

Contents

| | |
|-----------------|-----|
| Acknowledgments | vii |
| Introduction | xvi |

chapter 1

| | |
|---------------------------|---|
| How Do I Connect Devices? | 2 |
|---------------------------|---|



| | |
|--|----|
| Connecting Thunderbolt Devices | 4 |
| Connecting an External Display | 6 |
| Understanding external display connections | 6 |
| Thunderbolt connections | 6 |
| Mini DisplayPort connections | 7 |
| DVI connections | 7 |
| VGA connections | 9 |
| Video connections | 10 |
| Setting the external display mode | 11 |
| Connecting MacBook Air to another Mac | 13 |
| Connecting to another Mac with a Thunderbolt cable | 13 |
| Connecting to another Mac using a network cable | 14 |
| Connecting and Sharing a Printer | 14 |
| Connecting a printer manually | 15 |
| Adding a shared network printer | 16 |
| Adding a shared Windows network printer | 17 |
| Sharing your printer with the network | 18 |
| Connecting and Sharing Imaging Devices | 19 |
| Connecting an imaging device | 19 |
| Connecting to a networked imaging device | 20 |
| Sharing an imaging device | 21 |

chapter 2

How Do I Make Wireless Connections? 24



| | |
|---|----|
| Connecting to a Wireless Network | 26 |
| Connecting to a Wi-Fi network | 26 |
| Connecting to a hidden Wi-Fi network | 27 |
| Setting up an ad hoc wireless network | 27 |
| Setting Up a Remote DVD Drive | 29 |
| Exchanging Files Wirelessly with AirDrop | 31 |
| Transferring Settings Wirelessly from another Mac | 33 |
| Working with Bluetooth Devices | 35 |
| Connecting Bluetooth devices | 36 |
| Configuring a Bluetooth device | 38 |
| Working with a Bluetooth headset | 39 |
| Using Bluetooth headphones for sound output | 39 |
| Setting up a Bluetooth headset for voice chat | 40 |
| Exchanging Files Using Bluetooth | 41 |
| Making sure MacBook Air is discoverable | 41 |
| Browsing a Bluetooth device | 41 |
| Sending files to a Bluetooth device | 42 |
| Activating Bluetooth sharing | 43 |

chapter 3

How Do I Synchronize MacBook Air with Other Devices? 46



| | |
|--|----|
| Synchronizing with an iPod, iPad, or iPhone | 48 |
| Synchronizing music and videos | 48 |
| Synchronizing movies | 51 |
| Synchronizing rented movies | 52 |
| Synchronizing purchased or downloaded movies | 52 |
| Synchronizing TV show episodes | 54 |
| Synchronizing podcasts | 56 |
| Synchronizing photos | 58 |
| Synchronizing contacts | 59 |
| Synchronizing calendars | 61 |
| Synchronizing apps | 62 |
| Synchronizing eBooks | 63 |
| Synchronizing games | 64 |
| Synchronizing with iCloud | 65 |

chapter 4

How Do I Use MacBook Air to Organize My Real Life?

68



| | |
|--|----|
| Managing Your Contacts | 70 |
| Saving a person's contact information | 70 |
| Sending your contact information | 71 |
| Sending messages to a group of contacts | 73 |
| Keeping track of birthdays | 76 |
| Creating a Smart Group that shows upcoming birthdays | 76 |
| Sending yourself an email birthday reminder | 78 |
| Importing contacts from Microsoft Outlook | 81 |
| Merging duplicate contacts into a single card | 82 |
| Printing an envelope for a contact | 82 |
| Printing mailing labels for contacts | 84 |
| Managing Your Appointments | 85 |
| Setting up a meeting with a contact | 85 |
| Adding an alert to an event | 86 |
| Stopping automatic calendar additions | 88 |
| Setting up a custom repeat interval | 88 |
| Creating a calendar of birthdays | 89 |
| Importing a calendar from Microsoft Outlook | 89 |
| Sharing an iCloud calendar | 92 |
| Subscribing to a shared calendar | 93 |

chapter 5

How Do I Use MacBook Air to Organize My Online Life?

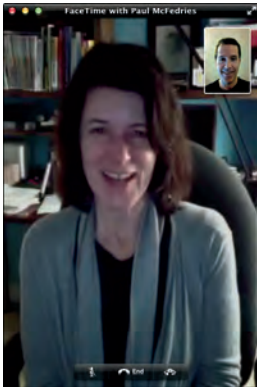
94



| | |
|--|-----|
| Getting More Out of iCloud | 96 |
| Forwarding iCloud messages to another account | 96 |
| Configuring iCloud Mail not to show images in messages | 97 |
| Storing iWork documents online | 99 |
| Accessing MacBook Air over the Internet | 102 |
| Locating and Protecting a Lost MacBook Air | 105 |
| Activating Find My Mac | 105 |
| Locating your MacBook Air on a map | 106 |
| Locating your MacBook Air using iCloud | 106 |
| Locating your MacBook Air using the Find My iPhone app | 107 |
| Sending a message to your MacBook Air | 108 |
| Remotely locking the data on your MacBook Air | 108 |
| Remotely deleting the data on your MacBook Air | 109 |

chapter 6

Can MacBook Air Help Me Communicate More Effectively? 110



| | |
|---|-----|
| Improving Your Email Life | 112 |
| Configuring Mail not to show images in messages | 112 |
| Moving junk messages to the Junk folder | 115 |
| Leaving incoming messages on the server | 117 |
| Skipping large incoming messages | 118 |
| Sending email with a different server port | 120 |
| Sending all messages from the same account | 122 |
| Setting up rules to process incoming messages | 123 |
| Creating a Smart Mailbox | 126 |
| Video Calling with FaceTime | 127 |
| Configuring FaceTime | 128 |
| Initiating a FaceTime call | 128 |
| Disabling FaceTime | 130 |

chapter 7

How Do I Keep MacBook Air Running Smoothly? 132



| | |
|--|-----|
| Routine MacBook Air Maintenance | 134 |
| Emptying the Trash | 134 |
| Cleaning up your desktop | 136 |
| Deleting unneeded files | 137 |
| Uninstalling unused applications | 137 |
| Setting the software update schedule | 138 |
| Updating software manually | 138 |
| More MacBook Air Maintenance | 139 |
| Removing login items | 139 |
| Cleaning MacBook Air | 141 |
| Preparing for Trouble | 142 |
| Creating a secondary user account | 142 |
| Creating a Mac OS X Lion Recovery disk | 143 |
| Creating a secondary boot device | 144 |
| Backing up MacBook Air | 144 |
| Restoring MacBook Air | 148 |
| Restoring files using Time Machine | 148 |
| Restoring your system | 150 |

chapter 8

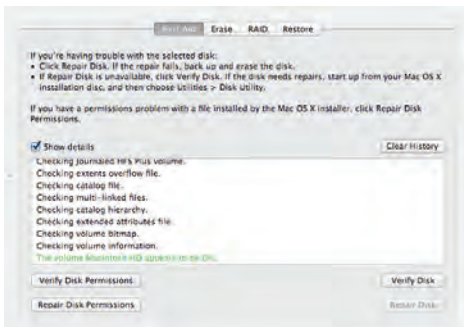
How Do I Maintain the Battery? 152



| | |
|--|-----|
| Understanding the MacBook Air Battery | 154 |
| Tracking Battery Usage | 155 |
| Saving Energy When Using Battery Power | 158 |
| Optimizing the MacBook Air energy settings | 158 |
| More ways to save energy | 160 |
| Cycling the MacBook Air Battery | 161 |
| Replacing the Battery | 163 |
| Working with a third- or fourth-generation MacBook Air | 163 |
| Working with a first- or second-generation MacBook Air | 164 |

chapter 9

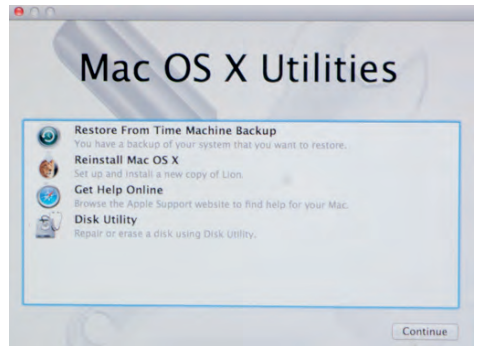
How Do I Maintain the Hard Drive? 168



| | |
|--|-----|
| Monitoring the Hard Drive's Free Space | 170 |
| Checking the Hard Drive's Status | 171 |
| Verifying the Hard Drive | 174 |
| Replacing the Hard Drive | 175 |
| Working with a third- or fourth-generation MacBook Air | 176 |
| Working with a first- or second-generation MacBook Air | 178 |

chapter 10

How Do I Solve MacBook Air Problems? 184

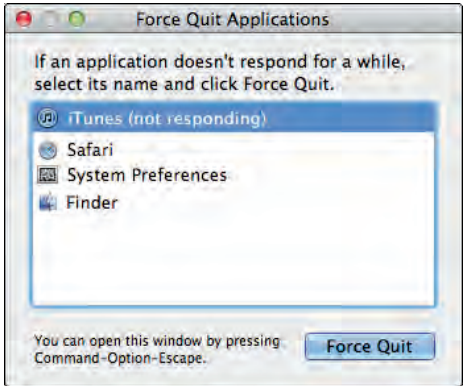


| | |
|---|-----|
| General Software Troubleshooting Techniques | 186 |
| Tracking down the problem | 186 |
| Basic software troubleshooting steps | 188 |
| Monitoring MacBook Air to look for problems | 188 |
| Monitoring CPU usage | 189 |
| Monitoring memory usage | 193 |
| Monitoring hard drive usage | 194 |
| Checking for software updates | 196 |
| Bypassing your login items | 196 |
| Deleting a program's preferences file | 197 |
| Reinstalling Mac OS X | 198 |

| | |
|---|-----|
| General Hardware Troubleshooting Techniques | 198 |
| Basic hardware troubleshooting steps | 199 |
| Restarting MacBook Air | 200 |
| Power cycling MacBook Air | 200 |
| Forcing a stuck MacBook Air to restart or shut down | 201 |
| Restarting MacBook Air in Safe Mode | 201 |
| Restarting MacBook Air using the Recovery HD | 202 |
| Restarting MacBook Air using the Mac OS X Install USB flash drive | 204 |
| Restarting MacBook Air in target disk mode | 204 |
| Repairing the hard drive | 205 |
| Repairing disk permissions | 206 |

chapter 11

How Do I Solve Specific Software Problems? 208

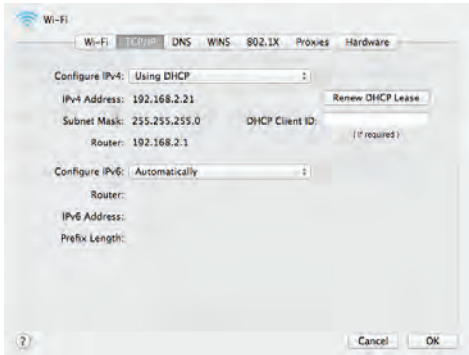


| | |
|---|-----|
| You Can't Change Some Options in System Preferences | 210 |
| A Program Is Stuck | 210 |
| A Process Is Stuck | 211 |

| | |
|---|-----|
| Solving Program Problems | 212 |
| A program crashes | 213 |
| A program won't start | 214 |
| You Can't Empty the Trash | 214 |
| You Can't Run Administrator Commands in Terminal | 215 |
| You Can't Send Email | 216 |
| Repairing Remote Disc Woes | 218 |
| Remote Disc won't connect to certain CDs or DVDs | 219 |
| Remote Disc can't see the host computer | 219 |
| You can't use Remote Disc with a Windows drive | 220 |
| Time Machine No Longer Backs Up to an External Hard Drive | 222 |
| Solving Safari Troubles | 224 |
| You want to hide your browsing tracks in Safari | 224 |
| A website doesn't recognize Safari | 225 |
| Your bookmarks are in Internet Explorer | 227 |
| You Can't Specify a Different Time Zone for an iCal Event | 229 |

chapter 12

How Do I Solve Specific Hardware Problems? 230



| | |
|--|-----|
| MacBook Air Won't Start | 232 |
| MacBook Air Says You Don't Have Enough Memory | 233 |
| MacBook Air Runs Slowly | 233 |
| Sudden slowdown | 234 |
| Gradual slowdown | 234 |
| Your Mouse or Keyboard Doesn't Work | 234 |
| You can't press Tab to navigate a dialog | 235 |
| You can't use F1, F2 (and so on) as standard function keys | 235 |
| You can't right-click the MacBook Air trackpad | 236 |
| Your external mouse or keyboard doesn't work | 237 |
| Your Display Is Garbled | 238 |
| Your MacBook Air SuperDrive Won't Work | 239 |
| SuperDrive won't accept a disc | 239 |
| You can't eject a disc | 239 |
| You Have Trouble Accessing a Wireless Network | 240 |
| Your Sound Isn't Working | 242 |

appendix a

| | |
|--|-----|
| MacBook Air Online Resources | 244 |
| Official Apple Sites | 244 |
| More Mac Sites | 245 |

appendix b

| | |
|---|-----|
| MacBook Air Shortcut Keys | 247 |
| Start-up Shortcuts | 247 |
| Restart and Shutdown Shortcuts | 248 |
| Application Shortcuts | 249 |
| Finder Shortcuts | 250 |
| Safari Shortcuts | 251 |
| Miscellaneous Shortcuts | 252 |

appendix c

| | |
|--|-----|
| MacBook Air Multi-Touch Gestures | 254 |
| One-finger Gestures | 254 |
| Two-finger Gestures | 255 |
| Three-finger Gestures | 256 |
| Four-finger Gestures | 256 |
| Glossary | 257 |
| Index | 261 |

