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About the Authors

Joe Hutsko is the author of Green Gadgets For Dummies, Flip Video For Dummies (with Drew Davidson), and iPhone All-in-One For Dummies (with Barbara Boyd). For more than two decades, he has written about computers, gadgets, video games, trends, and high-tech movers and shakers for numerous publications and websites, including the New York Times, Macworld, PC World, Fortune, Newsweek, Popular Science, TV Guide, the Washington Post, Wired, Gamespot, MSNBC, Engadget, TechCrunch, and Salon. You can find links to Joe’s stories on his blog, JOEyGADGET.com.

As a kid, Joe built a shortwave radio, played with electronic project kits, and learned the basics of the BASIC programming language on his first computer, the Commodore Vic 20. In his teens, he picked strawberries to buy his first Apple II computer. Four years after that purchase (in 1984), he wound up working for Apple, where he became the personal technology guru for the company’s chairman and CEO. Joe left Apple in 1988 to become a writer and worked on and off for other high-tech companies, including Steve Jobs’ one-time NeXT. He authored a number of video game strategy guides, including the bestsellers Donkey Kong Country Game Secrets: The Unauthorized Edition, and Rebel Assault: The Official Insiders Guide.

Joe’s first novel, The Deal, was published in 1999, and he recently rereleased a trade paperback edition of it with a new foreword by the author (tinyurl.com/hutskodeal).

Barbara Boyd writes about food, gardens, travel, and technology. She’s written for Chile Pepper Magazine, Islands, and BeeCulture. With Joe, she just finished iPhone All-in-One For Dummies.

Barbara worked at Apple from 1985 to 1990, beginning as Joe’s assistant and the first network administrator for the executive staff. She then took a position as an administrator in the Technical Product Support group. Barbara recalls working with people who went on to become top names in technology — it was an exciting time to be in Silicon Valley and at Apple in particular. That experience instilled a lifelong fascination with technology and Apple products. Her interest and experience led to subsequent jobs in marketing and publishing at IDG (International Data Group) and later for a small San Francisco design firm. In 1998, she left the corporate world to study Italian, write, and teach.

Presently, Barbara stays busy writing, keeping up with technology, growing olives, and beekeeping. (She’s a certified honey taster.) Her next writing project — barring any unforeseen For Dummies books — will be a memoir of building a farm and house in Italy. Barbara divides her time between city life in Rome and country life on an olive farm in Calabria, which she blogs about at http://honeybeesandolivetrees.blogspot.com.
Dedication

Joe dedicates this book to: My fabulously thoughtful, kind, caring, smart, creative, beautiful, and amazing co-author — and lifelong friend (and karmic life preserver) — Barbara Boyd.

Barbara dedicates this book to: My sweet, patient husband, Ugo de Paula, who appreciates my inner geek and keeps me on my toes by asking complicated and challenging technical questions. And to my talented, inspiring, since-childhood friend Joe Hutsko, without whom I wouldn’t be doing any of this techie stuff.

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You see the author’s names on the cover, but these books (like any book) are really a collaboration, an effort of a many-membered team. Thanks go to Bob Woerner at Wiley for trusting Joe’s judgment and taking a chance on an unknown author. We couldn’t have completed this book without our terrific project editor, Jean Nelson, who kept track of everything and kept everything on track. We truly appreciated our sharp-eyed, guitar-playing copy editor, Barry Childs-Helton, for polishing our book with his precise edits. A big hats off to Dennis R. Cohen for his insightful and accurate technical editing and witty comments that often made us laugh out loud during author review. Thanks, too, to the anonymous people at Wiley who contributed to this book — not just editorial, but tech support, legal, accounting, even the person who delivers the mail. We don’t know you, but we appreciate the job you do; it takes a lot of worker bees to keep the hive healthy, and each task is important to the whole.

We want to thank our literary agent, Carole Jelen, for her astute representation and moral support. Carole plays a key role in our success, promoting us and keeping an eye out for new opportunities.

Thanks to the folks at Apple who developed such cool products, and specifically to Keri Walker for her ongoing editorial product support. Also, a special thanks to the app developers who shared their products and their time — their names are too many to list here, but please take our word for it when we say this book wouldn’t have been complete without your support.
Joe adds: Major thanks to my dear, long-time friend Barbara Boyd, who stepped up to the plate as co-author on both this book and iPhone All-in-One For Dummies when my life and work focuses shifted to other time-sensitive projects and matters; writing and making deadlines on both books would have been impossible without Barbara’s contribution. I mean it quite literally when I say both books are more Barbara’s than mine, from perspectives of total word count, attention to detail, and commitment. Lastly, I am pleased to see Barbara managed to slip in a reference to her beloved bees in our Acknowledgments.

Barbara adds: Not a day goes by that I’m not grateful to my dear, long-time friend, and co-author, Joe. I love my job and working with him is a joy, but the real reason is that by asking me to write this book, I’ve gotten back in the habit of writing every day and there aren’t enough thanks for that. Through the years, I’ve gotten several jobs by following in Joe’s footsteps, but this one is by far the best. And a heartfelt “thank you” to my sister, Bonnie, whose enthusiasm was perhaps more than my own about writing this book. She’s my biggest fan and personal cheerleader.
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We’re proud of this book; please send us your comments at http://dummies.custhelp.com. For other comments, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

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Introduction

Whether you’re a beginner, an intermediate user, or a seasoned computer expert, you can find something in *Macs All-in-One For Dummies*, 3rd Edition, for you. This book is divided into six minibooks so you can focus on the topics that interest you and skip over the ones that don’t. We explored every menu and button of the Mac, its operating system, and Apple’s iLife and iWork applications and wrote about most of them, focusing on the functions and features we think you’ll use frequently or that will help you get the most out of your Mac and the applications. However, if you find that you want more detailed explanations on specific topics than this book provides, you should look into a more specialized book, such as *iWork ’09 For Dummies* by Jesse Feiler or *iLife ’11 For Dummies* by Tony Bove (both published by John Wiley & Sons, Inc.).

About This Book

This book focuses on the basics for all the aspects of using a Mac, from turning it on and using the mouse and trackpad to connecting your Mac to the Internet and e-mail to organizing your digital pictures and videos to creating photo albums and home movies with fancy captivating special effects to . . . you get the idea.

This book also shows you how to use and take advantage of Apple’s iWork suite, which provides word processing, desktop publishing, a presentation program, and a spreadsheet program for calculating formulas and displaying your data as 3D charts. Whether you use a Mac for work, school, or just for fun, you’ll find that with the right software applications, your Mac can meet all your computing needs.

If you’re migrating to a Mac from a Windows desktop or notebook PC, this book can show you how to install Windows on your Mac so you can run your favorite Windows programs. By running Windows on a Mac, you can turn your Mac into two computers for the price of one.

If you’re new to the Mac, you’ll find that this book introduces you to all the main features of your Mac. If you’re already a Mac user, you’ll find information on topics you might not know much about. After reading this book, you’ll have the foundation and confidence to move on to more advanced books, or delve deeper into your Mac’s bundled applications and others you can buy for experimenting on your own.
Foolish Assumptions

In writing this book, we made a few assumptions about you, dear reader. To make sure that we’re on the same page, we assume that

✦ You know something, but not necessarily a whole lot, about computers and you want to find out the basics of using a Mac or doing more with your Mac than you are already.

✦ You have at least a general concept of this wild and crazy thing called the Internet — or more precisely, the phenomenon known as the Web (or, more formally, the World Wide Web).

✦ You’ll turn to the introductory chapters if you find yourself scratching your head at such terms as double-click, drag and drop, scroll, and Control-click — or any other terms that sound like things we think you should know but you don’t.

✦ You appreciate the speed at which technology-based products like the Mac (and the programs you can run on it) can change in as little as a few months, with newer, sleeker, faster models and application versions replacing previous versions.

✦ You acknowledge that it’s up to you to go on the Web to find updated information about the products described throughout this book.

✦ You know that keeping up with the topic of all things high-tech and Mac (even as a full-time job, as it is for us) still can’t make a guy or gal the be-all and end-all Mac Genius of the World. You will, therefore, alert us to cool stuff you discover in your Mac odyssey so that we can consider including it in the next edition of this book.

✦ You’re here to have fun, or at least try to have fun, as you dive into The Wonderful World of Mac.

Conventions Used in This Book

To help you navigate this book efficiently, we use a few style conventions:

✦ Terms or words that we truly want to emphasize are italicized (and defined).

✦ Website addresses, or URLs, are shown in a special monofont typeface, like this. If you’re reading this book as an e-book, URLs will be active hyperlinks like this: www.dummies.com.

✦ Numbered steps that you need to follow and characters you need to type are set in bold.

✦ Control-click means to hold the Control key and click the mouse. If you’re using a mouse that has a left and right button, you can right-click rather than Control-click. If you have one of Apple’s trackpads, tap with two fingers.