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# 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

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Yosemite Edition

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David Pogue

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## ***Switching to the Mac: The Missing Manual, Yosemite Edition***

by David Pogue

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# The Missing Credits

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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.

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—David Pogue

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# Introduction

**W**hat'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.

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#### 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](http://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

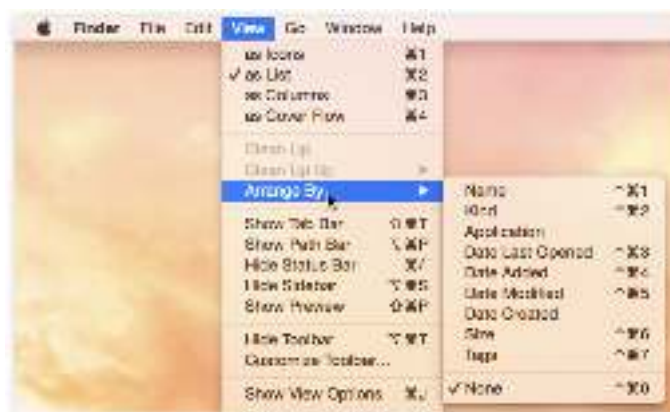
Throughout this book—and throughout the Missing Manual series—you’ll find sentences like this one: “Open the System→Libraries→Fonts folder.” That’s shorthand for a much longer instruction that directs you to open three nested folders in sequence, like this: “On your hard drive, you’ll find a folder called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





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