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by Bob "Dr. Mac" LeVitus

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About the Author

Bob LeVitus, often referred to as "Dr. Mac," has written or co-written 60 popular computer books, including *iPhone For Dummies*, *iPad For Dummies*, *Incredible iPad Apps For Dummies*, *Incredible iPhone Apps For Dummies*, and *Dr. Mac: The OS X File*s for John Wiley & Sons, Inc.; *Stupid Mac Tricks* and *Dr. Macintosh* for Addison-Wesley; and *The Little iTunes Book* and *The Little iDVD Book* for Peachpit Press. His books have sold more than a million copies worldwide.

Bob has penned the popular Dr. Mac column for the *Houston Chronicle* since 1996 and has been published in dozens of computer magazines over the past 15 years. His achievements have been documented in major media around the world. (Yes, that was him juggling a keyboard in *USA Today* a few years back!)

Bob is known for his expertise, trademark humorous style, and ability to translate techie jargon into usable and fun advice for regular folks. Bob is also a prolific public speaker, presenting more than 100 Macworld Expo training sessions in the U.S. and abroad, keynote addresses in three countries, and Macintosh training seminars in many U.S. cities. (He also won the Macworld Expo MacJeopardy World Championship three times before retiring his crown.)

Bob is considered a leading authority on Apple technology. From 1989 to 1997, he was a contributing editor/columnist for *MacUser* magazine, writing the Help Folder, Beating the System, Personal Best, and Game Room columns at various times.

In his copious spare time, Bob heads up a team of expert technical consultants who do nothing but provide technical help and training to Mac, iPhone, and iPad users via telephone, e-mail, and/or a unique Internet-enabled remote control software, which allows the team to see and control your Mac no matter where in the world you may be.

If you're having problems with your Mac, you ought to give them a try. You'll find them at `www.boblevitus.com` or 408-627-7577.

Prior to giving his life over to computers, LeVitus spent years at Kresser/Craig/D.I.K. (a Los Angeles advertising agency and marketing consultancy) and its subsidiary, L & J Research. He holds a BS in marketing from California State University.

Dedication

For the sixtieth time, this book is dedicated to the love of my life, my wife and best friend, Lisa, who taught me almost everything I know about almost everything I know except computers.

And, as always, it's also dedicated to my kids, Allison and Jacob, who love their Apple gadgets almost as much as I love them (my kids, not Apple gadgets).

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And finally, thanks to you, gentle reader, for buying this book.

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Introduction

You made the right choice twice: OS X Lion and this book.

Take a deep breath, and get ready to have a rollicking good time. That's right. This is a computer book, but it's going to be fun. What a concept! Whether you're brand spanking new to the Mac or a grizzled old Mac vet, I guarantee that reading this book to discover the ins and outs of OS X Lion will make everything easier. Wiley, Inc. (the publisher of this book), couldn't say as much on the cover if it weren't true!

About This Book

This book's roots lie with my international best seller *Macintosh System 7.5 For Dummies,* an award-winning book so good that now-deceased Mac cloner Power Computing gave away a copy with every Mac clone it sold. *OS X Lion For Dummies* is the latest revision and has been, once again, completely updated to include all the OS X goodness in Lion. In other words, this edition combines all the old, familiar features of previous editions — but is once again updated to reflect the latest and greatest offering from Apple as well as feedback from readers.

Why write a *For Dummies* book about Lion? Well, Lion is a big, somewhat complicated personal-computer operating system. So I made *OS X Lion For Dummies* a not-so-big, not-very-complicated book that shows you what Lion is all about without boring you to tears, confusing you, or poking you with sharp objects.

In fact, I think you'll be so darned comfortable that I wanted the title to be *OS X Lion Without Discomfort,* but the publishers wouldn't let me. Apparently, we *For Dummies* authors have to follow some rules, and using *For Dummies* and *OS X Lion* in this book's title are among them.

And speaking of *dummies,* remember that it's just a word. I don't think you're dumb — quite the opposite! My second choice for this book's title was *OS X Lion For People Smart Enough to Know They Need Help with It,* but you can just imagine what Wiley thought of that. ("C'mon, that's the whole point of the name!" they insisted. "Besides, it's shorter our way.")

Anyway, the book is chock-full of information and advice, explaining everything you need to know about OS X in language you can understand — along with timesaving tips, tricks, techniques, and step-by-step instructions, all served up in generous quantities.

What You Won't Find in This Book

Another rule we *For Dummies* authors must follow is that our books cannot exceed a certain number of pages. (Brevity is the soul of wit, and all that.) So I wish I could have included some things, but they didn't fit. Although I feel confident you'll find everything you need to know about OS X Lion in this book, some things bear further looking into, including these:

- **Information about some of the applications (programs) that come with OS X Lion:** An installation of OS X Lion includes roughly 70 separate applications, mostly located in the Applications folder and the Utilities folder within it. I'd love to walk you through each one of them, but that would have required a book a whole lot bigger, heavier, and more expensive than this one.

  This book is, first and foremost, about using OS X, so I brief you on the small handful of bundled applications essential to using OS X Lion and keep the focus there — namely, iCal, Address Book, Mail, Safari, TextEdit, and the like, as well as important utilities you may need to know how to use someday.

  For what it's worth, many books cover the applications that come with OS X Lion as well as applications commonly bundled with Lion on a new Mac, such as iLife; the one my publisher suggested I recommend is *OS X Lion All-in-One For Dummies,* written by Mark L. Chambers, which is (by sheer coincidence, of course) also published by Wiley.
- **Information about Microsoft Office, iLife, iWork, Adobe Photoshop, Quicken, and most other third-party applications:** Okay, if all the gory details of all the bundled (read: *free)* OS X Lion applications don't fit here, I think you'll understand why digging into third-party applications that cost extra was out of the question.
- **Information about programming for the Mac:** This book is about *using* OS X Lion, not writing code for it. Dozens of books cover programming on the Mac, most of which are two or three times the size of this book.

Conventions Used in This Book

To get the most out of this book, you need to know how I do things and why. Here are a few conventions I use in this book to make your life easier:

- When I want you to open an item in a menu, I write something like "Choose File⇨Open," which means, "Pull down the File menu and choose the Open command."
- Stuff you're supposed to type appears in bold type, **like this.**

- **Sometimes an entire a sentence is in boldface, as you see when I present a numbered list of steps. In those cases, I leave the bold off what you're supposed to type,** like this.
- Web addresses, programming code (not much in this book), and things that appear on-screen are shown in a special monofont typeface, `like this`.
- For keyboard shortcuts, I write something like ⌘+A, which means to hold down the ⌘ key (the one with the little pretzel and/or symbol on it) and then press the A key on the keyboard. If you see something like ⌘+Shift+A, that means to hold down the ⌘ and Shift keys while pressing the A key. Again, for absolute clarity, I never refer to the ⌘ key with the symbol. I reserve that symbol for the menu (Apple menu). For the Command key, I use only the ⌘ symbol. Got it? Very cool.

Foolish Assumptions

Although I know what happens when you make assumptions, I've made a few anyway. First, I assume that you, gentle reader, know nothing about using OS X — beyond knowing what a Mac is, that you want to use OS X, that you want to understand OS X without having to digest an incomprehensible technical manual, and that you made the right choice by selecting this particular book.

And so I do my best to explain each new concept in full and loving detail. Maybe that's foolish, but . . . oh well.

Oh, and I also assume that you can read. If you can't, ignore this paragraph.

How This Book Is Organized

OS X Lion For Dummies is divided into six logical parts, numbered (surprisingly enough) 1 through 6. By no fault of mine, they're numbered using those stuffy old Roman numerals, so you see I–VI where you (in my humble opinion) ought to see Arabic numbers 1–6. It's another rule that *For Dummies* authors have to follow, I think.

Anyway, it's better if you read the parts in order, but if you already know a lot — or think you know a lot — feel free to skip around and read the parts that interest you most.

Part I: Introducing OS X Lion: The Basics: This first part is very, very basic training. From the mouse to the Desktop, from menus, windows, and icons to the snazzy-but-helpful Dock, it's all here. A lot of what you need to know to

navigate the depths of OS X safely (and sanely) and perform basic tasks can be found in this part. And although old-timers might just want to skim it, newcomers should probably read every word. Twice.

Part II: Lion Taming (or "Organization for Smart People"): In this part, I build on the basics of Part I and really get you revving with your Mac. Here, I cover additional topics that every Mac user needs to know, coupled with some hands-on, step-by-step instructions. The part starts with a closer look at ways you can organize your files and folders, followed by a chapter about using removable media (which means *ejectable discs* — mostly CDs and DVDs). Last, but certainly not least, is a chapter about all the Lion applications (such as iCal, Address Book, and Mail) that help you keep your digital life organized.

Part III: Do Unto Lion: Getting Things Done: This part is chock-full of ways to do productive stuff with your Mac. In this section, you discover the Internet first — or at least how to get it working on your Mac and what to do with it after you do. Next, you look at the digital-media side of things with chapters about music, video, games, and digital photos. Finally, you look at Lion's built-in tools for writing — namely, TextEdit and fonts.

Part IV: Making This Lion Your Very Own: Here, I get into the nitty-gritty underbelly of making OS X Lion work the way you want it to work. I start with the ins and outs of printing under OS X. Then I move on to somewhat more advanced topics, such as file sharing, creating and using multiple user accounts (and why you might want to), and the lowdown on numerous OS X Lion features — Text to Speech, speech recognition, automation, and more — that can make your computing experience even more pleasant.

Part V: The Care and Feeding of Your Lion: This part starts with a chapter about backups and security, which not only stresses the importance of backing up your data, but also shows you how to do it almost painlessly. Then I introduce you to a handful of useful utilities included with Lion, and explain when and how to use them. Finally, I tell you how to avoid most disasters, as well as what to do in the unlikely event that a major mishap does occur.

Part VI: The Part of Tens: Finally, it's The Part of Tens, which might have started life as a Letterman rip-off but does include heaping helpings of tips, optional software, great Mac web sites, and hardware ideas.

Appendix: Last, but certainly not least, I cover installing OS X Lion in the appendix. The whole process has become quite easy with this version of the system software, but if you have to install Lion yourself, it would behoove you to read this helpful appendix first.

Icons Used in This Book

Little round pictures (icons) appear off to the left side of the text throughout this book. Consider these icons miniature road signs, telling you a little something extra about the topic at hand. Here's what the different icons look like and what they all mean.

Look for Tip icons to find the juiciest morsels: shortcuts, tips, and undocumented secrets about Lion. Try them all; impress your friends!

When you see this icon, it means that this particular morsel is something that I think you should memorize (or at least write on your shirt cuff).

Put on your propeller-beanie hat and pocket protector; these parts include the truly geeky stuff. It's certainly not required reading, but it must be interesting or informative, or I wouldn't have wasted your time with it.

Read these notes very, very, very carefully. (Did I say *very?*) Warning icons flag important cautionary information. The author and publisher won't be responsible if your Mac explodes or spews flaming parts because you ignored a Warning icon. Just kidding. Macs don't explode or spew (with the exception of a few choice PowerBook 5300s, which won't run Lion anyway). But I got your attention, didn't I? I'll tell you once again: It is a good idea to read the Warning icons *very carefully*.

These icons represent my ranting or raving about something that either bugs me or makes me smile. When I'm ranting, imagine foam coming from my mouth. Rants are required to be irreverent, irrelevant, or both. I try to keep them short, more for your sake than mine.

Well, now, what could this icon possibly be about? Named by famous editorial consultant Mr. Obvious, this icon highlights all things new and different in OS X Lion.

Where to Go from Here

Go to a comfortable spot (preferably not far from a Mac) and read the book.

The first few chapters of this book are where I describe the basic everyday things that you need to understand to operate your Mac effectively. If you're new to Macs and OS X Lion, start there.

Even though OS X Lion is somewhat different from previous Mac operating systems, the first part of the book is so basic that if you've been using a Mac for long, you might think you know it all — and okay, you might know most of it. But hey! Not-so-old-timers need a solid foundation. So here's my advice: Skip the stuff you know; you'll get to the better stuff faster.

I didn't write this book for myself. I wrote it for you — and would love to hear how it worked for you. So please send me your thoughts, platitudes, likes and dislikes, and any other comments. You can send snail mail in care of Wiley, but it takes a long time to reach me that way, and I just don't have time to respond to 99.9 percent of it. If you want a response, your best bet is to send e-mail to me directly at `Lion4Dummies@boblevitus.com`. I appreciate your feedback, and I *try* to respond to all reasonably polite e-mail within a few days.

Did this book work for you? What did you like? What didn't you like? What questions were unanswered? Did you want to know more about something? Did you want to find out less about something? Tell me! I have received more than 100 suggestions about previous editions, most of which are incorporated here. So keep up the good work!

So what are you waiting for? Go — enjoy the book!

Part I

Introducing OS X Lion: The Basics

In this part . . .

Because I believe it's important to crawl before you walk, in this part, you get a look at the most basic of basics — such as how to turn on your Mac. Next, I acquaint you with the Mac OS X Finder, with its Desktop, windows, icons, and menus (oh my)! Then you find out how to make this cat your own by customizing your work environment to suit your style. After that is a date with the Dock. And last but certainly not least, you discover ways you can use the Finder to make life with Lion ever so much easier.

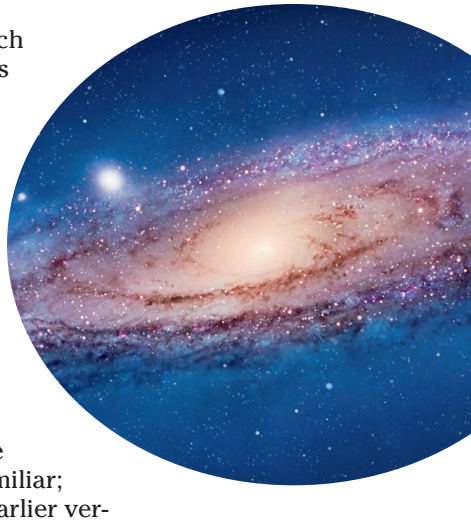
So get comfortable, roll up your sleeves, fire up your Mac if you like, and settle down with Part I, a delightful little section I like to think of as "The Hassle-Free Way to Get Started with OS X Lion."

1

Mac OS X Lion 101 (Prerequisites: None)

In This Chapter

- Understanding what an operating system is and is not
- Turning on your Mac
- Getting to know the startup process
- Turning off your Mac
- Avoiding major Mac mistakes
- Pointing, clicking, dragging, and other uses for your mouse
- Getting help from your Mac



Congratulate yourself on choosing Mac OS X, which stands for *Macintosh Operating System X* — that's the Roman numeral *ten,* not the letter *X* (pronounced *ten,* not *ex)*. You made a smart move because you scored more than just an operating-system upgrade. Mac OS X Lion includes several new features that make using your Mac easier and dozens of improvements that help you do more work in less time.

In this chapter, I start at the very beginning and talk about Mac OS X in mostly abstract terms; then I move on to explain what you need to know to use Mac OS X Lion successfully.

If you've been using Mac OS X for a while, some of the information in this chapter might seem hauntingly familiar; some features that I describe haven't changed from earlier versions of Mac OS X. But if you decide to skip this chapter because you think you have all the new stuff figured out, I assure you that you'll miss at least a couple of things that Apple didn't bother to tell you (as if you read every word in Mac OS X Help — the only user manual Apple provides — anyway!).

Tantalized? Let's rock.

If you're about to upgrade to Lion from an earlier version of Mac OS X, I feel obliged to mention a major pitfall to avoid: One very specific misplaced click, done while installing your new OS, *could erase every file on your hard drive.* The Appendix describes this situation in full and loving detail, and it contains other important information about installing Lion that can make upgrading a more pleasant experience.

Gnawing to the Core of OS X

The operating system (that is, the *OS* in *Mac OS X)* is what makes a Mac a Mac. Without it, your Mac is a pile of silicon and circuits — no smarter than a toaster.

"So what does an operating system do?" you ask. Good question. The short answer is that an operating system controls the basic and most important functions of your computer. In the case of Mac OS X and your Mac, the operating system

- Manages memory
- Controls how windows, icons, and menus work
- Keeps track of files
- Manages networking
- Does housekeeping (No kidding!)

Other forms of software, such as word processors and web browsers, rely on the operating system to create and maintain the environment in which they work their magic. When you create a memo, for example, the word processor provides the tools for you to type and format the information. In the background, the operating system is the muscle for the word processor, performing crucial functions such as the following:

- Providing the mechanism for drawing and moving the on-screen window in which you write the memo
- Keeping track of a file when you save it
- Helping the word processor create drop-down menus and dialogs for you to interact with
- Communicating with other programs
- And much, much more (stuff that only geeks could care about)

So, armed with a little background in operating systems, take a gander at the next section before you do anything else with your Mac.

The Mac advantage

Most of the world's personal computers use Microsoft Windows. But you're among the lucky few to have a computer with an operating system that's intuitive, easy to use, and (dare I say?) fun. If you don't believe me, try using Windows for a day or two. Go ahead. You probably won't suffer any permanent damage. In fact, you'll really begin to appreciate how good you have it. Feel free to hug your Mac. Or give it a peck on the disc-drive slot. Just try not to get your tongue caught.

As someone once told me, "Claiming that the Macintosh is inferior to Windows because most people use Windows is like saying that all other restaurants serve food that's inferior to McDonald's."

We might be a minority, but Mac users have the best, most stable, most modern all-purpose operating system in the world, and here's why: Unix, on which Mac OS X is based, is widely regarded as the best industrial-strength operating system on the planet. For now, just know that being based on Unix means that a Mac running OS X will crash less often than an older Mac or a Windows machine, which means less downtime. Being Unix-based also means far fewer viruses and malicious software. But perhaps the biggest advantage OS X has is that when an application crashes, it doesn't crash your entire computer, and you don't have to restart the whole computer to continue working.

By the way, with the advent of Intel-powered Macs a few years ago, you can now run Windows natively. That's right — you can now install and run Microsoft Windows on any Mac powered by an Intel processor, as described in Chapter 17. Don't let that Unix stuff scare you. It's there if you want it, but if you don't want it or don't care (like most of us), you'll rarely even know it's there. In fact, you'll rarely (if ever) see the word *Unix* again in this book. As far as you're concerned, Unix under the hood means your Mac will just run and run and run without crashing and crashing and crashing.

One last thing: As I mention in the introduction (I'm repeating it here only in case you normally don't read introductions), Mac OS X Lion comes with more than 50 applications. Although I'd love to tell you all about each and every one, I have only so many pages at my disposal. If you need more info on the programs I don't cover, may I (again) recommend *Mac OS X Lion All-in-One For Dummies,* written by Mark L. Chambers, or *iLife All-in-One For Dummies,* written by my old friends Tony Bove and Cheryl Rhodes (both from Wiley).

A Safety Net for the Absolute Beginner (Or Any User)

In the following sections, I deal with the stuff that Mac OS X Help doesn't cover — or doesn't cover in nearly enough detail. If you're a first-time Macintosh user, please, *please* read this section of the book carefully; it could save your life. Okay, okay, perhaps I'm being overly dramatic. What I

mean to say is that reading this section could save your *Mac* or your sanity. Even if you're an experienced Mac user, you might want to read this section. Chances are you'll see at least a few things you might have forgotten that will come in handy now that you've been reminded of them.

Turning the dang thing on

Okay. This is the big moment — turning on your Mac! Gaze at it longingly first, and say something cheesy, such as "You're the most awesome computer I've ever known." If that doesn't turn on your Mac (and it probably won't), keep reading.

Apple, in its infinite wisdom, has manufactured Macs with power buttons on every conceivable surface: on the front, side, and back of the computer itself and even on the keyboard or monitor.

So if you don't know how to turn on your Mac, don't feel bad; just look in the manual or booklet that came with your Mac. It's at least one thing that the documentation *always* covers.

These days, most Macs have a power-on button near the keyboard (notebooks) or the back side (iMacs). It usually looks like the little circle thingie you see in the margin.

Don't bother choosing Help➪Mac Help, which opens the Help Viewer program. It can't tell you where the switch is. Although the Help program is good for finding out a lot of things, the location of the power switch isn't among them. If you haven't found the switch and turned on the Mac, of course, you can't access Help anyway. (D'oh!)

What you should see on startup

When you finally do turn on your Macintosh, you set in motion a sophisticated and complex series of events that culminates in the loading of Mac OS X and the appearance of the Mac OS X Desktop. After a small bit of whirring, buzzing, and flashing (meaning that the operating system is loading), OS X first tests all your hardware — slots, ports, disks, random-access memory (RAM), and so on. If everything passes, you hear a pleasing musical tone and see the tasteful gray Apple logo in the middle of your screen, along with a small spinning-pinwheel cursor somewhere on the screen. Both are shown in Figure 1-1.

Here are the things that might happen when you power up your Mac:

- **Fine and dandy:** Next, you might or might not see the Mac OS X login screen, where you enter your name and password. If you do, press Return or Enter (after you type your name and password, of course), and away you go.