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Descrizione fisica	1 online resource (262 pages) : color illustrations, photographs
Collana	In simple steps
Disciplina	05.4469
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Bibliographic Level Mode of Issuance: Monograph
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 efficient --

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.
