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Nota di contenuto	Cover -- Mac Basics -- Contents at a glance -- Contents -- Top 10 Mac Tips -- Take a screenshot -- Take a photo of yourself -- Switch between applications and documents quickly -- Change your Desktop background picture -- Using Launchpad -- Set up smart mailboxes in Mail -- Set up smart playlists in iTunes -- Set up smart folders in Finder -- Add folders to the Dock -- Using Facetime -- Getting started with your new Mac -- Start your Mac -- The Desktop -- Mousing -- The Menu bar -- The Apple menu -- The Dock -- Starting an application -- Quitting an application -- Resizing an application -- Minimising an application -- Rearranging Dock items -- Adding applications to the Dock -- Removing applications from the Dock -- The Trash -- The Finder -- The Home folder -- Basic searches with Spotlight -- Shutting down or restarting safely -- Files and folders -- Opening the Finder -- Switching to Icon view -- Switching to List view -- Switching to Column view -- Switching to Cover Flow view -- Sorting files and folders -- Getting information on a file or folder -- Creating folders -- Renaming files or folders -- Moving files and folders -- Duplicating files and folders -- Deleting files and folders -- Taking a Quick Look -- Labelling files -- Compressing files and folders -- Creating an alias -- Searching in Finder -- Saving searches in the sidebar -- Creating smart folders -- Customising the Finder toolbar -- Email -- Starting Mail -- Setting up an account -- Setting up a signature -- Composing an email -- Using Cc and Bcc correctly -- Adding an attachment -- Viewing an attachment -- Saving attachments

-- Getting new email -- Changing how often mail is retrieved -- Creating mailboxes (folders) in Mail -- Creating smart mailboxes -- Searching for email -- Sorting email -- Changing columns in an email listing -- Customising the toolbar.
Creating notes in Mail -- Flagging mail -- Printing mail -- Web -- Starting Safari -- Opening a Web destination -- Searching the Web with Safari -- Creating bookmarks -- Using bookmarks -- Organising bookmarks -- Updating bookmarks -- Exporting and importing bookmarks -- Deleting bookmarks -- Saving a URL to your Desktop -- Using the history -- Using tabs -- Making the fonts bigger or smaller on a webpage -- Reloading a page -- Printing a webpage -- Viewing the source code on a page -- Mailing webpage contents to another person -- Downloading files from the Web -- Blocking Web ads -- Saving a webpage to your Mac -- Contacts and events -- Starting Address Book -- Creating a new contact -- Editing a contact -- Deleting a contact -- Adding a contact from an email -- Creating Address Book groups -- Sending an email to everyone in a group -- Merging contacts -- Searching contacts -- Set up your own contact info -- Starting iCal -- Creating a new event -- Updating an event -- Deleting an event -- Creating calendars in iCal -- Creating a recurring event -- Inviting someone to an event -- Changing your iCal view -- Seeing today's events -- Searching for an event -- Photos -- Starting iPhoto -- Importing photos from a camera or iPhone -- Importing photos from a CD or other location -- Previewing photos -- Viewing photos by date -- Creating a slide show of photos -- Editing photos -- Cropping photos -- Resizing photos -- Rotating photos -- Organising your photos into albums -- Creating smart albums -- Tagging faces -- Using Places -- Getting info on photos -- Adding keywords and comments to photos -- Rating photos -- Sorting photos -- Emailing photos -- Printing photos -- Taking a snapshot with Photo Booth -- Music -- Starting iTunes -- Buying a song from the iTunes Store -- Importing a song from a CD -- Playing songs -- Pausing a song. Skipping to the previous or next song -- Creating playlists -- Sorting songs -- Shuffling a playlist -- Creating a smart playlist -- Changing the default view of songs in a playlist -- Adding info to a song -- Rating a song -- Using Genius -- Using iTunes DJ -- Syncing an iPod or iPhone -- Listening to the radio -- Burn a playlist to CD -- Share your music with others -- Movies -- Starting iMovie -- Importing video from your video camera -- Reviewing imported clips -- Adding clips to the timeline -- Deleting clips -- Cropping clips -- Reordering clips -- Trimming clips -- Splitting clips -- Saving your movie project -- Adding titles to your movie -- Creating transitions -- Adding music and audio -- Adding photos to your movie -- Adding effects to photos -- Adding a theme template to your movie -- Slowing down, speeding up and reversing the video -- Stabilising shaky video -- Sharing your movie with others -- Building websites -- Starting up iWeb -- Creating a site -- Using the themed templates -- Adding pages to your site -- Adding text to your site -- Adding images to your site -- Adding masks to images -- Adding photo galleries to your site -- Adding music and audio files to your site -- Adding video to your site -- Adding maps to your site -- Adding ads to your site -- Adding shapes -- Adding custom HTML -- Adding links to a page -- Duplicating a page -- Reorganising the navigation -- Deleting pages from your site -- Renaming your site -- Publishing your website -- Customising your mac -- Opening System Preferences -- Creating a screen saver -- Changing your Desktop background -- Customising security options -- Changing your language settings -- Setting up Bluetooth -- Changing your display options -- Making your Mac more energy effi cient --

Sharing a printer -- Sharing files with another Mac -- Sharing files with a PC.
Setting up guest accounts -- Setting date and time -- Setting up speech recognition -- Setting up keyboard shortcuts -- Setting up software updates -- Top 10 mac Problems solved -- An application won't respond -- A folder won't open -- My wireless network has stopped working -- My printer doesn't work -- I can't empty the Trash -- Documents open in the wrong application -- The tab key doesn't work properly -- My Mac won't start! -- My Mac is completely frozen! -- I want to avoid data corruption and loss.