

O'REILLY®

"The Missing Manual series is simply the most intelligent and usable series of guidebooks..."
—KEVIN KELLY, CO-FOUNDER OF WIRED

Switching to the Mac

the missing manual®

The book that should have been in the box*

Yosemite
Edition

Covers OS X
10.10



David Pogue

Switching to the Mac

Yosemite Edition

the missing manual[®]
The book that should have been in the box[®]

Switching to the Mac

Yosemite Edition

the missing manual[®]

The book that should have been in the box[®]

David Pogue

O'REILLY[®]

Beijing | Cambridge | Farnham | Köln | Sebastopol | Tokyo

Switching to the Mac: The Missing Manual, Yosemite Edition

by David Pogue

Copyright © 2015 David Pogue. All rights reserved.
Printed in the United States of America.

Published by O'Reilly Media, Inc.,
1005 Gravenstein Highway North, Sebastopol, CA 95472.

O'Reilly Media books may be purchased for educational, business, or sales promotional use. Online editions are also available for most titles: *safari@oreilly.com*. For more information, contact our corporate/institutional sales department: 800-998-9938 or *corporate@oreilly.com*.

January 2015: First Edition.

The Missing Manual is a registered trademark of O'Reilly Media, Inc. The Missing Manual logo, and “The book that should have been in the box” are trademarks of O'Reilly Media, Inc. Many of the designations used by manufacturers and sellers to distinguish their products are claimed as trademarks. Where those designations appear in this book, and O'Reilly Media is aware of a trademark claim, the designations are capitalized.

While every precaution has been taken in the preparation of this book, the publisher assumes no responsibility for errors or omissions, or for damages resulting from the use of the information contained in it.

ISBN: 978-1-491-947180
[M]

[01/15]

Table of Contents

Introduction	1
What OS X Gives You	3
What OS X Takes Away	6
About This Book	6
The Very Basics	8
 Part One: Welcome to Macintosh	
Chapter 1: How the Mac Is Different.....	13
Power On, Dude	13
Right-Clicking and Shortcut Menus	14
Logging Out, Shutting Down	16
The Menu Bar	18
Finder = Windows Explorer	18
Dock = Taskbar	19
Menulets = Tray	19
Keyboard Differences	22
Disk Differences	28
Where Your Stuff Is	29
Window Controls.....	31
Terminology Differences	40
Chapter 2: Folders, Dock & Windows.....	41
Getting into OS X.....	41
The Four Window Views	44
Icon View	46
List View.....	56
Column View.....	62
Cover Flow View.....	65
The Preview Pane.....	67
Quick Look	68
Finder Tabs.....	73
The Dock.....	75
Setting Up the Dock	75
Using the Dock.....	83
The Finder Toolbar.....	88
Getting Help in OS X.....	90

Chapter 3: Files, Icons & Spotlight	93
Renaming Icons	93
Selecting Icons	96
Moving and Copying Icons	99
Aliases: Icons in Two Places at Once	105
Finder Tags	106
The Trash	111
Get Info	114
Shortcut Menus, Action Menus	117
Spotlight.....	119
Customizing Spotlight.....	140
Smart Folders.....	142
Chapter 4: Documents, Programs & Mission Control	145
The Mac App Store.....	145
Other Ways to Get Mac Software.....	148
Cocoa and Carbon	150
Opening OS X Programs.....	152
Launchpad.....	152
Windows That Auto-Reopen	157
The Application Menu	158
The “Heads-Up” Program Switcher	159
Full Screen Mode.....	160
Mission Control: Death to Window Clutter	161
Dashboard.....	170
Exposé.....	184
Hiding Programs the Old-Fashioned Way	189
How Documents Know Their Parents	191
Keyboard Control.....	195
The Save and Open Dialog Boxes	200
Auto Save and Versions.....	206
iCloud Drive	211
Chapter 5: Data: Typing, Dictating, Sharing & Backing Up.....	213
Power Typing	213
Dictation	218
The Many Languages of OS X Text.....	225
Data Detectors	230
Moving Data Between Documents	232
Exchanging Data with Other Macs.....	235
Exchanging Data with Windows PCs	239
The Share Button (⌘).....	239
Time Machine	242

Part Two: Making the Move

Chapter 6: Transferring Your Files to the Mac	255
Transfers by Apple Genius	256
The Windows Migration Assistant.....	256
Manual Network Transfers.....	259
Transfers by Dropbox, iCloud Drive, or OneDrive.....	259
Transfers by Disk	260
Transfers by File-Sending Web Site.....	261
Transfers by Email	261
Where to Put Your Copied Files	261
Document Conversion Issues	265
Chapter 7: Special Software, Special Problems	267
ACDSee.....	267
Acrobat Reader.....	268
Act.....	268
Ad Subtract (Pop-Up Stopper).....	269
Adobe [your favorite program here]	270
AOL.....	270
AIM (AOL Instant Messenger)	270
Children’s Software.....	270
Chrome.....	270
Easy CD Creator.....	270
Encarta	271
Eudora.....	271
Excel	271
Firefox	271
Games.....	272
Google Desktop Search.....	272
Google Earth	272
Google Chrome	272
ICQ.....	272
Internet Explorer.....	272
iTunes.....	273
McAfee VirusScan.....	273
Microsoft Access	273
Microsoft Money	274
Microsoft Office	276
Microsoft Publisher	276
Microsoft Visio	276
Minesweeper	277
NaturallySpeaking	277
Netscape.....	278
Newsgroup Readers.....	278

Norton AntiVirus.....	278
Norton Utilities.....	278
Notepad.....	278
Outlook/Outlook Express/Windows Mail	278
PaintShop Pro	279
Picasa	279
PowerPoint.....	279
QuickBooks	279
Quicken.....	280
RealPlayer.....	280
RssReader	280
Skype.....	281
Snagit (Screenshots)	281
Solitaire.....	282
Street Atlas USA.....	282
TaxCut, TurboTax	282
Winamp, MusicMatch.....	282
Windows Media Player.....	282
WinZip.....	283
Word	283
WordPerfect	283
Yahoo Messenger.....	283

Chapter 8: Windows on the Mac..... 285

Boot Camp	286
Windows in a Window	294
Life with Microsoft Exchange.....	296

Chapter 9: Hardware on the Mac..... 299

Mac Meets Printer	299
Making the Printout	302
Managing Printouts.....	305
Printer Sharing.....	306
Faxing.....	307
PDF Files.....	307
Fonts—and Font Book.....	310
Digital Cameras	317
Disks.....	318
Startup Disks	319
DVD Movies.....	320
iTunes: The Digital Jukebox.....	323
AirPlay.....	336
Keyboards	338
Mouse	339
Monitors	340
Scanners	342

Part Three: Yosemite Online

Chapter 10: Internet Setup & iCloud	347
Network Central and Multihoming.....	348
Broadband Connections.....	350
Ethernet Connections	352
WiFi Connections.....	352
Cellular Modems	356
Tethering (Personal Hotspot).....	356
Dial-Up Modem Connections	357
Switching Locations	357
Internet Sharing.....	359
Meet iCloud.....	362
Family Sharing	370
More iCloud Features	375
Chapter 11: Mail & Contacts	377
Setting Up Your Accounts.....	377
Checking Your Mail	378
Tailoring the Look of Mail	379
Writing Messages	383
Stationery	391
Reading Email	393
VIPs.....	409
The Anti-Spam Toolkit.....	410
Contacts.....	411
Chapter 12: Safari	423
Browsing Basics.....	423
The Unified Address/Search Bar	423
Bookmarks, Favorites, Top Sites.....	426
Full Screen and Gestures.....	431
Customizing the Toolbar	432
Saved Passwords: The iCloud Keychain.....	434
Tips for Better Surfing.....	440
Tabbed Browsing.....	450
Privacy and Security Features	452
Chapter 13: Messages	455
Welcome to Messages	455
Setting Up Messages.....	457
Let the Chat Begin	461
Text Chats	464
Audio Chats.....	468
Video Chats	468
Sharing Your Screen.....	472

Part Four: Putting Down Roots

Chapter 14: Mac+iPhone: Handoff, AirDrop & Continuity.....	477
Mac as Speakerphone	478
Texting from the Mac	480
Instant Hotspot	481
Handoff	482
AirDrop	484
Chapter 15: Accounts, Security & Gatekeeper	487
Introducing Accounts.....	487
Creating an Account	489
Parental Controls.....	498
Editing Accounts	505
Setting Up the Login Process.....	506
Signing In, Logging Out	509
Sharing Across Accounts	512
Fast User Switching	514
OS X and Security.....	516
Privacy Shields.....	530
Chapter 16: Networking, File Sharing & AirDrop	531
Wiring the Network.....	531
File Sharing: Three Ways.....	535
AirDrop	536
Sharing Your Public Folder.....	540
Sharing Any Folder.....	541
Accessing Shared Files.....	546
Networking with Windows.....	554
Screen Sharing.....	560
Chapter 17: System Preferences.....	569
The System Preferences Window.....	569
Accessibility.....	572
App Store.....	581
Bluetooth	581
CDs & DVDs.....	584
Date & Time	584
Desktop & Screen Saver	586
Dictation & Speech	591
Displays.....	591
Dock	591
Energy Saver	592
Extensions.....	596
General	597
iCloud.....	600

Internet Accounts	600
Keyboard	600
Language & Region	601
Mission Control	601
Mouse	602
Network	603
Notifications	603
Parental Controls.....	603
Printers & Scanners.....	603
Security & Privacy.....	603
Sharing.....	603
Sound.....	604
Spotlight.....	606
Startup Disk.....	606
Time Machine	606
Trackpad	606
Users & Groups.....	610
Chapter 18: Notifications	611
Insta-Respond to Bubbles	612
Shutting Up the Bubbles	612
The Notification Center	614
Chapter 19: The Free Programs.....	621
Your Free OS X Programs	621
App Store.....	621
Automator, AppleScript.....	622
Calculator	622
Calendar	624
Chess.....	639
Contacts.....	641
Dashboard.....	641
Dictionary.....	641
DVD Player	643
FaceTime.....	643
Font Book.....	646
Game Center.....	647
GarageBand	649
iBooks	649
Image Capture	655
iMovie	658
iPhoto/Photos	658
iTunes.....	659
Launchpad.....	659
Mail.....	659
Maps.....	659

Messages	664
Mission Control	665
Notes	665
Numbers, Pages.....	668
Photo Booth	668
Preview	671
QuickTime Player	683
Reminders	683
Safari	686
Stickies	687
System Preferences.....	689
TextEdit.....	689
Time Machine	696
Utilities: Your OS X Toolbox.....	696

Part Five: Appendixes

Appendix A: Installing OS X Yosemite.....	717
Hardware Requirements	718
Psychological Requirements	719
The Standard Installation	719
The Setup Assistant.....	721
The Homemade Installer Disk	725
Appendix B: Troubleshooting.....	729
Minor Eccentric Behavior	729
Frozen Programs (Force Quitting)	731
Recovery Mode: Three Emergency Disks	732
Application Won't Open	736
Startup Problems.....	736
Fixing the Disk.....	739
Where to Get Troubleshooting Help.....	742
Appendix C: The “Where’d It Go?” Dictionary	743
Appendix D: The Master Secret Keystroke List.....	757
Index	767

The Missing Credits

About the Author



David Pogue (author, illustrator, indexer) is the founder of Yahoo Tech (*yahootech.com*), a job for which he was groomed by 13 years of writing the weekly tech column for *The New York Times*.

He's also a monthly columnist for *Scientific American*, a two-time Emmy-winning correspondent for *CBS News Sunday Morning*, the host of several NOVA miniseries on PBS, and the creator of the Missing Manual series. He's written or co-written more than 75 books, including 30 in this series, six in the For Dummies line (including *Macs*, *Magic*, *Opera*, and *Classical Music*), two novels (one for middle-schoolers), *The World According to Twitter*, and *Pogue's Basics: Essential Tips and Shortcuts (That No One Bothers to Tell You) for Simplifying the Technology in Your Life*, a *New York Times* bestseller. In his other life, David is a former Broadway show conductor, a magician, and a funny public speaker. He lives in Connecticut with his wife, Nicki, and three awesome children.

Links to his columns and videos await at www.davidpogue.com. He welcomes feedback about his books by email at david@pogueman.com.

About the Creative Team

Julie Van Keuren (managing editor) quit her newspaper editing job in 2006 to move to Montana and live the freelancing dream. She and her husband, M.H. (who's living the novel-writing dream), have two teenage sons, Dexter and Michael. Email: little_media@yahoo.com.

Phil Simpson (design and layout) runs his graphic design business from Southbury, Connecticut. His work includes corporate branding, publication design, communications support, and advertising. In his free time, he is a homebrewer, ice cream maker, wannabe woodworker, and is on a few tasting panels. He lives with his wife and several great felines. Email: phil.simpson@pmsgraphics.com.

Brian Jepson (technical consultant) is an O'Reilly editor and hacker, and co-organizer of Providence Geeks and the Rhode Island Mini Maker Faire. He's also been involved over the years with AS220, a nonprofit arts center. Email: bjepson@oreilly.com.

Kirill Voronin (technical editor) is the head of an IT consulting company, aptly called Shortcut, based in Moscow, Russia. He has worked with Macs since the '90s, and he's an Apple Certified System Administrator and Apple Certified Trainer for IT courses. He lives with his wife, Maria, and son, Nil. Email: kirill.voronin@shortcut.ru.

Acknowledgments

Over the years, many friends and colleagues have contributed enthusiasm, expertise, and even prose to this book's editions. They include Zachary Brass, Dan Pourhadi, Rich Koster, J.D. Biersdorfer, Teresa Noelle Roberts, Ben Waldie, and Lesa Snider.

In addition to the dream team members identified above, I owe debts of thanks to O'Reilly's Missing Manuals editor-in-chief, Brian Sawyer; Apple's Ryan James and Bill Evans for going beyond the call of duty to chase down tweaky tech answers; Philip Michaels, who wrote about Game Center for this book; fact-checker Judy Le; proof-reader Kellee Katagi; John Uppendahl and Kurt Schmucker, who did me some favors capturing the uncapturable; and my assistant Jan Carpenter, whose help redoing this book's 400 illustrations made my very survival possible.

I've never met, or even spoken to, Kirill Voronin; he lives in Moscow. But he submitted so many corrections to the previous edition's Errata page online that I wound up hiring him to be the tech editor for this book—and he knocked it out of the park.

Julie Van Keuren is solely responsible for this book coming out on time. She began her Missing Manual life as a copy editor but, on this edition, also became the adapter, updater, text integrator, and design re-layouter.

Thanks, as always, to David Rogelberg for believing in the idea. Above all, this book owes its existence to the patience and affection of Nicki, Kelly, Tia, and Jeffrey. They make these books—and everything else—possible.

—David Pogue

The Missing Manual Series

Missing Manuals are witty, superbly written guides to computer products that don't come with printed manuals (which is just about all of them). Each book features a handcrafted index; cross-references to specific page numbers (not just “see Chapter 14”); and an ironclad promise never to put an apostrophe in the possessive pronoun *its*.

Here's a list of current and upcoming titles:

For the Mac

- *OS X Yosemite: The Missing Manual* by David Pogue
- *OS X Mavericks: The Missing Manual* by David Pogue
- *AppleScript: The Missing Manual* by Adam Goldstein
- *FileMaker Pro 13: The Missing Manual* by Susan Prosser and Stuart Gripman
- *iMovie: The Missing Manual* by David Pogue and Aaron Miller
- *iPhoto: The Missing Manual* by David Pogue and Lesa Snider

-
- *iWork: The Missing Manual* by Jessica Thornsby and Josh Clark
 - *Office 2011: The Missing Manual* by Chris Grover
 - *Switching to the Mac: The Missing Manual, Yosemite Edition* by David Pogue
 - *Photoshop CC: The Missing Manual, Second Edition* by Lesa Snider
 - *Photoshop CS6: The Missing Manual* by Lesa Snider
 - *Photoshop Elements 13: The Missing Manual* by Barbara Brundage

For Windows

- *Windows 8.1: The Missing Manual* by David Pogue
- *Windows 7: The Missing Manual* by David Pogue
- *Access 2013: The Missing Manual* by Matthew MacDonald
- *Excel 2013: The Missing Manual* by Matthew MacDonald
- *Microsoft Project 2013: The Missing Manual* by Bonnie Biafore
- *Office 2013: The Missing Manual* by Nancy Conner and Matthew MacDonald
- *QuickBooks 2105: The Missing Manual* by Bonnie Biafore
- *Photoshop CC: The Missing Manual, Second Edition* by Lesa Snider
- *Photoshop CS6: The Missing Manual* by Lesa Snider
- *Photoshop Elements 13: The Missing Manual* by Barbara Brundage

Electronics

- *iPhone: The Missing Manual, Eighth Edition* by David Pogue
- *David Pogue's Digital Photography: The Missing Manual*
- *Galaxy S5: The Missing Manual* by Preston Gralla
- *Galaxy Tab: The Missing Manual* by Preston Gralla
- *iPad App Development: The Missing Manual* by Craig Hockenberry
- *iPod: The Missing Manual, Eleventh Edition* by J.D. Biersdorfer & David Pogue
- *Kindle Fire HD: The Missing Manual* by Peter Meyers
- *Fire Phone: The Missing Manual* by Preston Gralla
- *Netbooks: The Missing Manual* by J.D. Biersdorfer
- *NOOK HD: The Missing Manual* by Preston Gralla
- *Motorola Xoom: The Missing Manual* by Preston Gralla

Web Technologies

- *Adobe Edge Animate: The Missing Manual* by Chris Grover
- *Creating a Web Site: The Missing Manual, Third Edition* by Matthew MacDonald
- *CSS3: The Missing Manual, Third Edition* by David Sawyer McFarland
- *Dreamweaver CS6: The Missing Manual, Second Edition* by David Sawyer McFarland and Chris Grover
- *Dreamweaver CC: The Missing Manual* by David Sawyer McFarland
- *Flash CS6: The Missing Manual* by Chris Grover
- *Google+: The Missing Manual* by Kevin Purdy
- *HTML5: The Missing Manual, Second Edition* by Matthew MacDonald
- *JavaScript & jQuery: The Missing Manual, Third Edition* by David Sawyer McFarland
- *PHP & MySQL: The Missing Manual, Second Edition* by Brett McLaughlin
- *WordPress: The Missing Manual* by Matthew MacDonald

Life

- *Buying a Home: The Missing Manual* by Nancy Conner
- *Personal Investing: The Missing Manual* by Bonnie Biafore
- *Your Brain: The Missing Manual* by Matthew MacDonald
- *Your Body: The Missing Manual* by Matthew MacDonald
- *Your Money: The Missing Manual* by J.D. Roth

Introduction

What's going on with the Mac these days? Apple was the only computer company whose sales actually increased during the recession. The Mac's market share has quadrupled since 2005—it's now around 20 percent of computer sales in the U.S. And then there's the most significant statistic of all: you, sitting there reading this book—because, obviously, you intend to switch to (or add on) a Mac.

What's going on?

Maybe it's the "halo effect": the coolness of all those iPads and iPhones is rubbing off onto the rest of Apple's product line. Maybe people have grown weary of boring beige and black boxes. Maybe it's the convenience of the Apple Stores. Maybe potential switchers feel more confident to take the plunge, since more and more of life is moving online, where it makes no difference what kind of computer you have.

Or maybe people have just spent one Saturday too many dealing with viruses, worms, spyware, crapware, excessive startup processes, questionable firewalls, inefficient permissions, and all the other land mines strewn across the Windows world.

In any case, there's never been a better time to make the switch. Mac OS X version 10.10 (nicknamed Yosemite) is gorgeous, easy to understand, and virus-free. Apple's computers are in top form, too, complete with features like built-in hi-def video cameras, built-in Ethernet, illuminated keyboards, and two different kinds of wireless connections. If you're talking laptops, the story is even better: Apple's laptops generally cost less than similarly outfitted Windows laptops, and they weigh less, too. Plus, they look a lot cooler.

And then there's that Intel processor that sizzles away inside today's Macs. Yes, it lets you *run Windows*—and Windows programs—at blazing speed, right there on your Macintosh. (Hell really has frozen over.) Chapter 8 has the details.

That's not to say, however, that switching to the Mac is all sunshine and bunnies. The Macintosh is a different machine, running a different operating system, and built by a company with a different philosophy—a fanatical control freak/perfectionist zeal. When it comes to their missions and ideals, Apple and Microsoft have about as much in common as a melon and a shoehorn.

In any case, you have three challenges before you. First, you'll probably want to copy your Windows stuff over to the new Mac. Some of that is easy to transfer (photos, music, Microsoft Office documents), and some is trickier (email messages, address books, buddy lists).

Second, you have to assemble a suite of Macintosh programs that do what you're used to doing in Windows. Most programs from Microsoft, Adobe, and other major players are available in nearly identical Mac and Windows formats. But, occasionally, it's more difficult: Many programs are available only for Windows, and it takes some research (or Chapter 7 of this book) to help you find Macintosh replacements.

Finally, you have to learn OS X itself; after all, it came preinstalled on your new Mac. In some respects, it resembles the latest versions of Windows: There's a taskbar-like thing, a Control Panel-like thing, and, of course, a Trash can. At the same time, hundreds of features you thought you knew have been removed, replaced, or relocated. (If you ever find yourself groping for an old favorite feature, see Appendix C, The "Where'd It Go?" Dictionary.)

Note: In OS X, the X is meant to be a Roman numeral, pronounced "ten." Unfortunately, many people see "OS X" and say "Oh Ess Ex." That's a sure way to get funny looks in public.

FREQUENTLY ASKED QUESTION

All About "Yosemite"

Why is the operating system called "Yosemite"?

Most software companies develop their wares in secret, using code names for new products. Apple's code names for OS X were first named after big cats: OS X was Cheetah, 10.1 was Puma, 10.2 was Jaguar, 10.3 was Panther, 10.4 was Tiger, 10.5 was Leopard, 10.6 was Snow Leopard, 10.7 was Lion, and 10.8 was Mountain Lion.

(A mountain lion is actually the same thing as a cougar, which is the same thing as a puma. But let's not quibble.)

Usually, the code name is dropped as soon as the product is complete, whereupon the marketing department gives it

a new name. In OS X's case, though, Apple thought its cat names were cool enough to retain for the finished product.

But then it pretty much ran out of species. What was left? Bobcat? Cougar? Ocelot?

So beginning with OS X 10.9, Apple's naming system moved on—to famous places in California. Mavericks is a big-wave surfing spot in Northern California. Yosemite, of course, is a breathtaking national park in the Sierra Nevada mountain range.

Now you know.

What OS X Gives You

These days, a key attraction of the Mac—at least as far as switchers are concerned—is security. Viruses and spyware are almost nonexistent on the Mac. (Even Microsoft Word macro viruses don't run in OS X.) For many people, that's a good enough reason to move to OS X right there.

Along the same lines, Mail, Mac OS X's built-in email program, deals surprisingly well with spam, the unsolicited junk email that's become the scourge of the Internet.

If you ask average people why the Mac isn't overrun by viruses and spyware, as Windows is, they'll probably tell you, "Because the Mac's market share is too small for the bad guys to write for."

That may be true (although 80 million machines isn't too shabby, as targets go). But there's another reason, too: OS X is a relatively young operating system. It was created only in 2001, and with security in mind. (Contrast that with Windows, whose original versions were written before the Internet even existed.) OS X's built-in firewall makes it virtually impossible for hackers to break into your Mac, and the system insists on getting your permission before *anything* gets installed. Nothing can slip in behind your back.

But freedom from gunkware and viruses is only one big-ticket item. Here are a few other joys of becoming a Mac fan:

- **Stability.** Underneath the Mac's shimmering, translucent desktop is Unix, the industrial strength, rock-solid OS that drives many a Web site and a university. It's not new by any means; in fact, it's decades old, and has been polished by generations of programmers. That's precisely why former Apple CEO Steve Jobs and his team chose it as the basis for the NeXT operating system, which Jobs worked on during his 12 years away from Apple and which Apple bought in 1997 to turn into Mac OS X.
- **No nagging.** OS X isn't copy-protected. It's free, too. You can install it on as many Macs as your family owns. When you buy a new Mac, you're never, ever asked to type in a code off a sticker. Nor must you "register," "activate," sign up for ".NET Passport," or endure any other friendly suggestions unrelated to your work. And you won't find any cheesy software demos from other companies clogging up your desktop when you buy a new Mac, either. In short, OS X leaves you alone.
- **Great software.** OS X comes with several dozen useful programs, from Mail (for email) to a 3-D, voice-activated Chess program. The most famous programs, though, are the famous Apple "iApps": iTunes for working with audio files, iMovie for editing video, iPhoto for managing your digital photos, GarageBand for creating and editing digital music, and so on. You also get Messages (a Yahoo-, AOL-, Facebook-, Jabber-, and Google Talk-compatible instant messaging program that also offers videoconferencing) and Calendar, a calendar program, plus iPaddish apps like Maps and iBooks.

- **Simpler everything.** Most applications on the Mac show up as a single icon. All the support files are hidden away inside, where you don't have to look at them. There's no Add/Remove Programs program on the Macintosh; in general, you can remove a program from your Mac simply by dragging that one application icon to the Trash, without having to worry that you're leaving scraps behind.

- **Continuity features.** If you also own an iPhone, you're in for a real treat. In Yosemite, Apple turns the phone into something of a cellular accessory for your Mac.

For example, the Mac can now be a speakerphone, taking and making calls over a wireless connection to your iPhone. You can send and receive standard text messages, too, right from the comfort of your full-sized Mac keyboard. Your phone relays them.

Then there's Handoff, which passes documents between the iPad or iPhone and the Mac. If you've been writing a message on your iPhone, for example, you find a new icon at the left end of the Mac's Dock that you can click to open the same email on the Mac, ready to complete and send.

The same feature works for other Apple programs like Safari (opens the same Web page), Maps, Messages, Reminders, Calendar, Contacts, Notes, Keynote, Numbers, and Pages. It works the other direction, too; if you start something on the Mac, an icon appears on the lower-left corner of your iPhone's Lock screen that opens the same item.

- **Desktop features.** OS X offers a long list of useful desktop features that will be new to you, the Windows refugee.

For example, *spring-loaded* folders let you drag an icon into a folder within a folder within a folder with a single drag, without leaving a wake of open windows. An optional second line under an icon's name tells you how many items are in a folder, what the dimensions of a graphic are, and so on. And there's a useful column view, which lets you view the contents of many nested folders at a glance. (You can think of it as a horizontal version of Windows Explorer's folder tree.)

When your screen gets cluttered with windows, you can temporarily hide all of them with a single keystroke. If you want to see *all* the windows on your screen without any of them overlapping, OS X's Mission Control feature is your best friend (page 161).

A speedy, system-wide Find command called Spotlight is accessible from any program. It searches not only the names of your files and folders, but also the words *inside* your documents, and can even search your email, calendar, address book, Web bookmarks, and about 100 other kinds of data, all at once.

Finally, OS X offers the Dashboard (something like the widgets in Windows Vista and Windows 7). It lets you summon dozens of miniprograms—a calculator, weather forecaster, dictionary, and so on—with a single keystroke, and dismiss them just as easily. You can download thousands more of these so-called widgets from

the Internet, making it even easier to find TV listings, Google search results, local movie showtimes, and more, no matter what program you're using at the moment.

- **Advanced graphics.** Mac programmers get excited about the set of advanced graphics technologies called *Quartz* (for two-dimensional graphics) and *OpenGL* (for three-dimensional graphics). For the rest of us, these technologies translate into a beautiful, translucent look for the desktop, smooth-looking (*antialiased*) onscreen lettering, and the ability to turn any document on the screen into an Adobe Acrobat (PDF) file. And then there are the slick animations that permeate every aspect of OS X: the rotating-cube effect when you switch from one logged-in person to another, the “genie” effect when you minimize a window to the Dock, and so on.
- **Advanced networking.** When it comes to hooking up your computer to others, including those on the Internet, few operating systems can touch OS X. It offers advanced features like *multihoming*, which lets your laptop switch automatically from its cable modem settings to its wireless or dial-up modem settings when you take it on the road.

If you're not so much a switcher as an *adder* (you're getting a Mac but keeping the PC around), you'll be happy to hear that Macs and Windows PCs can “see” each other on a network automatically, too. As a result, you can open, copy, and work on files on both types of machines as though the religious war between Macs and PCs had never even existed.

- **Voice control, keyboard control.** You can operate almost every aspect of every program entirely from the keyboard—or even by voice. These are terrific timesavers for efficiency freaks. In fact, the Mac can also read aloud *any text in any program*, including Web pages, email, your novel, you name it.
- **Full buzzword compliance.** You can't read an article about OS X without hearing certain technical buzzwords that were once exclusively the domain of computer engineers: *preemptive multitasking*, *multithreading*, *symmetrical multiprocessing*, *dynamic memory allocation*, and *memory protection*, for example.

What it all adds up to is that OS X is very stable, that a crashing program can't crash the whole machine, that the Macintosh can exploit multiple processors, and that the Mac can easily do more than one thing at once—downloading files, playing music, and opening a program, for example—all simultaneously.

- **A command-line interface.** In general, Apple has completely hidden from you every trace of the Unix operating system that lurks beneath OS X's beautiful skin. For the benefit of programmers and other technically oriented fans, however, Apple left uncovered a tiny passageway into that far more complex realm: Terminal, a program in your Applications→Utilities folder.

If the idea of an all-text operating system gets you going, you can capitalize on the *command-line interface* of OS X by typing out commands in the Terminal window, which the Mac executes instantly and efficiently. Think DOS prompt, just faster and more useful. (Curious? There's a free online PDF appendix to this book—called

“Terminal Crash Course”—waiting for you. It’s on this book’s “Missing CD” at www.missingmanuals.com.)

What OS X Takes Away

Besides quirks like viruses, spyware, and the Start menu, there are some substantial things on a PC that you lose when you switch to the Mac:


- **Programs.** Certain programs are still Windows-only. You can always search for replacements—using Chapter 7 of this book as a guide, for example—but you may end up having to pay for them. And, of course, there are a *few* programs—like some proprietary accounting and laboratory software, and lots of games—where the Windows versions are simply irreplaceable. For those, you have to keep a PC around or run Windows on your Mac (Chapter 8).
- **Peripherals.** Most add-on devices nowadays work equally well on both Windows PCs and Macs. That includes printers, scanners, digital cameras (still- and video-varieties), and “multifunction” devices that incorporate several of those attributes into one machine.

Unfortunately, sometimes the Mac software for a gadget isn’t as full-featured as the Windows version. Sometimes some of the features on a multifunction printer/scanner aren’t available on the Mac. If you have a device made by an obscure manufacturer—especially if the device is more than a few years old—it may not work with your Mac at all.

Still, all hope is not lost. Chapter 9 can get you out of most hardware ruts you may find yourself in while making the Big Switch.

About This Book

Switching to the Mac: The Missing Manual is divided into five parts, each containing several chapters:

- Part One, **Welcome to Macintosh**, covers the essentials of the Macintosh. It’s a crash course in everything you see onscreen when you turn on the machine: the Dock, Sidebar, icons, windows, menus, scroll bars, Trash, aliases,  menu, and so on.
- Part Two, **Making the Move**, is dedicated to the actual process of hauling your software, settings, and even peripherals (like printers and monitors) across the chasm from the PC to the Mac. It covers both the easy parts (copying over your documents, pictures, and music files) and the harder ones (transferring your email, address books, buddy lists, and so on). It also covers the steps for running Windows on your Mac, which is an extremely attractive option.
- Part Three, **Yosemite Online**, walks you through the process of setting up an Internet connection on your Mac. It also covers Apple’s Internet software suite: Mail, Contacts, Safari, and Messages.

Note: Much of this book is adapted from *OS X Yosemite: The Missing Manual*. That book is a fatter, more in-depth guide to OS X.

- Part Four, **Putting Down Roots**, deals with more advanced topics—and aims to turn you into a Macintosh power user. It teaches you how to use Yosemite’s new Continuity features, set up private accounts for people who share a Mac, create a network for file sharing and screen sharing, navigate the System Preferences program (the Mac equivalent of the Windows Control Panel), use the Notification Center, operate the 50 or so freebie bonus programs that come with OS X.
- Part Five, **Appendixes**. At the end of the book, you’ll find four appendixes. The first two cover installation and troubleshooting. The third is the “Where’d It Go?” Dictionary—an essential reference for anyone who occasionally (or frequently) flounders to find some familiar control in the new, alien Macintosh environment. The last is a master keyboard-shortcut list for the entire Mac universe.

About→These→Arrows

Throughout this book—and throughout the Missing Manual series—you’ll find sentences like this one: “Open the System→Libraries→Fonts folder.” That’s shorthand for a much longer instruction that directs you to open three nested folders in sequence, like this: “On your hard drive, you’ll find a folder called System. Open that. Inside the System folder window is a folder called Libraries; double-click it to open it. Inside *that* folder is yet another one called Fonts. Double-click to open it, too.”

Similarly, this kind of arrow shorthand helps to simplify the business of choosing commands in menus, as shown in Figure I-1.

Figure I-1:

If this book says “Choose View→Arrange By→Name,” it’s describing a logical sequence of steps.

In this example, that would mean clicking the View menu, choosing the Arrange By command from it, and then choosing Name from the submenu.



- [click Toy Bulldog: The Fighting Life and Times of Mickey Walker](#)
- [read online Baudrillard Reframed: Interpreting Key Thinkers for the Arts \(Contemporary Thinkers Reframed\)](#)
- [read online Normandy Omaha Beach: V Corps Battle for the Beachhead book](#)
- [Linux Format, Issue 167 \(February 2013\) pdf, azw \(kindle\), epub](#)

- <http://anvilpr.com/library/Critique-of-Practical-Reason--Hackett-Classics-Series-.pdf>
- <http://xn--d1aboelcb1f.xn--p1ai/lib/The-Business-of-Being-Social--A-Practical-Guide-to-Harnessing-the-power-of-Facebook--Twitter--LinkedIn---YouTube-fo>
- <http://berttrotman.com/library/The-Third-Gate--A-Novel.pdf>
- <http://xn--d1aboelcb1f.xn--p1ai/lib/The-Trip-to-Jerusalem--Bracewell-Mysteries--Book-3-.pdf>