

Index

Numerics

7-pass erase of deleted files option, 230

35-pass erase of deleted files option, 231

A

AAC (Advanced Audio Coding) file format, 91

AbiWord, 61

Access database

data source, creating a, 283–284

Excel used to connect with, 285–286

FileMaker Pro used to connect with, 284–285

ODBC driver for, 283

overview, 283

access point, 338

Action Menu button (Finder), 149

Active Processes section (Activity Monitor), 253

active RAM, 258

Activity Monitor

Active Processes section, 253

All Processes section, 253

CPU column, 255

CPU Time column, 256

CPU usage, monitoring, 253–256

data on, refreshing, 255

Dock icon for, configuring, 256

hard disk activity, monitoring, 258–260

Interactive Processes section, 253

Kind column, 255

memory usage, monitoring, 257–258

My Processes section, 253

overview, 253

Page ins value, 258

Page outs value, 258

Process ID column, 254

Process Name column, 254

Reads in value, 260

Real Memory column, 255

Selected Processes section, 254

Swap used value, 258

Threads column, 255

Used value, 258

User column, 255

Virtual Memory column, 255

VM size value, 258

Windowed Processes section, 254

Writes out value, 260

Actual Technologies, 283

Address Book

adding contacts, 83

contacts transferred into, 111–118

defined, 338

Dock icon for, 76

iPod synchronization with, 193–194

overview, 41–42

address book applications. *See also* Address Book

BdContacts, 44

Contact, 42, 43

Contactizer, 44

described, 41

Entourage Address Book, 42, 43

iPod synchronization of, 193–194

- address book applications (*continued*)
 - Palm Desktop, 44
 - Ripplex, 44
 - Thunderbird, 44
 - administrator, 89
 - administrator account, 29
 - Adobe graphics applications, 53–54
 - Adobe Media Player, 50
 - Advanced Audio Coding (AAC) file format, 91
 - alias. *See* file alias
 - All Processes section (Activity Monitor), 253
 - Aperture, 54
 - Apple Hardware Test, 268–269
 - Apple menu
 - defined, 338
 - on menu bar, 6
 - Apple Partition Map, 235–236
 - application menu
 - defined, 338
 - name of application on, 7
 - overview, 6–7
 - application preferences. *See also* system preferences
 - customizing, 69–70
 - defined, 338
 - overview, 69–70
 - viewing, 69
 - applications
 - Exposé used to manage multiple, 175–177
 - hiding, 175
 - installation of, 172–173
 - keyboard shortcuts, 334
 - launching
 - customization of, 75–77
 - from Finder, 77
 - overview, 5
 - from Spotlight, 77
 - quitting, 180
 - settings, troubleshooting changes to, 251
 - switching between, 173–174
 - uninstalling, 182
 - uninstalling unused, 222
 - update schedule, setting, 225–226
 - updated by hand, 226–227
 - appointment transfers
 - into iCal, 119–123
 - with O2M (Outlook-to-Mac), 119–121
 - from Outlook (Microsoft), 119–123
 - overview, 119
 - from Windows Calendar, 123
 - archive file, 172
 - Audion, 50
 - automatic login to your account, 86
- ## B
- Back button
 - Finder, 148, 151
 - Safari, 81
 - Backup folder (iDisk), 132
 - backups
 - with Boot Camp, 304
 - to CD, 242–243
 - to disk image, 240–242
 - to DVD, 242–243
 - restoring your system, 246–247
 - with Time Machine, 237–240, 243–245
 - backwards compatibility in Microsoft Office, 281–282
 - batteries
 - cycling, 227
 - replacing, 264
 - BdCalendar, 40
 - BdContacts, 44
 - Bento, 62
 - bit rate, setting, 92
 - blue dot on the Dock, 5
 - Bluetooth, 338
 - Bluetooth devices
 - configuring, 212–213
 - connecting
 - headset, 213–215
 - keyboard, 210–212
 - mouse, 210–212
 - overview, 209–210
 - discoverable, making devices, 209–210
 - headset
 - connecting, 213–215
 - for sound output, 214
 - for voice chat, 215
 - pairing Mac with, 210
 - passkey for, 210
 - Bonjour, 338

bookmarks

- defined, 339
- exported from Firefox, 140
- opening, 81
- Safari, 82

Boot Camp as dual-boot method

- backing up your Mac, 304
- booting to Mac OS X from Windows, 310
- booting to Windows from Mac OS X, 311
- CD drive as requirement for, 299
- dual-booting with Startup Manager, 311
- DVD drive as requirement for, 299
- firmware, installing latest version of, 302–304
- hard disk space, checking amount of free, 300–301
- installing Windows, 307–310
- Intel-based Mac as requirement for, 299
- internal hard disk with free space as requirement for, 299–300
- keyboard combinations for, 313–314
- Mac OS X 10.5 as requirement for, 298
- partition for Windows, creating a, 304–307
- reinstating Mac OS X as default operating system, 311
- removing Boot Camp partition, 314
- renaming Boot Camp partition, 312
- requirements for, 298–300
- sharing files between Mac OS X and Windows, 312–313
- switching between Mac OS X and Windows, 310–311
- version of Mac OS X, verifying running latest, 301–302
- Windows Vista as requirement for, 298–299
- Windows XP as requirement for, 298–299
- wired keyboard as requirement for, 300
- wired mouse as requirement for, 300

Boot Camp Assistant used to create partitions, 306–307

Boot Camp virtual machine

- setting up Parallels Desktop with, 316
- setting up VMware Fusion with, 324–325

booting to Mac OS X from Windows, 310

booting to Windows from Mac OS X, 311

bounce message, 339

burn folder, 242–243

C

calendar applications. *See also* iCal

- BdCalendar, 40
- described, 38
- Entourage Calendar, 39–40
- iPod synchronization of, 193–194
- Palm Desktop, 40
- Preminder, 40
- Sunbird, 40
- Up-to-Date, 40, 41

Camino, 34

Catalog file, 224

CDs

- backups to, 242–243
- hardware differences, 20–21
- ripping music from an audio CD, 91–94

Central Processing Unit. *See* CPU

Chroma Player, 50

Chrome, 34

cleaning your computer, 231–232

clicking with trackpad, 18

Close button, 8

closing all programs as troubleshooting technique, 252, 265

Command (insert symbol) key

- defined, 339
- overview, 10

Command Prompt, 25–26

comma-separated values (CSV) text file, 117

Compost, 220

compressed file, 172

configuring

- Bluetooth devices, 212–213
- Spaces, 178–180
- Time Machine, 238–239
- the virtual machine, 321–322, 327–328

confirmation prompts in Trash, 219

connections

- for Bluetooth devices
 - headset, 213–215
 - keyboard, 210–212
 - mouse, 210–212
 - overview, 209–210

- connections (*continued*)
 - for external displays
 - DVI (digital video interface)
 - connection, 198–199
 - micro-DVI connection, 200
 - mini-DVI connection, 199–200
 - VGA connection, 201
 - video connection, 201
 - for imaging devices, 204–205
 - for printers
 - manual connection, 207–208
 - overview, 207
 - shared network printer, 208–209
 - shared Windows network printer, 209
 - for scanners, 204–205
 - troubleshooting, 264
 - Console, error messages in, 250–251
 - Contact, 42, 43
 - contact transfers into Address Book
 - from Address Book, 116–117
 - from Contacts, 115
 - into Entourage, 117–118
 - with O2M (Outlook-to-Mac), 111–113
 - from Outlook (Microsoft), 111–114
 - overview, 111
 - Contactizer, 44
 - contextual menus, 15
 - Control key, 10
 - Control Panel, 23–25
 - control+scroll with trackpad, 18
 - Cover Flow, 339
 - CPU (central processing unit)
 - described, 253
 - monitoring usage of, 253–256
 - CPU column (Activity Monitor), 255
 - CPU Time column (Activity Monitor), 256
 - CSV (comma-separated values) text file, 117
 - customization
 - of day-to-day tasks, 75–85
 - of desktop background, 71–72
 - of display resolution, 72–73
 - iPhone synchronization, 196–197
 - iPod synchronization, 186–193
 - Mighty Mouse, 17–18
 - overview, 66
 - with preferences, 66–71
 - of program launching, 75–77
 - program preferences, 69–70
 - of sleep mode, 26–27, 73–75
 - CyberDuck, 44, 45
 - cycling
 - batteries, 227
 - defined, 339
 - power, 264
- ## D
- Dashboard
 - defined, 339
 - Dock icon for, 75
 - overview, 180–182
 - data
 - on Activity Monitor, refreshing, 255
 - moved from Windows to Mac
 - external hard disk, copying data to, 129–130
 - MobileMe iDisk, copying data
 - using, 130–133
 - overview, 126
 - shared network folder, copying data
 - with, 126–129
 - data source
 - creating, 283–284
 - defined, 339
 - database applications, 62
 - day-to-day tasks, customization of, 75–85
 - default settings, resetting device's, 265
 - Delete (insert symbol) key, 11
 - Delete key, 11
 - deleted files, security of, 229–231
 - Desktop, 220–222
 - desktop
 - background, customization of, 71–72
 - cleaning up your, 220
 - disconnecting a disk from, 21
 - extension of, external displays as, 197
 - Desktop folder, 28
 - digital camcorder, 204–205
 - digital camera, 204–205
 - digital video interface (DVI) connection, 198–199
 - disconnecting a disk, 21
 - discoverable
 - defined, 339
 - making Bluetooth devices, 209–210
 - discussion forums for Apple (Web site), 331

- disk drives
 - hardware differences, 20–21
 - icons for, 20–21
 - letters for, lack of, 20
 - disk image
 - backups to, 240–242
 - defined, 339
 - restoring your system with, 246–247
 - Disk Image file (.dmg), 172
 - display resolution, 72–73
 - Dock
 - applications, launching, 5
 - blue dot on, 5
 - defined, 339
 - dotted line on, 5
 - interface differences, 4–5
 - non-Dock application, running, 5
 - overview, 4–5
 - Quick Launch toolbar (Windows) compared, 4–5
 - removing icons from, 77
 - taskbar (Windows) compared, 4–5
 - Documents folder, 28, 132
 - dotted line on the Dock, 5
 - Download (Web site), 331
 - Downloads folder, 28
 - Downloads icon, 21
 - Drag Lock feature, 19
 - dragging with trackpad, 18
 - drive letters, lack of, 20
 - dual-boot method
 - with Boot Camp
 - backing up your Mac, 304
 - booting to Mac OS X from Windows, 310
 - booting to Windows from Mac OS X, 311
 - CD drive as requirement for, 299
 - dual-booting with Startup Manager, 311
 - DVD drive as requirement for, 299
 - firmware, installing latest
 - version of, 302–304
 - hard disk space, checking amount
 - of free, 300–301
 - installing Windows, 307–310
 - Intel-based Mac as requirement for, 299
 - internal hard disk with free space as
 - requirement for, 299–300
 - keyboard combinations for, 313–314
 - Mac OS X 10.5 as requirement for, 298
 - partition for Windows, creating a, 304–307
 - reinstating Mac OS X as default operating
 - system, 311
 - removing Boot Camp partition, 314
 - renaming Boot Camp partition, 312
 - requirements for, 298–300
 - sharing files between Mac OS X and
 - Windows, 312–313
 - Startup Manager, using, 300
 - switching between Mac OS X and
 - Windows, 310–311
 - version of Mac OS X, verifying running
 - latest, 301–302
 - Windows Vista as requirement for, 298–299
 - Windows XP as requirement for, 298–299
 - wired keyboard as requirement for, 300
 - wired mouse as requirement for, 300
 - defined, 339
 - dual-link, 339
 - dust, canned air used to clean, 232
 - DVD
 - backups to, 242–243
 - overview, 20–21
 - DVI connector, 201
 - DVI (digital video interface) connection, 198–199
 - DVI-A connector, 198
 - DVI-D connector, 198
 - DVI-D port, 199
 - DVI-I connector, 199
 - DVI-I port, 199
- ## E
- EFI (Extensible Firmware Interface), 302
 - Eject (insert symbol) key
 - defined, 339
 - overview, 11
 - e-mail. *See also* Mail; Thunderbird
 - applications
 - described, 35
 - Entourage Mail, 37–38
 - Eudora, 37
 - GyazMail, 38
 - Mailsmith, 38
 - Odysseus, 38
 - PowerMail, 38

e-mail (*continued*)

transferring

- into Apple Mail, 102–110
- into Entourage, 109–110
- with O2M (Outlook-to-Mac), 102–104
- from Outlook, 102–106
- from Outlook Express, 109
- with Thunderbird, 104–106, 107–108, 109
- from Windows Mail, 107–108

emptying the trash, 218–220

emulator, 339

encrypting contents of hard disk, 229

Entourage

- Address Book, 42, 43
- Calendar, 39–40
- contacts transferred into, 117–118
- e-mail transferred into, 109–110
- Mail, 37–38

Erase Free Space, 230

error messages

- in Console, 250–251
- overview, 250
- troubleshooting, 250–251

Eudora, 37

event, 339

Excel (Microsoft)

- overview, 62
- used to connect with Access database, 285–286

exchanging files between Mac OS X and

- Windows, 322–323, 328

Exposé

- defined, 340
- keyboard inconsistencies in, 176
- used to manage multiple applications, 175–177

extended desktop mode

- defined, 340
- external displays for, 202

Extensible Firmware Interface (EFI), 302

external displays

- connections for
 - DVI connection, 198–199
 - micro-DVI connection, 200
 - mini-DVI connection, 199–200
 - VGA connection, 201
 - video connection, 201
- as desktop extension, 197

- for extended desktop mode, 202
 - mode for, setting, 202–203
 - as new desktop monitor, 197
 - as notebook alternative, 197
 - overview, 197–198
 - for video mirroring, 202
- external hard disk, copying data to, 129–130
- External HD icon, 21

F

- F1 key, 12
- F2 key, 12
- F3 key, 12
- F4 key, 12
- F5 key, 12
- F6 key, 12
- F7 key, 12
- F8 key, 12
- F9 key, 12
- F10 key, 12
- F11 key, 12
- F12 key, 12
- fast user switching
 - defined, 340
 - overview, 90–91
- FastCut, 58
- FAT (File Allocation Table) system, 308
- favorites exported from Internet Explorer, 138–139
- female connector, 340
- Fetch, 44, 45
- file alias, 340
- file compatibility, 280–281
- file system, 308, 340
- FileMaker Pro
 - overview, 62
 - used to connect with Access database, 284–285
- files
 - deleting unneeded, 222
 - in Finder
 - alias for, creating a, 160–162
 - previewing, 158–159
 - renaming, 160
 - finding, 77–78
 - Time Machine, excluding from, 239–240
- FileVault, 229
- Final Cut Studio (Apple), 56–57

Finder

- Action Menu button, 149
- Back button, 148, 151
- contents, 149
- defined, 340
- disconnecting a disk from, 21
- Dock icon for, 75
- file compatibility checked with, 280–281
- files in
 - alias for, creating a, 160–162
 - previewing, 158–159
 - renaming, 160
- folders in
 - creating, 162
 - parent folder, navigating up to, 150
 - recent folder, choosing, 151
 - smart folders, setting up, 171
 - subfolders, navigating to, 150
- Forward button, 148, 151
- keyboard shortcuts, 150, 335
- launching applications from, 77
- layout, 148–149
- multiple windows, opening, 157–158
- navigation of Mac with, 150–151
- overview, 22–23, 148
- Quick Look button, 148
- Search box, 149
- Sidebar
 - customizing, 153–154
 - described, 149
 - Devices section, 151
 - ejecting connected devices or network
 - computers from, 152
 - icon for a location, adding, 153
 - icon for a location, removing, 154
 - navigation with, 151
 - Places section, 151
 - Search For section, 152
 - Shared section, 151
- Spotlight
 - advanced searches in, 163–171
 - attributes for searches, 164–170
 - Boolean operators for searches, 167
 - criteria for searches, 164–165
 - keywords associated with search a
 - tributes, list of, 167–171

- operators for searches, 164–165, 166
- overview, 163
- values for searches, 165

view

- as columns, 156
- as cover flow, 156–157
- described, 154
- as icons, 154, 155
- as list, 154, 155

View buttons, 148

Windows Explorer compared, 22–23

Firefox

- bookmarks exported from, 140
- overview, 33
- used to import RSS feeds, 142–143

FireWire

- defined, 340
- overview, 129

FireWire target disk mode, 340

firmware

- defined, 340
- installing latest version of, 302–304
- upgrading, 265

Flip4Mac, 135

Flock, 34

Flow, 46

Fn key, 11

folders

- Desktop, 28
- Documents, 28
- Downloads, 28
- in Finder
 - creating, 162
 - parent folder, navigating up to, 150
 - recent folder, choosing, 151
 - smart folders, setting up, 171
 - subfolders, navigating to, 150
- Library, 28
- Movies, 28
- Music, 29
- Pictures, 29
- Public, 29
- Sites, 29
- standard, 28–29
- Time Machine, excluding from, 239–240

fonts in Microsoft Office, 282

- forcing your Mac to restart, 266
- forcing your Mac to shut down, 266
- ForkLift, 46
- Forward button (Finder), 148, 151
- free RAM, 257
- Front Row, 49–50
- FrontBase, 62
- FTP applications
 - CyberDuck, 44, 45
 - described, 44
 - Fetch, 44, 45
 - Flow, 46
 - ForkLift, 46
 - Interarchy, 46
 - NetFinder, 46
 - RBrowser, 47
 - Transmit, 46, 47
 - Yummy FTP, 47
- full-screen mode, 6
- function keys, 11–12

G

- games, iPod synchronization of, 194–195
- gaming, 294
- GarageBand
 - defined, 340
 - Dock icon for, 76
- Gbps, 340
- GIMP, 54
- Grab utility, 99
- GraphicConverter, 54
- graphics applications. *See also* iPhoto
 - Adobe graphics applications, 53–54
 - Aperture, 54
 - described, 50
 - GIMP, 54
 - GraphicConverter, 54
 - Image Capture, 51
 - ImageWell, 54
 - InstantGallery, 54
 - LightZone, 54
 - Painter X, 54
 - Photo Booth, 52–53
 - Preview, 51
- group, 340
- Guest account, activating built-in, 89
- guest operating system, 340
- GUID Partition Map, 235–236
- GyazMail, 38
- Gzip Compressed Archive (.gz) file, 172

H

- hard disk
 - activity, monitoring, 258–260
 - Catalog file, 224
 - encrypting contents of, 229
 - hardware differences, 20–21
 - reading data from, 259
 - repairing, 269–271
 - status, checking, 223–224
 - verifying, 224–225
 - writing data to, 259
- hard disk free space
 - checking amount of, 300–301
 - erasing, 229–231
 - monitoring, 220–222
- hardware differences
 - CDs, 20–21
 - disk drives, 20–21
 - DVDs, 20–21
 - hard disks, 20–21
 - keyboards, 10–14
 - mice, 14–19
 - optical discs, 20–21
 - overview, 10
- hardware support for Apple (Web site), 331
- headset
 - connecting, 213–215
 - for sound output, 214
 - for voice chat, 215
- hiding applications, 175
- Hierarchical File System (HFS), 308
- home folder
 - defined, 341
 - described, 28
 - opening, 28
- Hypertext Markup Language, 341

I

- iCab, 34
- iCal
 - appointments transferred into, 119–123
 - defined, 341

- Dock icon for, 76
- iPod synchronization with, 193–194
- overview, 39
- scheduling an appointment, 84–85
- iChat
 - defined, 341
 - Dock icon for, 76
 - voice chat capabilities of, 215
- icons
 - Activity Monitor, 256
 - Address Book, 76
 - Dashboard, 75
 - Desktop, 220
 - for disk drives, 20–21
 - Finder, 75
 - GarageBand, 76
 - iCal, 76
 - iChat, 76
 - iDVD, 76
 - iMovie, 76
 - iPhoto, 76
 - iTunes, 76
 - iWeb, 76
 - Mail, 76
 - QuickTime Player, 76
 - removing, 77
 - Safari, 76
 - System Preferences, 76
 - Time Machine, 76
- iData, 62
- iDisk
 - accessing, 131
 - Backup folder, 132
 - copying data using, 130–133
 - defined, 341
 - Documents folder, 132
 - Library folder, 132
 - Movies folder, 132
 - Music folder, 132
 - overview, 130–131
 - Pictures folder, 132
 - Public folder, 132
 - Shared folder, 132
 - Sites folder, 132
 - Software folder, 132
 - transferring files with, 133
 - Web folder, 133
- iDVD
 - defined, 341
 - Dock icon for, 76
 - overview, 55–56
- iLife, 341
- iList Data, 62
- iMac (Web site), 330
- Image Capture
 - defined, 341
 - overview, 51
- ImageWell, 54
- imaging devices. *See also specific imaging device*
 - connecting, 204–205
 - network imaging device, connecting to a, 205
 - overview, 204
 - sharing, 206
- iMovie
 - defined, 341
 - Dock icon for, 76
 - overview, 55
- importing
 - email into Entourage, 109–110
 - Internet Explorer favorites into Safari, 139
 - photos from a camera, 96–98
 - RSS (Real Simple Syndication) feeds into Apple Mail, 140–145
- inactive RAM, 258
- installation
 - of applications, 172–173
 - Parallels Desktop, 315
 - troubleshooting
 - new devices, 252
 - new programs, 251
 - updates, 252
 - VMware Fusion, 323–324
 - of Windows
 - in a new virtual machine, 317–321, 325–327
 - overview, 307–310
- InstantGallery, 54
- Interactive Processes section (Activity Monitor), 253
- Interarchy (Nolobe), 46
- interface differences
 - the Dock, 4–5
 - menu bar, 5–7
 - overview, 4
 - window features, 7–9

Internet Explorer

- favorites exported from, 138–139
- overview, 34

iPhone

- icon, 21
- MobileMe on, 288
- synchronization
 - customizing, 196–197
 - overview, 196

iPhoto

- defined, 341
- Dock icon for, 76
- importing photos from a camera, 96–98
- moving photos with, 136–138
- overview, 52
- photo album, creating a, 99
- viewing photos, 98–99

iPod icon, 21

iPod synchronization with iTunes

- of address books, 193–194
- of calendars, 193–194
- customizing, 186–193
- of games, 194–195
- of individual tracks, 187–188
- of movies, 188–189
- of music, 186–188
- overview, 186
- of photos, 191–193
- of podcasts, 190–191
- of television episodes, 190
- of videos, 186–188

iPod Touch, 288

iTunes

- bit rate, setting, 92
- defined, 341
- Dock icon for, 76
- file format, setting, 92
- iPod synchronization with, 186–195
- keyboard shortcuts for, 95
- moving music into, 133–134
- overview, 48
- playing music, 94–96
- ripping music from an audio CD, 91–94

iTunesHelper, 228

iWeb

- defined, 341
- Dock icon for, 76

iWork

- defined, 341
- overview, 59

K

keyboard

- configuring, 212–213
- connecting, 210–212
- differences
 - Command (insert symbol) key, 10
 - Control key, 10
 - Delete (insert symbol) key, 11
 - Delete key, 11
 - Eject (insert symbol) key, 11
 - F1 key, 12
 - F2 key, 12
 - F3 key, 12
 - F4 key, 12
 - F5 key, 12
 - F6 key, 12
 - F7 key, 12
 - F8 key, 12
 - F9 key, 12
 - F10 key, 12
 - F11 key, 12
 - F12 key, 12
 - Fn key, 11
 - function keys, 11–12
 - menu symbols, keys representing, 13–14
 - navigation keys, 11
 - Option key, 10
 - Return key, 10

inconsistencies in Exposé, 176

keyboard shortcuts

- for alternate booting techniques, 333
- for applications, 334
- display of keyboard shortcuts beside
 - commands, 12–13
- for Finder, 150, 335
- general shortcuts, list of, 337
- for iTunes, 95
- for restarting, 333–334
- for Safari, 336–337
- for shutting down, 333–334
- startup shortcuts, 333

Keyboard Viewer, displaying, 13–14

keychain, 341
 Kind column (Activity Monitor), 255
 Klear Screen, 232

L

letters for disk drives, lack of
 Library folder, 28, 132
 LightZone, 54
 Little Machines, 102
 logging out as troubleshooting technique, 252, 265
 login items

- bypassing, 261
- defined, 341
- removing, 228–229

M

Mac (Web site), 330
 Mac mini (Web site), 330
 Mac Pro (Web site), 331
 MacBook Air (Web site), 331
 MacBook Pro (Web site), 331
 MacBook (Web site), 331
 Macfixit (Web site), 331
 Macintosh HD

- defined, 341
- icon for, 21

 Macintosh (Web site), 332
 Macosxhints (Web site), 332
 Macrumors (Web site), 332
 Macworld (Web site), 332
 Mail

- defined, 342
- Dock icon for, 76
- email transferred into, 102–110
- overview, 36
- sending e-mail messages, 78–79

 Mailsmith, 38
 maintenance

- cleaning your computer, 231–232
- hard disk free space, erasing, 229–231
- login items, removing, 228–229
- routine
 - applications, uninstalling unused, 222
 - battery for Mac notebook, cycling, 227
 - desktop, cleaning up your, 220
 - emptying the trash, 218–220

- files, deleting unneeded, 222
- hard disk, verifying, 224–225
- hard disk free space, monitoring, 220–222
- hard disk status, checking, 223–224
- software update schedule, setting, 225–226
- software updated by hand, 226–227

 male connector, 342
 malware, protection against, 297
 manually connecting printers, 207–208
 Mariner Calc, 62
 Mariner Write, 61
 Master Boot Record, 235–236
 media applications

- described, 47
- graphics applications, 50–54
- media players, 47–50
- video editors, 55–58

 Media Player (Windows), 47
 media players. *See also* iTunes; QuickTime Player

- Adobe Media Player, 50
- Audion, 50
- Chroma Player, 50
- described, 47
- Front Row, 49–50
- RealPlayer, 50
- VLC Media Player, 50
- Windows Media Player for Mac OS X, 50

 MediaEdit, 58
 Mellel, 61
 memory

- active RAM, 258
- free RAM, 257
- inactive RAM, 258
- monitoring usage of, 257–258
- swap file, 258
- wired RAM, 257

 memory effect, 342
 menu bar

- Apple menu on, 6
- application menu on, 6–7
- defined, 342
- interface differences, 5–7
- menu extras on, 6
- overview, 5–7

 menu extras, 342
 menu symbols, keys representing, 13–14

- Mesa, 62
 - micro-DVI connection, 200
 - micro-DVI connector, 201
 - Microsoft AU Daemon, 228
 - Microsoft Office. *See* Office (Microsoft)
 - Microsoft Outlook. *See* Outlook (Microsoft)
 - Microsoft Windows. *See* Windows (Microsoft)
 - Mighty Mouse
 - customizing, 17–18
 - right-clicking on, 15–16
 - techniques, 17–18
 - mini-DVI connection, 199–200
 - mini-DVI connector, 201
 - Minimize button, 8
 - MobileMe
 - account, 130
 - device support, 288
 - on iPhone, 288
 - on iPod Touch, 288
 - on Mac, 288
 - overview, 286–288
 - setting up, 288–289
 - synchronization with, setting up, 289–290
 - synchronizing data between Mac OS X and Windows with, 286–291
 - on Windows PC, configuring, 290–291
 - on Windows Vista, 288
 - on Windows XP, 288
 - mode for external displays, setting, 202–203
 - modifier key
 - defined, 342
 - overview, 10
 - mouse
 - configuring, 212–213
 - connecting, 210–212
 - differences
 - Mighty Mouse, configuring right-clicking on, 15–16
 - Mighty Mouse techniques, 17–18
 - overview, 14–15
 - trackpad, configuring right-clicking on, 16–17
 - trackpad techniques, 18–19
 - movies
 - iPod synchronization of, 188–189
 - moving movies to your Mac, 138
 - Movies folder, 28, 132
 - MP3, WMA music to converted to, 135–136
 - multiple desktops managed with Spaces, 177–180
 - multiple windows, opening, 157–158
 - multithreading, 342
 - multi-touch trackpad techniques, 19
 - music. *See also* iTunes
 - converting WMA music to MP3, 135–136
 - iPod synchronization of, 186–188
 - Music folder, 29, 132
 - My Processes section (Activity Monitor), 253
- ## N
- name of application on application menu, 7
 - navigation keys, 11
 - NeoOffice, 60
 - NetFinder, 46
 - NetNewsWire used to import RSS feeds, 141–142
 - Network icon, 21
 - network imaging device, connecting to a, 205
 - networks
 - connection speeds, checking your, 127–128
 - Windows network, sharing your
 - Mac on a, 277–279
 - Windows PC connection, 275–277
 - Windows Vista, accessing a Mac via, 279
 - wireless, 274–275
 - New Technology File System (NTFS), 308
 - Next button (Safari), 81
 - Nisus Writer, 61
 - non-Dock application, running, 5
 - notebooks
 - alternative to, external displays as, 197
 - battery for Mac notebook, cycling, 227
 - trackpad, configuring right-clicking on, 16–17
 - Numbers, 62
- ## O
- ODBC driver, 283
 - Odysseus, 38
 - Office 2008 for the Mac (Microsoft), 60
 - Office (Microsoft)
 - backwards compatibility, 281–282
 - fonts, 282
 - sharing documents with Windows users, 281–283
 - VBA macros in, 282

office suites
 described, 59
 iWork, 59
 NeoOffice, 60
 Office 2008 for the Mac (Microsoft), 60
 OpenOffice, 60
 Papyrus Office, 60
 ThinkFree Office, 60–61

official Apple Web sites, 330–331

OmniWeb, 34

one-finger scrolling with trackpad, 19

online resources. *See* Web sites

Open Database Connectivity (ODBC) driver, 283

OpenOffice, 60

Opera, 34

optical discs, 20–21

Option key, 10

O2M (Outlook-to-Mac)
 appointments, transferring, 119–121
 contacts, transferring, 111–113
 e-mail, transferring, 102–104

Outlook Express, transferring e-mail from, 109

Outlook (Microsoft)
 appointments, transferring, 119–123
 contacts, transferring, 111–114
 e-mail, transferring, 102–106
 exporting appointments with, 121–123
 text file, exporting Outlook contacts
 to a, 113–114

P

package, 342

Page ins value (Activity Monitor), 258

Page outs value (Activity Monitor), 258

Pages, 61

Painter X, 54

pair, 342

Palm Desktop, 40, 44

Panorama, 62

Papyrus Office, 60

Parallels Desktop
 Boot Camp virtual machine, setting up Parallels
 Desktop with, 316
 configuring the virtual machine, 321–322
 exchanging files between Mac OS X and
 Windows, 322–323
 installing, 315
 installing Windows in a new virtual
 machine, 317–321
 running, 316

parental controls, 89

Partition Map Scheme, 235–236

partitions
 Boot Camp Assistant used to create, 306–307
 defined, 342
 overview, 304–305
 removing Boot Camp partition, 314
 renaming Boot Camp partition, 312
 size of Windows partition, choosing, 305–306
 for Windows, creating, 304–307

passkey for Bluetooth devices, 210

password
 assigning password for user accounts, 86–87
 for secondary user account, 233–234

permissions
 defined, 342
 repairing, 271

Photo Booth, 52–53

photos. *See also* iPhoto
 album, creating a, 99
 iPod synchronization of, 191–193

Pictures folder, 29, 132

pinching with trackpad, 19

playing music on iTunes, 94–96

.plist filename extension, 261

podcasts, iPod synchronization of, 190–191

Popcorn, 58

power cycle
 defined, 342
 overview, 264
 restarting your Mac, 265–266
 troubleshooting, 264

PowerMail, 38

preferences. *See also* application preferences;
 system preferences
 customization, 66–71
 overview, 66
 Time Machine, 239

preferences file
 defined, 342
 deleting a program's, 261–262

Premiere (Adobe), 57–58

- Preminder, 40
- Preview, 51
- printer connections
 - manual, 207–208
 - overview, 207
 - shared network printer, 208–209
 - shared Windows network printer, 209
- priority of a process, changing, 256
- process, 342
- Process ID column (Activity Monitor), 254
- Process Name column (Activity Monitor), 254
- productivity applications
 - database applications, 62
 - described, 58–59
 - office suites, 59–61
 - spreadsheets, 62
 - word processors, 61
- Public folder, 29, 132
- pushing the data, 287

Q

- Quick Launch toolbar (Windows), 4–5
- Quick Look button (Finder), 148
- QuickTime Player
 - defined, 343
 - Dock icon for, 76
 - overview, 49
- QuickTime Pro, 58
- quitting applications, 180

R

- RBrowser, 47
- reading data from hard disk, 259
- Reads in value (Activity Monitor), 260
- Real Memory column (Activity Monitor), 255
- RealPlayer, 50
- reinstalling Mac OS X, 262–263
- reinstating Mac OS X as default operating system, 311
- renaming
 - Boot Camp partition, 312
 - files, 160
- resizing windows, 9
- restarting your Mac
 - forcing your Mac to restart, 266
 - forcing your Mac to shut down, 266

- keyboard shortcuts for, 333–334
- overview, 265
- power cycling your Mac, 265–266
 - in Safe Mode, 266–267
 - with secondary boot device, 267–268
 - as troubleshooting technique, 252, 265–268
- restoring files using Time Machine, 243–245
- restoring your system
 - with disk image, 246–247
 - with Time Machine, 246
- Return key
 - defined, 343
 - overview, 10
- ripping music from an audio CD, 91–94
- Ripplex, 44
- rotating with trackpad, 19
- routine maintenance
 - applications, uninstalling unused, 222
 - battery for Mac notebook, cycling, 227
 - desktop, cleaning up your, 220
 - emptying the trash, 218–220
 - files, deleting unneeded, 222
 - hard disk, verifying, 224–225
 - hard disk free space, monitoring, 220–222
 - hard disk status, checking, 223–224
 - software update schedule, setting, 225–226
 - software updated by hand, 226–227
- RSS (Real Simple Syndication) feeds
 - Firefox used to import, 142–143
 - importing into Apple Mail, 140–145
 - NetNewsWire used to import, 141–142
 - Safari used to import, 144–145
- running Windows on your Mac
 - dual-boot method for
 - with Boot Camp, 298–314
 - described, 295
 - when to use, 296
 - malware, protection against, 297
 - reasons for, 294–295
 - virtualization method for
 - described, 295–296
 - with Parallels Desktop, 315–323
 - with VMware Fusion, 323–328
 - when to use, 296–297

S

- Safari
 - Back button, 81
 - bookmarks, 82
 - configuring Safari to appear to be another browser, 34–35
 - defined, 343
 - Dock icon for, 76
 - Firefox bookmarks imported into, 140
 - importing Internet Explorer favorites into, 139
 - keyboard shortcuts, 336–337
 - navigating Web sites in, 81
 - Next button, 81
 - opening a site in a new tab, 80–81
 - overview, 32–33
 - used to import RSS feeds, 144–145
- Safe Boot
 - defined, 343
 - overview, 266–267
- safe login
 - defined, 343
 - overview, 261
- Safe Mode
 - defined, 343
 - restarting your Mac in, 266–267
- scanner, connecting a, 204–205
- scroll arrows, 9
- Search box (Finder), 149
- secondary boot device
 - creating, 234–236
 - restarting your Mac, 267–268
- secondary user account
 - creating a, 233–234
 - password for, 233–234
- security
 - of deleted files, 229–231
 - 7-pass erase of deleted files option, 230
 - 35-pass erase of deleted files option, 231
 - zero out deleted files option, 230
- Selected Processes section (Activity Monitor), 254
- Self-Monitoring, Analysis, and Reporting Technology (S.M.A.R.T.), 223–224
- Server Message Block (SMB), 274, 343
- 7-pass erase of deleted files option, 230
- Shared folder, 132
- shared network printer, 208–209
- shared Windows network printer, 209
- sharing documents with Windows users
 - Access database, connecting to a, 283–286
 - file compatibility, 280–281
 - Microsoft Office documents, 281–283
 - overview, 279–280, 312–313
- sharing imaging devices, 206
- sharing only user accounts, 90
- shortcut keys. *See* keyboard shortcuts
- shutting down
 - keyboard shortcuts for, 333–334
 - overview, 85
- Sidebar
 - customizing, 153–154
 - defined, 343
 - described, 149
 - Devices section, 151
 - ejecting connected devices or network computers from, 152
 - icon for a location
 - adding, 153
 - removing, 154
 - navigation with, 151
 - Places section, 151
 - Search For section, 152
 - Shared section, 151
- SimpleMovieX, 58
- single-link, 343
- Sites folder, 29, 132
- size of Windows partition, choosing, 305–306
- sleep mode
 - customizing, 26–27, 73–75
 - defined, 343
 - overview, 26–27
- smart album, 343
- smart folder, 343
- smart group, 343
- smart mailbox, 343
- S.M.A.R.T. (Self-Monitoring, Analysis, and Reporting Technology), 223–224
- SMB (Server Message Block), 274, 343
- Software folder, 132
- Spaces
 - configuring, 178–180
 - defined, 344

Spaces (*continued*)

- enabling, 177–178
- multiple desktops managed with, 177–180
- overview, 177

spinning wait cursor, 344

Spotlight

- advanced searches in, 163–171
- attributes for searches, 164–170
- Boolean operators for searches, 167
- criteria for searches, 164–165
- defined, 344
- finding files with, 77–78
- keywords associated with search attributes, list of, 167–171
- launching applications from, 77
- operators for searches, 164–165, 166
- overview, 163
- values for searches, 165

spreading with trackpad, 19

spreadsheets

- described, 62
- Excel, 62, 285–286
- Mariner Calc, 62
- Mesa, 62
- Numbers, 62
- Tables, 62

standard folders, 28–29

standard user accounts, 89

standby mode (Windows), 26

startup shortcuts, 333

Stuffit Archive (.sit) file, 172

Stuffit Expander, 172

Sunbird, 40

swap file, 258

Swap used value (Activity Monitor), 258

Switch, 135–136

synchronization. *See also* iPod synchronization

- of data between Mac OS X and Windows, 286–291
- defined, 344
- with MobileMe, 289–290
- of photos, prevention of, 97–98

system differences, 22–27

System Preferences

- Control Panel compared, 23–25
- Dock icon for, 76

loading, 24–25

overview, 23–25

troubleshooting, 252

system preferences

- customizing, 68
- defined, 344
- overview, 67
- unlocking, 70–71
- viewing, 67

T

Tables, 62

Tape Archive Gzip Compressed (.tar.gz) file, 172

taskbar (Windows), 4–5

television episodes, iPod synchronization of, 190

Terminal

- Command Prompt compared, 25–26
- overview, 25–26

text file, exporting Outlook contacts to a, 113–114

TextEdit, 344

ThinkFree Office, 60–61

35-pass erase of deleted files option, 231

thread, 344

Threads column (Activity Monitor), 255

three-finger navigation with trackpad, 19

Thunderbird

- Outlook, transferring e-mail from, 104–106
- Outlook Express, transferring e-mail from, 109
- overview, 38, 44
- Windows Mail, transferring e-mail from, 107–108

Tidbits (Web site), 331

Time Machine

- backups, 237–240
- configuring, 238–239
- defined, 344
- Dock icon for, 76
- exclusions from, creating, 239–240
- overview, 237
- preferences, 239
- restoring files using, 243–245
- restoring your system with, 246

Title bar used to navigate web sites, 82

tracking down the problem, 250–252

trackpad

- clicking with, 18
- control+scroll with, 18

- Drag Lock feature, 19
 - dragging with, 18
 - multi-touch trackpad techniques, 19
 - one-finger scrolling with, 19
 - pinching with, 19
 - right-clicking with, 16–17
 - rotating with, 19
 - spreading with, 19
 - techniques, 18–19
 - three-finger navigation with, 19
 - two-finger scrolling with, 18
 - Transmit (Panic), 46, 47
 - Transport Monitor, 228
 - Trash
 - confirmation prompts, 219
 - emptying, 218–220
 - space used by, 218
 - troubleshooting
 - hardware issues
 - Apple Hardware Test, running, 268–269
 - basic steps for, 264–265
 - batteries, replacing, 264
 - closing all programs, 265
 - connections, checking, 264
 - default settings, resetting device's, 265
 - firmware, upgrading device's, 265
 - hard disk, repairing, 269–271
 - logging out, 265
 - permissions, repairing, 271
 - power cycling devices, 264
 - restarting your Mac, 265–268
 - installation
 - new devices, 252
 - new programs, 251
 - updates, 252
 - secondary boot device, creating a, 234–236
 - secondary user account, creating a, 233–234
 - software issues
 - basic steps for, 252
 - CPU usage, monitoring, 253–256
 - error messages, 250–251
 - hard disk activity, monitoring, 258–260
 - login items, bypassing your, 261
 - memory usage, monitoring, 257–258
 - preferences file, deleting a
 - program's, 261–262
 - reinstalling Mac OS X, 262–263
 - tracking down the problem, 250–252
 - updates, checking for software, 260
 - Tucows (Web site), 332
 - twisted-pair cable, 344
 - two-finger scrolling with trackpad, 18
- ## U
- UltimateMac (Web site), 332
 - uninstalling applications, 182
 - unlocking preferences, 70–71
 - updates, checking for software, 260
 - Up-to-Date, 40, 41
 - USB 2.0, 129
 - Used value (Activity Monitor), 258
 - user accounts
 - administrator, 89
 - another user account, setting up, 88–90
 - automatic login to your account, 86
 - Guest account, activating built-in, 89
 - locating user data, 28–29
 - managed with parental controls, 89
 - new user account, creating a, 89–90
 - overview, 27, 85
 - password for, assigning a, 86–87
 - sharing only, 90
 - standard, 89
 - switching, 90–91
 - user name, changing your, 87–88
 - user agent
 - defined, 344
 - overview, 34–35
 - User column (Activity Monitor), 255
 - user folder (Windows), 28
 - user name, changing your, 87–88
- ## V
- vacuum used to clean dust, 232
 - VBA macros, 282
 - version of Mac OS X, verifying running
 - latest, 301–302
 - VGA connection, 201
 - video connection, 201
 - video editors
 - described, 55
 - FastCut, 58

video editors (*continued*)

- Final Cut Studio, 56–57
- iDVD, 55–56
- iMovie, 55, 76, 341
- MediaEdit, 58
- Popcorn, 58
- Premiere, 57–58
- QuickTime Pro, 58
- SimpleMovieX, 58

video mirroring

- defined, 344
- external displays for, 202

videos

- iPod synchronization of, 186–188
- moving videos to your Mac, 138

View buttons (Finder), 148

views in Finder

- as columns, 156
- as cover flow, 156–157
- described, 154
- as icons, 154, 155
- as list, 154, 155

virtual machine, 344

Virtual Memory column (Activity Monitor), 255

virtualization, 344

virtualization method for running Windows on your

- Mac
 - Parallels Desktop as, 315–323
 - VMware Fusion as, 323–328

Visual Basic for Applications (VBA) macros, 282

VLC Media Player, 50

VM size value (Activity Monitor), 258

VMware Fusion

- Boot Camp virtual machine, setting up VMware
 - Fusion with, 324–325
- configuring the virtual machine, 327–328
- exchanging files between Mac OS X and
 - Windows, 328
- installing, 323–324
- installing Windows in new virtual
 - machine, 325–327

voice chat, 215

volume. *See* partitions

volume (sound), controlling, 96

W

Web browsers. *See also* Safari

- Camino, 34
- Chrome, 34
- described, 32
- Firefox, 33
- Flock, 34
- iCab, 34
- Internet Explorer, 34
- OmniWeb, 34
- Opera, 34

Web folder, 133

Web sites

- Back button used to navigate, 81
- bookmarking, 81
- discussion forums (Apple), 331
- Download, 331
- hardware support (Apple), 331
- iMac, 330
- Mac, 330
- Mac mini, 330
- Mac Pro, 331
- MacBook, 331
- MacBook Air, 331
- MacBook Pro, 331
- Macfixit, 331
- Macintosh, 332
- Macosxhints, 332
- Macrumors, 332
- Macworld, 332
- navigating, 81–82
- Next button used to navigate, 81
- official Apple sites, 330–331
- opening a site in a new tab, 80–81
- opening a site in a new window, 81
- overview, 79
- Tidbits, 331
- title bar used to navigate, 82
- Tucows, 332
- Ultimatemac, 332
- Xlr8yourmac, 332

widget

- defined, 344
- overview, 180–182

- Windowed Processes section (Activity Monitor), 254
 - windows
 - Close button, 8
 - features of, 7–9
 - Minimize button, 8
 - moving, 9
 - resizing, 9
 - scroll arrows, 9
 - Zoom button, 9
 - Windows (Microsoft)
 - Address Book contacts, transferring, 116–117
 - Calendar appointments, transferring, 123
 - Contacts, 115
 - Explorer compared to Finder, 22–23
 - Mail, transferring e-mail from, 107–108
 - Media Player for Mac OS X, 50
 - network, sharing your Mac on a, 277–279
 - Windows PC
 - MobileMe on, 290–291
 - networks, 275–277
 - Windows run on the Mac. *See* running Windows on your Mac
 - Windows Vista
 - accessing a Mac with, 279
 - MobileMe on, 288
 - as requirement for Boot Camp as dual-boot method, 298–299
 - Windows XP
 - MobileMe on, 288
 - as requirement for Boot Camp as dual-boot method, 298–299
 - wired RAM, 257
 - wireless networks, 274–275
 - WMA music converted to MP3, 135–136
 - WMA (Windows Media Audio) format, 135
 - Word (Microsoft), 61
 - word processors, 61
 - Writes out value (Activity Monitor), 260
 - writing data to hard disk, 259
- X
- Xlr8yourmac (Web site), 332
- Y
- Yummy FTP, 47
- Z
- zero out deleted files option, 230
 - Zoom button, 9