Dock's appearance and behavior

The Dock offers several behaviors you can change to suit your preferences. You can also change various aspects of its appearance, as follows:

1. **Choose Apple menu → System Preferences.**

2. **Click the Dock icon.** The Dock pane appears.
3. **Drag the Size slider to the right to make the default Dock larger, or to the left to make it smaller.** This affects only the size of the Dock when no applications that aren't installed on it are open and no windows are currently minimized. The Dock changes size automatically as you open applications and minimize windows, but this setting does change its starting size.



### Note

When your MacBook Pro is connected to an external display, the Dock always appears on the primary display.

4. **Select the Magnification check box if you want to magnify an area of the Dock when you point to it.** This can make identifying items easier, especially when many items are on the Dock or when it is small.
5. **If you use magnification, drag the Magnification slider to the right to increase the level of magnification, or to the left to decrease it.**
6. **Select the position of the Dock on the desktop by clicking Left, Bottom (default), or Right.**
7. **On the Minimize using pop-up menu, select Genie Effect to pull down windows to the Dock when you minimize them, or Scale Effect to shrink them down into the Dock.**
8. **By default, application icons bounce as the application opens; if you don't want this to happen, deselect the Animate opening applications check box.**
9. **If you want the Dock to be hidden automatically when you aren't pointing to it, select the Automatically hide and show the Dock check box.** If you set the Dock so that it is hidden except when you point to it, you can use more of your display. When this behavior is enabled and you point to the Dock's location, it pops onto the desktop and you can use it. When you move off the Dock, it is hidden again.
10. **To show the glowing icon under running applications, select the Show indicator lights for open applications check box.** These lights are useful because they help you more easily identify open applications when you glance at the Dock (remember that when applications are hidden, you don't see any of their windows).



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You can turn Dock Hiding on or off by pressing Option+⌘+D.

## Working with the Launchpad

If you've used an iPhone, iPod touch, or iPad, you already know how to use the Launchpad on the Mac because it works exactly the same as the Home pages on these devices. The Launchpad provides one-click access to your applications, and you can organize the Launchpad to make it work efficiently for you.

**Note**

One difference between the Home pages on Apple mobile devices and the Launchpad is that only application icons can be stored on the Launchpad, whereas on an iPhone, iPod touch, or iPad, you can also store icons for web pages.

## Using the Launchpad

Using the Launchpad is straightforward. Click the Launchpad icon on the Dock (on a default Dock, it is located just to the right of the Finder icon) or perform a three-finger pinch (three fingers pinch against your thumb) on the trackpad (a preference that is enabled by default on the Trackpad pane of the System Preferences application). The Launchpad fills the desktop and you see icons on the current page (see Figure 1.8). To move to a different page, drag two fingers on the trackpad to the left or to the right; as you drag, the page “flips” to the next page or to the previous page.

**Note**

You'll notice that the Dock remains visible if it isn't hidden or becomes visible if it is hidden when the Launchpad is open. You can also use the Application Switcher while the Launchpad is displayed.

To open an application, click its icon. The Launchpad closes and you move into that application.

To access applications stored in a folder, click the folder; it expands so you can see the icons it contains (see Figure 1.9). Click the icon you want to use. To close the Launchpad without opening an application click on it, but not on an application's icon or perform a three-finger unpinch gesture on the trackpad.

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The Launchpad is actually an application. Therefore, you can add its icon to the Sidebar, open it by opening the Application folder and double-clicking its icon, and so on.



those icons are added to the Launchpad automatically. You can organize the icons on your Launchpad to make accessing its icons easier and faster.

To change the location of icons on the Launchpad, open it and drag the icon you want to move. You can change its location on the current page or drag it off the screen to the left or right to move it to another page (you have to linger at the edge of the screen until the page changes). As you move one icon between others, they shift to make room for the icon you are moving. When the icon is over the location you want, release it.

To create a new folder, drag one icon on top of another. Launchpad creates a new folder and tries to name the folder according to the type of applications you place together. The folder opens and you see the icons currently stored there. To change the folder's name, select it. When it is highlighted, type its new name (see Figure 1.10).



**1.10** You can organize icons on your Launchpad in folders.

You can place icons within existing folders by dragging their icons on top of the folder in which you want to place them. You can reorganize icons within folders by dragging them

around when the folder is open. To remove an icon from a folder, drag its icon outside of the folder window until the folder closes. To delete a folder, drag all of its icons outside of the folder; when you remove the second to last icon, the folder disappears (because folders can't contain just one icon).

You can remove applications (if they aren't Apple applications installed by default) by clicking and holding on an icon. After a moment, the icons will begin jiggling and the Remove (x) button appears. Click the Remove button and then click Delete at the prompt. Removing an application from the Launchpad also deletes it from your MacBook Pro, so be sure you really don't want the application before completing this action. (To return the Launchpad to normal without deleting an application, click outside of any application icon.)

## Working with the Dashboard

The Dashboard is actually an application that is a collection of mini-applications called widgets. By default, the Dashboard application is always running so that its widgets are always available to you. Unless you remove it from the Dock, the Dashboard's icon is located to the immediate right of the Finder icon on the Dock (or below the Finder icon if you use a vertical Dock).

By default, you can activate the Dashboard in the following ways:

- Press Fn+F12 (default).
- Click the Dashboard icon on the Dock.
- Open the Dashboard Dock icon menu and choose Show Dashboard.
- Double-click the Dashboard's icon in the Applications folder.
- Open Mission Control and move all the way to the left.
- Perform a three-finger swipe all the way to the left.
- Double-click a widget's icon.

When you activate the Dashboard, the widgets that are configured to open when it is activated appear (see Figure 1.11). You can then use those widgets or see their information.



**1.11** When you open the Dashboard, you get instant access to a set of widgets.

When you finish using widgets, deactivate the Dashboard again by pressing F4 or by clicking the right-facing arrow in the lower-right corner of the window. All the widgets disappear, the Dashboard closes, and you return to your desktop.

## Setting the Dashboard keyboard shortcut and hot corner

You can set a keyboard shortcut that you press and a hot corner that you can point to to open or close the Dashboard by performing the following steps:

1. **Open the System Preferences application.**
2. **Click the Mission Control icon.** The Mission Control pane appears.
3. **Click the Hot Corners button.** The Hot Corners sheet appears.
4. **To open the Dashboard by pointing to a corner of the desktop (set a hot corner), use the pop-up menu located next to each corner of the desktop thumbnail at the top of the pane to select Dashboard for the corner you want to make the hot corner.**
5. **After you've configured the hot corners, click OK.** The sheet closes.
6. **To change the Dashboard keyboard shortcut, use the Show Dashboard pop-up menu to choose the function or modifier keys you want to use; or use the menu to the right of that one to set the shortcut to be a secondary or middle mouse-click.**

## Configuring the Dashboard

One of the nice things about the Dashboard is that you can configure the exact set of widgets that you want to use and how those widgets appear on the screen. Here's how to customize your Dashboard:

1. **Press F4 to activate the Dashboard.** The widgets that are currently configured to open appear.
2. **Click the Add (+) button in the lower-left corner of the screen.** The widget bar opens and you see all the widgets that are currently installed on your MacBook Pro. At the bottom of each widget's icon on the widget bar, you see the widget's name. Widgets are shown in alphabetical order from left to right; browse the widgets by clicking the left- or right-facing arrow at each end of the bar. Each widget open on the screen contains the Close (x) button that indicates you are in Dashboard management mode (see Figure 1.12).
3. **To add a widget to your Dashboard, drag its icon from the widget bar onto the screen at the location where you want it to appear.** The widget appears on the screen with a cool rippling effect.
4. **Move the open widgets around the screen so they are in the position you want them to be when you activate the Dashboard.**

5. Close any widgets that you don't want to open when you activate the Dashboard by clicking the widget's Close button (the "x" located in the upper-left corner of each widget's window). The widget disappears from the Dashboard but remains on the widget bar.



**1.12** The widget bar at the bottom of the Dashboard shows all the widgets that are installed on your MacBook Pro.



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You can add multiple instances of the same widget to the Dashboard. Each time you add a widget, a new version of that widget is added to the Dashboard. This is useful for widgets that you configure with specific information, such as a location (the Weather widget is a good example).

You can use the Widgets Manager to configure your widgets. It is not shown by default, but you can open it using the following steps:

1. Open the Dashboard if it isn't open already.
2. Click the Manage Widgets button located in the lower-left corner of the window.  
The widget bar appears.

- 3. If the Widgets Manager isn't open, click the Manage Widgets button.** The Widgets Manager, which is actually a widget in itself, appears (see Figure 1.13).

Following are some ways you can use the Widgets Manager:

- **The list shows all the widgets that are available under the current user account.**
- **You can disable a widget by deselecting its check box.** This removes the widget from the Dashboard (if it's been added there) and the widget bar. This doesn't actually remove the widget from your computer, however. You can restore a widget by selecting its check box again.
- **Widgets marked with a red circle with a hyphen in its center are available only under the current user account.**



**1.13** Use the Widgets Manager to work with your widgets.



#### Note

Many widgets, such as the Weather and World Clock, require an Internet connection to work. Others, such as the Calculator, don't.

## Configuring widgets

To see if a widget has configuration options, move the pointer over the widget in which you are interested. If it has options, the Info button appears; this button is usually a lowercase “i” and is sometimes inside a circle. The location of the button varies, and sometimes they are hard to see, so just watch closely when you hover over a widget.

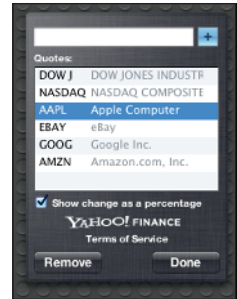
When you click the Info button, the widget's configuration tools appear (see Figure 1.14). You can use those tools to make the widget work or look the way you want it to. When you finish, click Done and the widget is updated accordingly.

You should always check out the Info options for any widgets that you use because they will probably make those widgets even more useful to you.

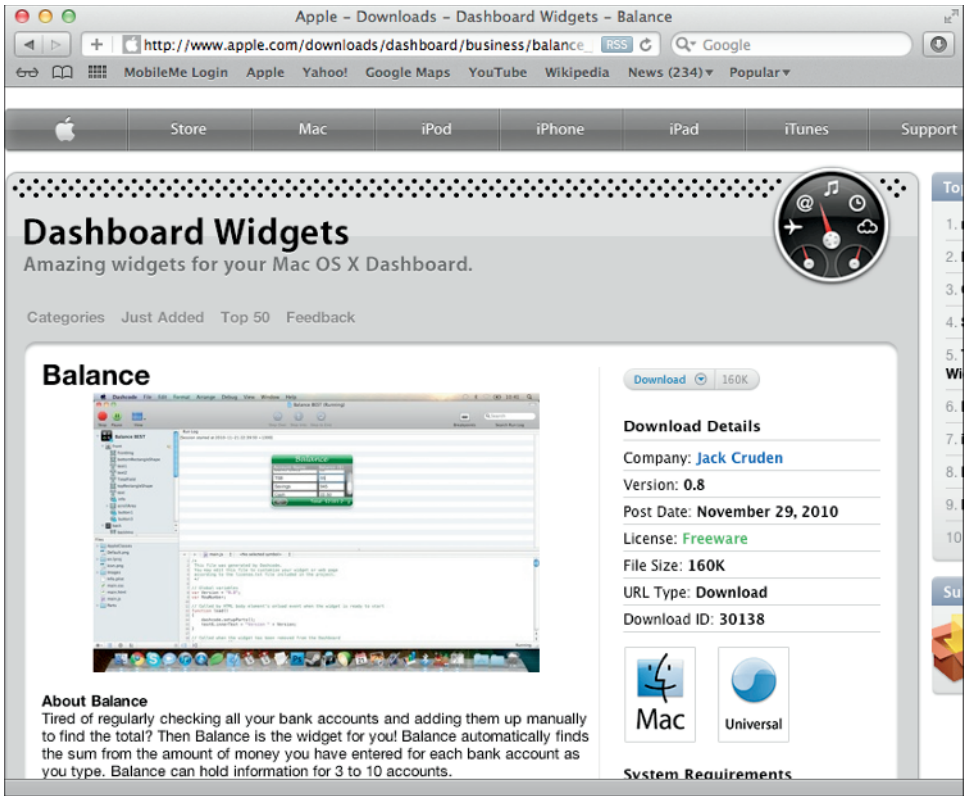
## Installing more widgets

The Dashboard includes quite a few widgets, but there are thousands of widgets available on the Apple widget website that you can download and install. Here's how to do it:

- 1. Open the Dashboard.**
- 2. Open the widget bar.**
- 3. If the Widgets Manager isn't installed on your Dashboard, click the Manage Widgets button.** The Widgets Manager appears.
- 4. In the Widgets Manager, click the More Widgets button.** Your default web browser opens and takes you to the Apple widgets web page (see Figure 1.15).
- 5. Browse or search until you find a widget you want to try.**
- 6. Download the widget.** In most cases, the widget is downloaded directly and you're prompted to install the widget after it's been downloaded. If this is the case for a widget you download, skip to Step 8.
- 7. If the file is downloaded to your Downloads folder, move to and open it.** Widget files have the file extension .wdgt. If you don't see this extension, you might have to double-click the file you downloaded to expand it.
- 8. Click Install at the prompt.** You move to the Dashboard and see the new widget that you installed.
- 9. Click Keep to keep the widget or Delete to get rid of it.** If you click Keep, it is installed on your Dashboard. If you click Delete, it is not installed on your Dashboard.
- 10. Configure and use the new widget.**



**1.14** You can configure the stocks that the Stocks widget tracks for you.



1.15 Got widgets?

## Creating your own web widgets

While you have to do some basic programming to create a widget like those you see on the Apple widget website, you can create your own widgets by capturing parts of websites that then appear as widgets on your Dashboard. Follow these steps:

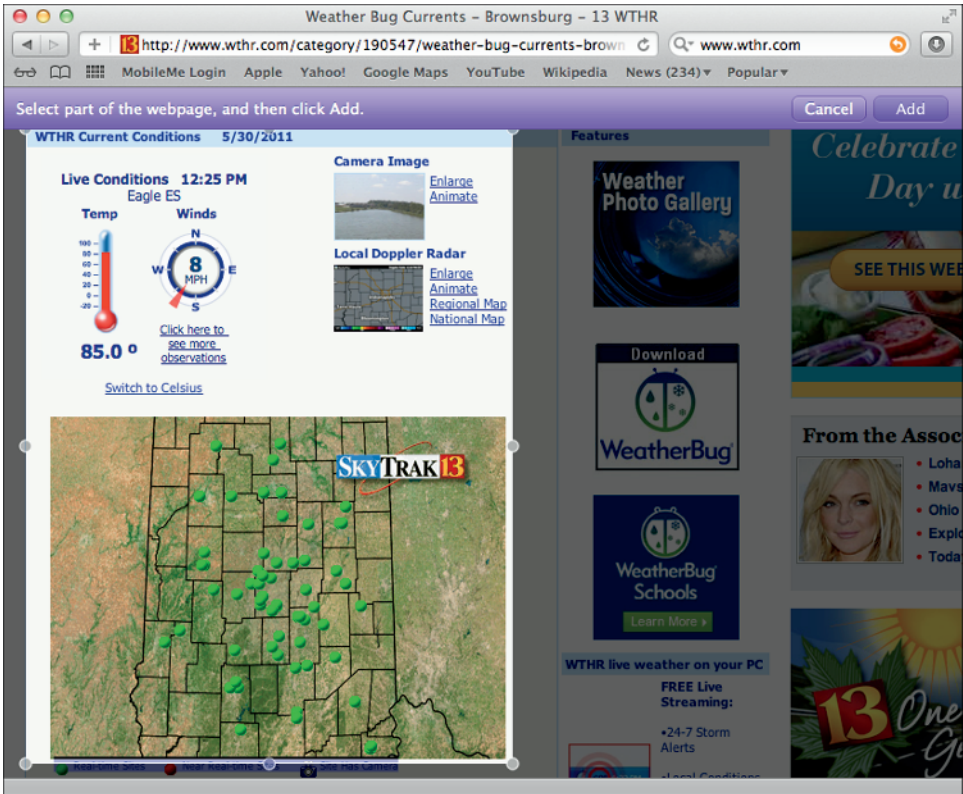


### Note

You have to use Safari to create web widgets.

1. Open Safari.
2. Move to a web page containing information or tools that you want to capture in a widget.

- 3. Choose File** ⇨ **Open in Dashboard.** A selection box and capture toolbar appear (see Figure 1.16).



**1.16** Use the selection box to choose the part of the web page that you want to capture in a widget.

- 4. Make the selection box enclose the part of the page that you want to be a widget by dragging the box to the general area you want to capture, clicking the trackpad button to lock the selection box, and then dragging its resize handles to enclose the part of the page you want as a widget.**
- 5. Click the Add button on the toolbar.** The Dashboard opens and the part of the page you selected becomes a widget (see Figure 1.17).



**Note**

Depending on how the web page is constructed, you may see certain parts of the page selected as you move over them. If they are the widget you want to create, it's a good idea to allow this automatic selection to achieve the best results.

6. Click the new widget's Info button.
7. Use the resulting tools to select a theme. The theme determines the border of the widget.
8. If the clip has audio and you want it to play only while the Dashboard is open, select the Only play audio in Dashboard check box.
9. Click Done.
10. Place the widget on your Dashboard.

The web capture selection tool captures a defined portion of the web page, based on what you select. If the structure of the web page changes, it might shift what's shown in the widget you create. You'll need to re-create the widget to fix any problems that result.

To get rid of a web capture widget, open the Dashboard and then open the widget bar. Then click the Close button for the widget. Unlike other widgets, when you close a widget you've captured, it's gone forever.



### Note

If the widget isn't exactly what you want it to be, you need to recapture it. You can't edit the widget on the Dashboard.



1.17 I captured current weather conditions as a widget.

## Working with Mission Control

Mission Control is a tool that enables you to see and access anything on your desktop; and you can create multiple desktops that can contain different collections of open windows. When you activate Mission Control by clicking its icon on the Dock or by swiping four fingers up the trackpad (which is the default gesture, see Chapter 5 to learn how to use a different gesture), you see thumbnails at the top of the screen for the following items (see Figure 1.18):

- Dashboard
- Your desktops, named as Desktop X, where X is a sequential number
- Applications open in Full Screen mode



**1.18** Mission Control shows you all open windows on your desktops.

In the center part of the window, you see all the windows open in the applications within the current desktop; windows are organized by application and you see the application's icon and name with its group.

The Dock appears in its default location and you can use it just as when you are working outside of Mission Control.

Mission Control also enables you to manage windows on a specific desktop.

## Managing windows on a desktop

As you work on documents, move to websites, check your e-mail, choose tunes to listen to, and all the other things you do while using your MacBook Pro, you can accumulate a lot of open windows on your desktop. This is a good thing because it makes it easy to multitask so that you don't have to stop one activity to start another. The downside is that it's easy to lose track of where a specific window you want is located, or you might have a hard time getting back to the desktop.

Mission Control helps you manage screen clutter from open windows. It has three modes:

- Hide all open windows
- Show an application's windows
- Show all windows on the current desktop, all desktops, the Dashboard, and Full Screen apps

Each of these modes has specific uses, and you access them in slightly different ways.

### Hiding all open windows

Hiding all open windows is useful when the desktop on which you are working is so cluttered that you are having a hard time finding anything. When you activate it, all the open windows are hidden so that you can work on the suddenly uncluttered desktop. To clear away all your windows in one sweep, press the keyboard shortcut (in most cases, the default is  $\text{Fn}+\text{F11}$ ; you learn how to set this later in this section). All the windows are moved off the screen, leaving an uncluttered desktop for you to work on. If you look carefully at the now shaded edges of the desktop in Figure 1.19, you see the edges of the windows that have been moved off to the side.



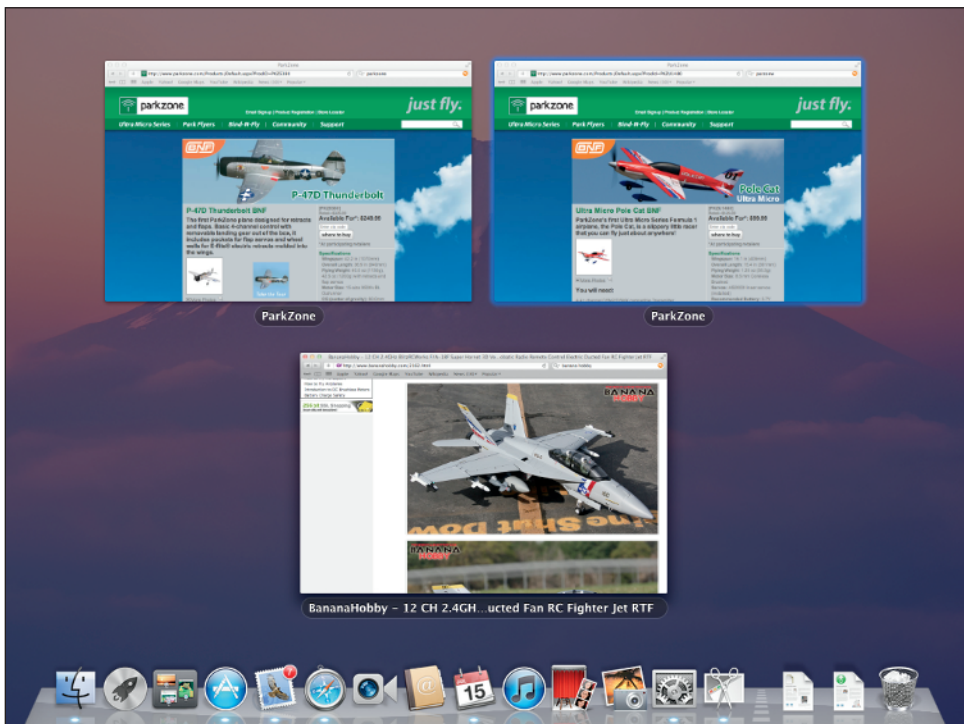
**1.19** Where, oh where, have all my windows gone? (If you look carefully at the shaded edges of the screen, you'll see them.)

You can return your desktop to its cluttered condition by pressing the keyboard shortcut (Fn+F11 in most cases) or clicking anywhere in the shaded borders of the desktop. The windows slide back onto the visible part of the desktop where you can use them again.

### Showing an application's windows

When you are working with multiple windows within the same application, it can be tough to get back to a specific window if you can't see all of them at the same time.

Press the keyboard shortcut (Control+down arrow by default) to show all open windows for the current application (see Figure 1.20). At the top of the screen, you see the windows that are currently open on the desktop; under these, you see the windows that are hidden or the windows you have worked with previously that are now closed (such as documents you have edited). To move into a window, click it; the window is highlighted in blue when you move over it. The window becomes active (if the window is for a document that is closed, the document opens) and moves to the front so that you can use it. The rest of the open application windows move to their previous positions.



**1.20** When you have many windows open in an application, Mission Control makes it easy to move into a specific one.



## Genius

When you have all windows for an application showing, press the Tab key to quickly move through sets of windows that are associated with each open application. Or press  $\text{⌘}+\text{Tab}$  to open the Application Switcher bar, showing all open applications and press  $\text{⌘}+\text{Tab}$  to move to the application you want to focus on; when you release the  $\text{⌘}$  key, the windows for the application you selected appear.

## Showing all windows

In this mode, you see Mission Control as described at the beginning of this section and as shown in Figure 1.21. The details of using Mission Control in this mode are provided later in this chapter.



**1.21** In this mode, Mission Control enables you to access any open window and the Dashboard.

## Using Desktops

As you use your MacBook Pro, it's likely that you'll develop sets of tasks that you work on at the same time. For example, you might use Word to create text and a graphics application to write a book. These kinds of activities invariably involve a lot of windows. While you can use Mission Control to manage all the open windows for an application, it's not so efficient, because you can only focus on one window at a time and it can still take some work to get to the windows you want to use.

You can use Mission Control to create collections of applications and their windows on separate desktops so that you can jump between sets easily and quickly. For example, if you have several Internet applications that you use, you can create an Internet desktop for those applications, such as an e-mail application and web browser. To use your Internet applications, just open that desktop and the windows are all in the positions you last left them. You might have another desktop that contains Address Book and iCal. You can use these applications just by switching to their desktop. Multiple desktops make moving to and using different sets of windows fast and easy, and improve the efficiency with which you work.



### Note

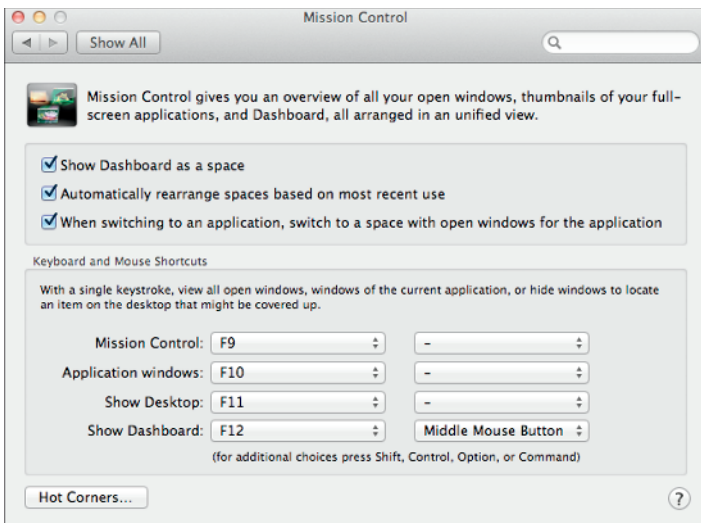
Desktops are also referred to as spaces.

## Configuring Mission Control

Now that you have a good understanding of Mission Control, you can configure it by setting your Mission Control preferences and then creating the desktops you want to use.

To configure Mission Control preferences, perform the following steps:

1. **Open the Mission Control pane of the System Preferences application (see Figure 1.22).**



1.22 Configure Mission Control preferences to tweak how its features work.

2. **Deselect the Show Dashboard as a space check box if you don't want the Dashboard to be accessible via Mission Control.**
3. **If you don't want Mission Control to automatically rearrange spaces based on the ones you've used most recently, deselect that check box.**
4. **Deselect the When switching to an application, switch to a space with open windows for the application check box if you don't prefer that when you change applications, such as by using the Application Switcher, you automatically move onto the space in which that application has windows open.** If you select this option, when you change applications, you also move into the space in which the application has windows open.
5. **In the Keyboard and Mouse Shortcuts section, configure the keyboard shortcuts and mouse clicks to activate Mission Control, show all application windows, show the desktop, and open the Dashboard.** Use the menus on the left to set key combinations (the defaults are Control+up/down arrow and Fn+F11/Fn+F12) and use the menus on the right to set mouse clicks.



### Genius

To add keyboard modifiers to the shortcut keys or hot corners, press a key, such as the ⌘ key, while you have a menu open. The symbols for the keys that you press are shown next to the function keys. If you select one of these combinations, you need to hold down the same modifier keys when you click the appropriate function key to activate the command.

6. **Click the Hot Corners button to open the Hot Corners sheet; use the sheet to set an action to occur when you point to that corner of the screen.** For example, if you want the Launchpad to open when you move the pointer to the upper-right corner of the screen, select Launchpad on the menu in that location.

Once you have set the Mission Control preferences, you are ready to set up the desktops you want to use. You first create a desktop, and then add the applications you want to include in that desktop. Here's how:

1. **Open Mission Control, such as by dragging four fingers up on the trackpad.** The Dashboard (if included), current desktops, and applications in Full Screen mode are shown at the top of the screen. The applications and windows open in the current desktop are shown in the center of the screen.

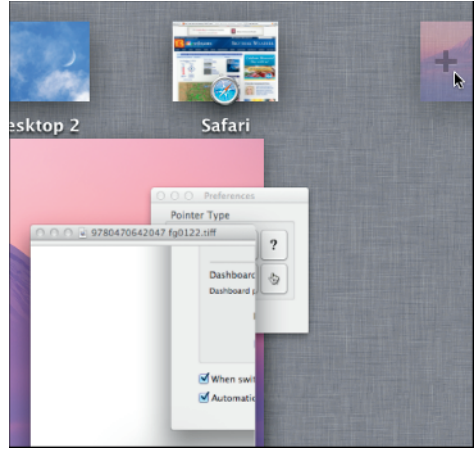
2. **Point to the upper-right corner of the screen until the Add Space (+) button appears; when it does, click it (see Figure 1.23).** A new desktop called desktop X, where X is a sequential number, appears.

3. **Repeat Step 2 until you have created all the desktops you want to be available.**

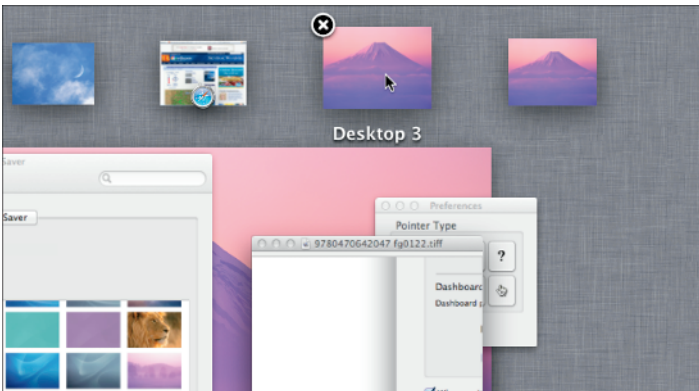
4. **Click in a new desktop (see Figure 1.24).** It becomes active and is ready for you to configure.

5. **To add an application to the desktop, perform a secondary click on its Dock icon, and on the resulting menu, choose Options, and select one of the following choices:**

- **All Desktops.** This adds the application to all desktops so it is available no matter which one you are using.
- **This Desktop.** This adds the application to the current desktop.
- **None.** This removes the application from all desktops so it behaves independent of the desktop you are using.



1.23 When you click the Add (+) button, a new desktop (space) is created.



1.24 Click the desktop you want to configure.

**Note**

If the application is already assigned to a desktop, you also see Desktop *X*, where *X* is a sequential number on the menu indicating to which desktop the application is assigned.

6. Repeat Steps 4 through 5 until you've configured all the desktops you want to use.
7. To remove a desktop you no longer need, open Mission Control, point to the desktop, and click the **Remove (x) button**. The desktop is deleted; any applications in that desktop are set to All Desktops.

## Using Mission Control to manage your desktop

After you have configured Mission Control, you can manage your desktops with it in a number of ways:

- To change desktops, drag three fingers to the left on the trackpad to move to a later desktop or to the right to move into an earlier desktop. As you drag, you switch between desktops and applications open in Full Screen mode. When you move all the way to the left you open the Dashboard (unless you disabled the preference that includes the Dashboard as a space). When you stop on a desktop, it becomes active and the windows open in that desktop appear as they were the last time you were using that desktop. When you stop on an application, you move into that application.

**Note**

The gestures or keyboard combinations you use to work with Mission Control depend upon the preferences you set using the Trackpad, Mission Control, and other panes of the System Preferences application.

- To open Mission Control, drag four fingers up the trackpad. Mission Control opens (see Figure 1.25). Thumbnails of the desktops you have configured are shown at the top of the screen; the current desktop is highlighted with a white box. You can jump into a desktop by doing any of the following: using the three finger gesture (moving left or right) to move into the desktop in which you want to work and click it, clicking a thumbnail of the desktop you want to jump into (you move into the window you last used in that desktop), or clicking in a window that is open in the current desktop.
- To move into a specific window, move to the desktop in which it resides and click in the window you want to move into.
- When you switch to an application that is part of a desktop, you move into the desktop unless you disabled the default preference.



**1.25** Mission Control makes working with many applications much more efficient.

- When there are too many desktops and Full Screen applications for the names of each to be displayed, point to a desktop or application and it is magnified and its name appears.
- To use an application in all desktops, configure it for All Desktops.
- To close Mission Control without changing desktops or windows, drag four fingers down the trackpad.

## Configuring Your Displays

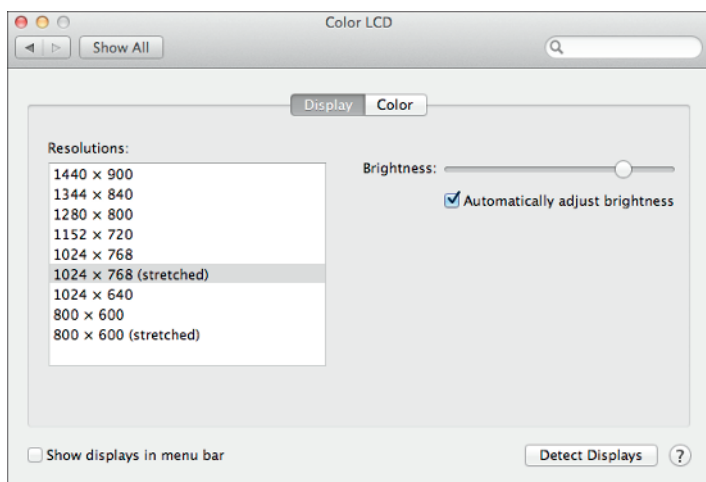
MacBook Pros have 13-, 15- or 17-inch displays. No matter which display size your MacBook Pro has, more display space is always better. Fortunately, you can maximize the amount of information you see on your MacBook Pro screen by configuring its display. For even more working room, you can attach and use an external display. And for the ultimate in desktop space, you can connect your MacBook Pro to a projector. When you are using an external display or projector, you can have the same image displayed on the MacBook Pro display and the external device, or you can expand your desktop over both displays. And you can configure the desktop picture on your displays to make your MacBook Pro more interesting to look at.

## Configuring the MacBook Pro's display

While the physical size of the MacBook Pro's screen is fixed, the amount of information that can be displayed on it (its resolution) is not. Setting the appropriate resolution, which determines the amount of information that is displayed on the screen, is a matter of choosing the largest resolution that you can view comfortably with no eyestrain.

There are standard resolutions to use, but those that are available to you depend on the specific MacBook Pro you are using. For example, the 15-inch model has a different set of resolutions than does the 17-inch model. Here's how to find your maximum resolution:

1. **Open the System Preferences application.**
2. **Click the Displays icon.** The Displays pane appears (see Figure 1.26). The name shown at the top of the pane matches the display it configures.



**1.26** Use the Displays pane to maximize the amount of room you have on your desktop that is comfortable for you to view.

3. **Click the Display tab if it's not selected already.** In the Resolutions pane, you see all the resolutions that are supported by your MacBook Pro's display. Resolutions are shown as the number of horizontal pixels by the number of vertical pixels, as in 1024 × 768. Larger values have a higher resolution. Some resolutions are stretched so that they fill the screen (the MacBook Pro has a widescreen format display).
4. **Click a resolution.** The screen updates to use the resolution you selected.
5. **Drag the Brightness slider to the right to make the screen brighter, or to the left to make it dimmer.**



**Caution**

If you see a warning prompt when you select a resolution, it's usually a good idea to heed the warning instead of selecting that resolution to prevent problems viewing your desktop or returning to a previous resolution.

- 6. To have your MacBook Pro automatically adjust the brightness based on the ambient light, select the Automatically adjust brightness check box.**
- 7. Add the Displays menu to the menu bar by selecting the Show displays in menu bar check box.**
- 8. Hide the System Preferences application by pressing  $\text{⌘}+\text{H}$ .**
- 9. Open several windows on the desktop.**
- 10. If you can see the information on the screen comfortably, move back into the System Preferences application and select a higher resolution.**
- 11. Look at the open windows again.** If you can still see the information comfortably, repeat Steps 10 and 11 until the information gets too small to read comfortably or you reach the maximum resolution.
- 12. If the information in the windows is too small to read comfortably, move back to a lower resolution.**



**Genius**

You can quickly change resolution by opening the Displays menu and selecting the resolution you want to use. On this menu, you see a number of recent resolution settings you've used. You can change the number of recent resolutions displayed on the menu by selecting Number of Recent Items and then choosing a number between 0 and 10. You can also open the Displays Preferences pane by selecting Displays Preferences.

## Adding an external display

One truth of working with computers is that you can never have too much screen space to work with. In addition to making your document and windows larger so you can see more of their contents, more screen space helps you work more efficiently because you can have more windows open at the same time.

As you learned in the previous section, one way to gain more display space is to make the resolution as large as you can comfortably view it to maximize the number of pixels on the screen and, thus, the amount of information displayed there. At some point you'll reach a maximum amount of information on the screen due to the maximum resolution of the MacBook Pro (such as

1440 × 900 for the 15-inch model) or because the information at a higher resolution becomes too small for you to view comfortably.

To add more screen space to your MacBook Pro (which can support many different displays and resolutions), you can connect an external display. You can use this display in two ways: It can become an extension of your desktop so that you can open additional windows on it just as if it were part of your MacBook Pro's built-in display; or you can use *video mirroring*, which means the same information appears on both displays.

When choosing an external display, the two most important considerations are size and cost. Larger displays are better because they give you more working space. Larger displays also tend to be more expensive, although that depends on the specific brand you choose. In most cases, if you choose the largest display you can afford from a reputable manufacturer, such as Apple, ViewSonic, or Samsung, you'll be in good shape.

To add an external display, you connect it to the MacBook Pro's Mini DisplayPort. To do this, you need a Mini DisplayPort to DVI Adapter that converts the Mini DisplayPort connection to a standard DVI connector used on most modern displays. (You can also use the Mini DisplayPort to VGA adapter to use your MacBook Pro with older displays.)

Attaching an external display to a MacBook Pro is easy:

- 1. Connect one end of the display's video cable to the Mini DisplayPort to DVI and the other end to the DVI port on the display.**
- 2. Plug the Mini DisplayPort to DVI Adapter into the Mini DisplayPort.**
- 3. Connect the display to a power source.**
- 4. Power up the display.**



### Note

Apple makes a display that is designed to work with your MacBook Pro. In addition to having a Mini DisplayPort connector, it also has additional USB ports, a power adapter, speakers, and a camera. This display converts your MacBook Pro into a desktop workstation.

Once an external display is connected to your MacBook Pro, you can configure it with the following steps:

- 1. Open the System Preferences application.**
- 2. Click the Displays icon.** A Displays pane opens on the MacBook Pro's display and on the external display. The name of the pane on the MacBook Pro's internal display is Color

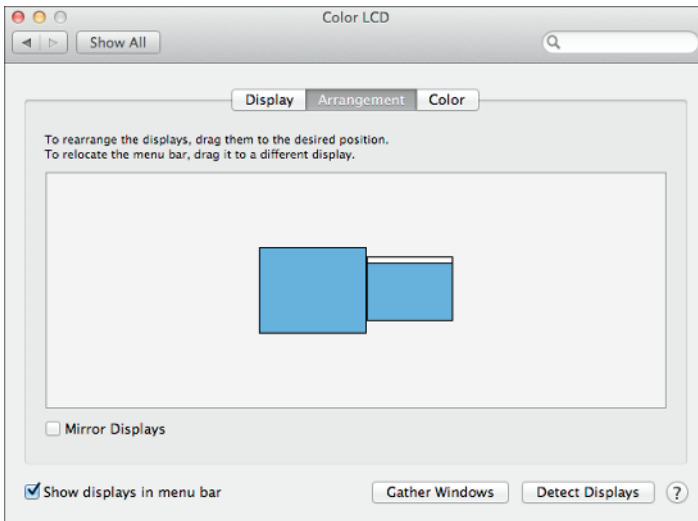
LCD, while the name of the pane on the external display is the name of the display. Also notice that the Displays pane on the primary display (by default, the MacBook Pro's display) contains the Arrangement tab.



### Genius

If the second display doesn't become active, click Detect Displays in the Displays pane. This should activate it.

- 3. Click the Arrangement tab on the Displays pane on the MacBook Pro screen (see Figure 1.27).** You see an icon representation of each display. The display marked with the menu bar at the top is the primary display, which by definition is the one on which the menu bar appears. The Dock also appears on the primary display.



**1.27** On the right is the MacBook Pro display, while on the left is the external display; the menu bar is on the primary (MacBook Pro) display.

- 4. Drag the external display's icon so it is on the left or right side of the MacBook Pro display's icon, matching the physical location of the display compared to the MacBook Pro.**
- 5. If you want the external display to be the primary display, drag the menu bar from the MacBook Pro display's icon onto the external display's icon.** When you release the trackpad button, the menu bar jumps to the external display. Windows that were open on the MacBook Pro's display move onto the external display and vice versa.
- 6. Select the Displays pane for the external display.**

- 7. Choose the resolution for the external display by selecting it on the list of available resolutions.**
- 8. If the Refresh rate menu appears, choose the highest rate available.**
- 9. Quit the System Preferences application.**

You can now use the space on the external display like you use the internal display. To place a window on the external display, drag it from the MacBook Pro's display onto the external display. You can move windows, the pointer, and other items from one display to the other just as you can move them around the MacBook Pro's internal display. You can configure windows on each display so that you can see many windows at the same time. For example, you might want your primary documents open on the external display and your e-mail application open on the MacBook Pro's display.

The menu bar remains on the primary display, so if you do most of your work on the external display, you might want to make it the primary display to make menu access easier.

If the resolutions are significantly different between the two displays, you see a big change in appearance when you move a window between them. You might have to resize a window on one display that was the right size on the other.



### Genius

If you click the Gather Windows button on the Displays pane, each pane is moved onto the primary display.

## Running with the Lid Closed

If you use Bluetooth devices, configure the MacBook Pro so that those devices can wake the computer. Close the MacBook Pro's lid so that it goes to sleep. Use the keyboard or mouse to wake it up. The internal display remains off, but the external display wakes up when the computer does.

To restore the internal display, simply disconnect the external display, or open the MacBook Pro, open the Displays menu, and choose Detect Displays. The internal display becomes active again.

The next time you connect the external display, you don't need to reconfigure it; your last configuration is remembered so you can just connect the display again and get to work with the extra elbowroom.

To stop using the external display, disconnect it from the MacBook Pro. If it was the primary display, the MacBook Pro's display becomes the primary one. Any open windows on the external display move onto the MacBook Pro's display.

## Using a projector

If you make presentations, conduct training, or just want a really big display, a projector is the way to go. With it, you can broadcast your MacBook Pro's display to very large sizes for easy viewing by an audience. Using a projector is similar to using an external display so if you can work with one of them, you can work with the other.



### Genius

If you are using an unfamiliar projector, set the MacBook Pro resolution to a relatively low value, such as  $1024 \times 768$ . If the projector doesn't display, reduce the resolution to see whether it starts displaying. Once it displays, increase the resolution until the projector is no longer capable of displaying the image.

Purchasing a projector is a bit more complicated than purchasing a display and it is usually more expensive. Among the many things to consider when buying a projector are the following:

- **Size.** A smaller projector is easier to carry, and as you move through airports and such, this is very important. Smaller projectors of the same quality are more expensive than larger projectors, so you need to find a balance between portability and price.
- **Resolution.** There is more variability in the resolution of projectors than for displays. At the lower end of the price range, you'll find projectors that are capable of only  $800 \times 600$  resolution. Many Mac applications can't even run at a resolution this low. The least resolution you should consider for a projector is  $1024 \times 768$  (also called XGA). Higher resolutions are better but are also more expensive.
- **Brightness.** The brightness of projectors is specified in lumens. Projectors with higher lumen ratings are generally able to throw larger and brighter images farther. How many lumens you need depends on a lot of factors, most of which are probably beyond your control (such as the brightness levels where you'll be using the projector if you travel with it).
- **Throw range.** This measures the closest and farthest distances at which the projector can be used.
- **Video interface.** Like displays, the options for projectors include DVI or VGA. However, most projectors provide a number of other input options, such as component, composite, and S-video. These are important if you will also be using the projector with other sources, such as a DVD player.

- **Bulb life.** Like all other bulbs, the bulb in a projector will eventually fail and need to be replaced. Unlike bulbs for lights, you can expect to pay hundreds of dollars for a replacement bulb for a projector, so you should try to get one with a long bulb life.
- **Cost.** You should expect to pay several hundred dollars for a good-quality projector that has at least 1024 × 768 resolution.

**Caution**

Some projectors automatically select the appropriate input source while some don't. If the projector isn't projecting an image, use its source menu to select the source to which your MacBook Pro is connected. You can also use the Detect Displays command on the Displays menu or on the Displays pane of the System Preferences application to see if that restores an image on the projector.

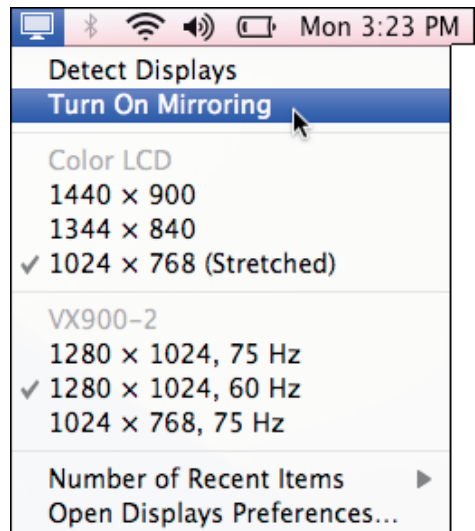
Using a projector is very similar to using an external display. You connect a projector to the MacBook Pro using a Mini DisplayPort to DVI or Mini DisplayPort to VGA adapter and then use the Displays pane to set the projector's resolution.

However, in most cases, you want to use video mirroring so that the image being projected is the same as you see on the MacBook Pro's desktop; this is the usual arrangement for presentations and such because you can stand facing the audience and view the MacBook Pro display while the audience sees the same image through the projector.

You can activate video mirroring in a couple of ways:

- Open the Displays pane of the System Preferences application, click the Arrangement tab, and select the Mirror Displays check box.
- Open the Displays menu and select Turn On Mirroring (see Figure 1.28).

When you turn video mirroring on, the projector takes on the same resolution as the MacBook Pro's internal display.



**1.28** After you connect your MacBook Pro to a projector, use the Turn On Mirroring command to have it display the same content that you see on the internal display.

## Configuring desktop pictures

I confess that this section has nothing to do with efficiency. However, there's more to life than being efficient. Because you stare at your desktop so much, you might as well have something interesting to look at, which is where desktop pictures come in.

You can set any image to be your desktop picture. The images you can use as your desktop include the default images that are included with Mac OS X, image files you create or download from the Internet, and, best of all, photos from your iPhoto library. You can also configure your MacBook Pro so that the desktop picture changes over time to keep it even more interesting.

To configure your desktop pictures, perform the following steps:

1. **Open the System Preferences application.**
2. **Click the Desktop & Screen Saver icon.** The Desktop & Screen Saver pane appears.
3. **Click the Desktop tab.** The Desktop picture tools appear. On the center-left side of the pane are the sources of images from which you can select pictures for your desktop, including Apple (default images), iPhoto (images from your iPhoto library), and Folders (your Pictures folder plus any others you add).



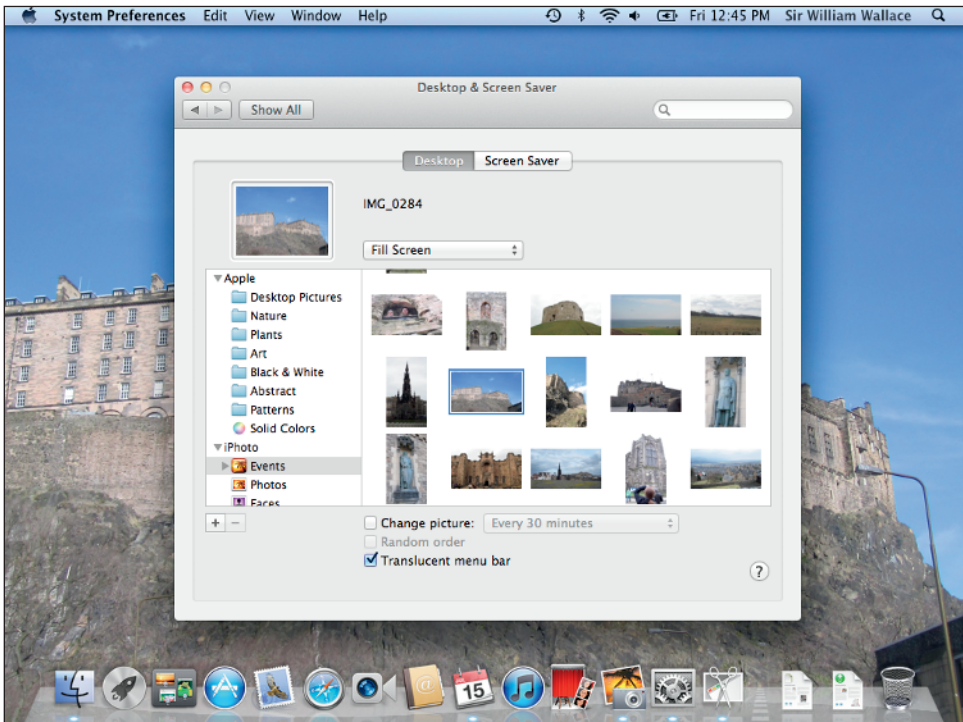
### Genius

When your MacBook Pro is connected to an external display, the Secondary Desktop pane appears on that display. You can use that pane to set the desktop pictures on the external display as you can for the internal display. You can have the same desktop picture settings or completely different images and display options.

4. **Expand the source of images you want to work with by clicking its Expansion triangle.** The contents of that source appear. For example, if you expand the Apple source, you see its folders. If you expand the iPhoto source, you see Events, Photos, photo albums, and so on.
5. **Select a source of images in the left pane of the window.** Thumbnails of the images in that source appear in the right pane of the window. For example, if you select the Nature folder under the Apple source, you see thumbnails of the nature images included by default.
6. **Click the image that you want to apply to the desktop.** The image fills the desktop and you see it in the image well at the top of the Desktop pane (see Figure 1.29).
7. **If the image you selected isn't the same proportion as your current screen resolution, use the pop-up menu that appears just above the thumbnail pane to choose**

**how you want the image to be scaled to the screen.** For example, choose Fit to Screen to have photos scaled so that they fit the screen, Fill Screen to have photos scaled to fill the screen, Tile to have images that are smaller than the desktop fill the desktop space as tiles, and so on.

- If the image doesn't fill the screen, click the Color button that appears to the right of the menu when it can be used.** The Color Picker opens.



1.29 I've selected an image in my iPhoto Library as my desktop picture.

- Use the Color Picker to choose the background color that appears behind photos when they don't fill the desktop.**
- To change the desktop picture automatically, select the Change picture check box.** This causes the images in the source selected on the Source list to be applied to the desktop according to your settings.



### Note

When you configure the picture to be changed automatically, the image in the image well is replaced by the recycle symbol.

- 11. On the pop-up menu, choose how often you want the picture to change.** The options include at different time intervals or when different events occur.
- 12. If you want images to be selected randomly instead of by the order in which they appear in the source, select the Random order check box.** A new image from the selected source is applied to the desktop according to the timing you selected.
- 13. To have the menu bar be translucent so you can see the desktop picture behind it, select the Translucent menu bar check box.** When this option is not selected, the menu bar becomes a solid color.
- 14. Quit the System Preferences application.** Enjoy your desktop!



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You can use any folder as a source of desktop pictures by clicking the Add (+) button located at the bottom of the source list. Use the resulting dialog to move to and select the folder containing the images you want to use. After you click the Choose button, that folder appears as a source on the list and you can work with it just like the default sources.