

# MacBook Air®

PORTABLE GENIUS

Second  
Edition





# MacBook Air<sup>®</sup>

PORTABLE GENIUS  
2nd EDITION





# MacBook Air<sup>®</sup>

PORTABLE GENIUS  
2nd EDITION

by Paul McFedries



Wiley Publishing, Inc.

MacBook Air® Portable Genius, 2nd Edition

Published by  
Wiley Publishing, Inc.  
10475 Crosspoint Blvd.  
Indianapolis, IN 46256  
www.wiley.com

Copyright © 2011 by Wiley Publishing, Inc., Indianapolis, Indiana

Published simultaneously in Canada

ISBN: 978-1-118-02997-8

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, 201-748-6011, fax 201-748-6008, or online at <http://www.wiley.com/go/permissions>.

**Limit of Liability/Disclaimer of Warranty:** The publisher and the author make no representations or warranties with respect to the accuracy or completeness of the contents of this work and specifically disclaim all warranties, including without limitation warranties of fitness for a particular purpose. No warranty may be created or extended by sales or promotional materials. The advice and strategies contained herein may not be suitable for every situation. This work is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If professional assistance is required, the services of a competent professional person should be sought. Neither the publisher nor the author shall be liable for damages arising herefrom. The fact that an organization or Web site is referred to in this work as a citation and/or a potential source of further information does not mean that the author or the publisher endorses the information the organization of Web site may provide or recommendations it may make. Further, readers should be aware that Internet Web sites listed in this work may have changed or disappeared between when this work was written and when it is read.

For general information on our other products and services or to obtain technical support, 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.

Wiley also publishes its books in a variety of electronic formats. Some content that appears in print may not be available in electronic books.

Library of Congress Control Number: 2011921768

**Trademarks:** Wiley and the Wiley Publishing logo are trademarks or registered trademarks of John Wiley and Sons, Inc. and/or its affiliates in the United States and/or other countries, and may not be used without written permission. MacBook Air is a registered trademark of Apple, Inc. All other trademarks are the property of their respective owners. Wiley Publishing, Inc. is not associated with any product or vendor mentioned in this book. MacBook Air Portable Genius is an independent publication and has not been authorized, sponsored, or otherwise approved by Apple, Inc.



# About the Author

Paul McFedries

is a Mac expert and full-time technical writer. He has been authoring computer books since 1991 and has more than 70 books to his credit. Paul's books have sold more than four million copies worldwide. These books include the Wiley titles *Macs Portable Genius Second Edition*, *iPhone 4 Portable Genius*, *iPad Portable Genius Second Edition*, and *Teach Yourself VISUALLY Macs Second Edition*. Paul is also the proprietor of Word Spy ([www.wordspy.com](http://www.wordspy.com)), a Web site that tracks new words and phrases as they enter the English language. For more information about Paul's books, please visit his Web site at [www.mcfedries.com](http://www.mcfedries.com).

# Credits

## Executive Editor

Jody Lefevere

## Project Editor

Amanda Gambill

## Technical Editor

Dwight Spivey

## Copy Editor

Scott Tullis

## Editorial Director

Robyn Siesky

## Editorial Manager

Rosemarie Graham

## Vice President and Executive Group

### Publisher

Richard Swadley

## Vice President and Executive Publisher

Barry Pruett

## Business Manager

Amy Knies

## Senior Marketing Manager

Sandy Smith

## Project Coordinator

Katie Crocker

## Graphics and Production Specialists

Joyce Haughey

Andrea Hornberger

Julie Trippetti

## Quality Control Technician

Lauren Mandelbaum

## Proofreading

Melissa D. Buddendeck

## Indexing

Potomac Indexing, LLC

For Karen.



# Acknowledgments

## When guests

to our house would learn that I was writing a book about MacBook Air, their eyes would invariably light up. Ah, I'd think, they're impressed that I'm writing a book! Alas, no: "Ooh," they'd say, "Can I see it?" They meant, of course, MacBook Air, and so I'd trot it out so everyone could coo over it, and my wife's carefully planned dinner party would devolve into a geekfest for a while. That was just one of the perks of writing this book. Another was working with the amazing folks at Wiley, all of whom are preternaturally nice. They include Acquisitions Editor Jody Lefevere, who asked me to write the original version of this book the same day that MacBook Air was announced, and of course I accepted about five seconds later; Project Editor Amanda Gambill, whose edits, suggestions, and questions showed not only her smarts and utter common sense, but also her knowledge of what a book needs to make it better; Copy Editor Scott Tullis, who went beyond merely crossing my t's and dotting my i's by using his keen eye to tighten my prose and make me look good in print; and Technical Editor Dwight Spivey, a deep source of knowledge regarding all things Mac, who made generous use of that knowledge and his valuable time to supply this book with a layer of wisdom beyond what its author possesses. Finally, many thanks to the wonderful Karen Hammond, who took the marvelous photographs that are sprinkled throughout this book. My heartfelt and deep thanks to all of you for your tremendous work on this project.





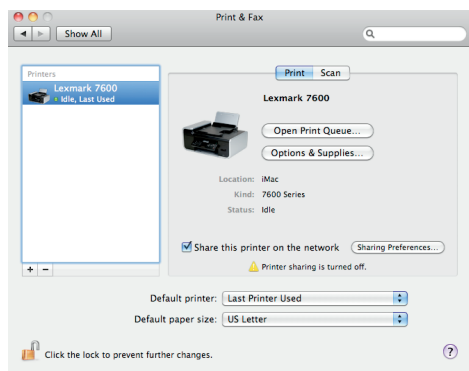
# Contents

Acknowledgments ix

Introduction xviii

## chapter 1

How Do I Connect Devices? 2



Using an External Display 4

Understanding external display connections 4

Mini DisplayPort connections 4

DVI connections 5

VGA connections 7

Video connections 8

Setting the external display mode 8

Connecting and Sharing a Printer 10

Connecting a printer manually 12

Adding a shared network printer 12

Adding a shared Windows network printer 13

Sharing your printer with the network 15

Connecting and Sharing a Fax 15

Connecting a fax modem to MacBook Air 15

Adding a shared network fax 16

Sharing your fax with the network 17

Connecting Imaging Devices 17

Connecting an imaging device 18

Sharing an imaging device 18

Connecting to a network imaging device 20

## chapter 2

### How Do I Make Wireless Connections?

22

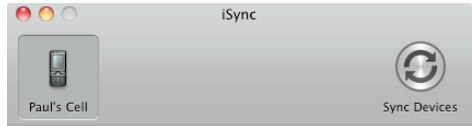


Connecting to a Wireless Network	24
Setting Up a Remote DVD Drive	26
Making a Wireless Connection to Another Mac	29
Transferring Settings Wirelessly from Another Mac	31
Working with Bluetooth Devices	34
Connecting Bluetooth devices	36
Configuring a Bluetooth device	38
Working with a Bluetooth headset	39
Using Bluetooth headphones for sound output	40
Setting up a Bluetooth headset for voice chat	41
Exchanging Files Using Bluetooth	41
Making sure MacBook Air is discoverable	42
Browsing a Bluetooth device	42
Sending files to a Bluetooth device	45
Activating Bluetooth sharing	45

## chapter 3

### How Do I Synchronize MacBook Air with Other Devices?

48

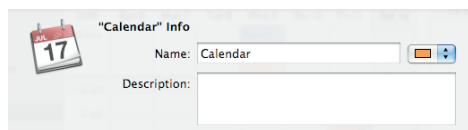


Synchronizing with an iPod, iPad, or iPhone	50
Synchronizing music and videos	50
Synchronizing movies	53
Synchronizing rented movies	53
Synchronizing purchased or downloaded movies	54
Synchronizing TV show episodes	56
Synchronizing podcasts	57
Synchronizing photos	59
Synchronizing contacts	61
Synchronizing calendars	62
Synchronizing apps	63
Synchronizing eBooks	64
Synchronizing games	65
Synchronizing with a Bluetooth Cell Phone	66
Adding a cell phone to iSync	67
Configuring synchronization settings for a cell phone	67
Synchronizing a cell phone	69
Synchronizing with MobileMe	69
Synchronizing MacBook Air and MobileMe	70

Using MobileMe to keep two or more Macs synchronized	72
Stopping MacBook Air from synchronizing with MobileMe	73
Resolving synchronization conflicts	74

## chapter 4

How Do I Use MacBook Air to Organize My Real Life?	76
---	----

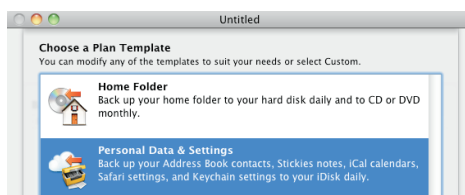


Managing Your Contacts	78
Saving a person's contact information	78
Sending your contact information	79
Sending messages to a group of contacts	81
Keeping track of birthdays	83
Creating a Smart Group that shows upcoming birthdays	84
Sending yourself an e-mail birthday reminder	85
Importing contacts from Microsoft Outlook	87
Merging duplicate contacts into a single card	89
Sharing your Address Book via MobileMe	89
Printing an envelope for a contact	91
Printing mailing labels for contacts	93
Managing Your Appointments	94
Setting up a meeting with a contact	95
Adding an alarm to an event	96
Stopping automatic calendar additions	97
Setting up a custom repeat interval	99

Creating a calendar of birthdays	100
Importing a calendar from Microsoft Outlook	101
Publishing a calendar to MobileMe	103
Subscribing to a published calendar	104

## chapter 5

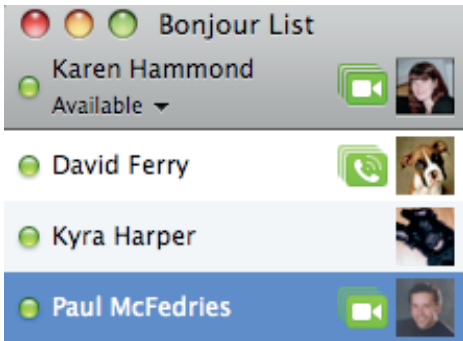
How Do I Use MacBook Air to Organize My Online Life?	106
---	-----



Getting More out of MobileMe	108
Accessing any e-mail account online	108
Forwarding MobileMe messages to another account	110
Configuring MobileMe Mail not to show images in messages	111
Storing files online	112
Backing up your data online	115
Accessing MacBook Air remotely	118
Creating Your Own Web Site	121
Inserting a Google Map	123
Placing ads on your site	125
Adding your own HTML to a page	126
Placing a My iTunes widget on a page	127
Adding YouTube videos to your site	130
Publishing your Web site to MobileMe	131
Publishing your Web site using your own domain name	132

## chapter 6

### Can MacBook Air Help Me Communicate More Effectively? 134

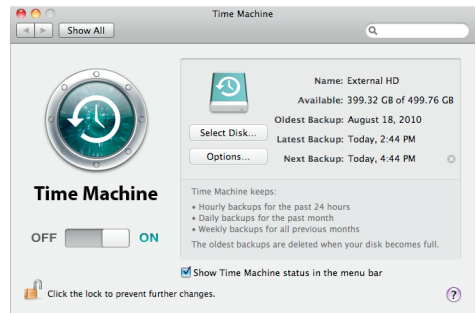


Improving Your E-Mail Life	136
Configuring Mail not to show images in messages	136
Moving junk messages to the Junk folder	138
Leaving incoming messages on the server	140
Skipping large incoming messages	142
Sending e-mail with a different server port	144
Sending all messages from the same account	145
Setting up rules to process incoming messages	147
Creating a Smart Mailbox	149
Bouncing back an unwanted message	151
Chatting and Videoconferencing	152
Chatting over your network	152
Showing your iChat capabilities	154
Setting up an audio chat	156
Connecting and configuring microphones	157
Creating the chat session	158

Setting up a video chat	158
Using iChat and a video camera to set up a security cam	161
Configuring iChat to automatically accept video chat invitations	163
Setting iChat security	164
Sending camcorder video to a video chat	165

## chapter 7

### How Do I Keep MacBook Air Running Smoothly? 166



Routine MacBook Air Maintenance	168
Emptying the Trash	168
Cleaning up your desktop	170
Deleting unneeded files	171
Uninstalling unused applications	171
Setting the software update schedule	172
Updating software by hand	173
More MacBook Air Maintenance	173
Removing login items	173
Cleaning MacBook Air	175
Preparing for Trouble	176
Creating a secondary user account	176
Creating a secondary boot device	177
Backing up MacBook Air	180
Configuring Time Machine	180
Backing up your hard drive to a disk image	184

Backing up your files to a DVD 186

Backing up your files to an online source 188

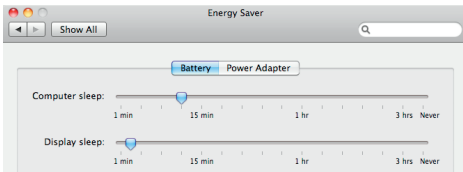
Restoring MacBook Air 189

Restoring files using Time Machine 189

Restoring your system 191

## chapter 8

### How Do I Maintain the Battery? 194



Understanding the MacBook Air Battery 196

Tracking Battery Usage 196

Saving Energy When Using Battery Power 199

Optimizing the MacBook Air energy settings 200

More ways to save energy 202

Cycling the MacBook Air Battery 203

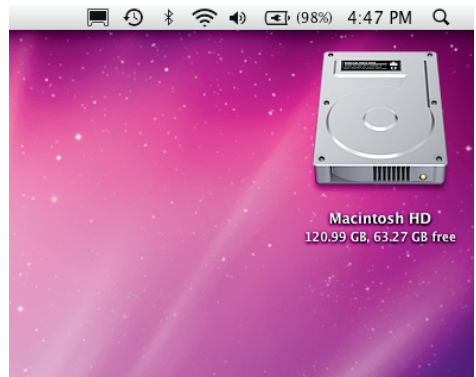
Replacing the Battery 205

Working with a third-generation MacBook Air 205

Working with a first- or second-generation MacBook Air 206

## chapter 9

### How Do I Maintain the Hard Drive? 210



Monitoring the Hard Drive's Free Space 212

Erasing the Hard Drive's Free Space 213

Checking the Hard Drive's Status 215

Verifying the Hard Drive 217

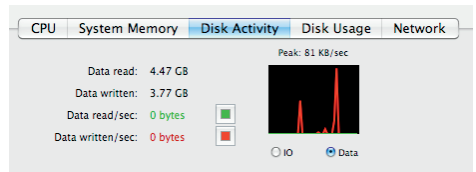
Replacing the Hard Drive 219

Working with a third-generation MacBook Air 219

Working with a first- or second-generation MacBook Air 220

## chapter 10

### How Do I Solve MacBook Air Problems? 226



General Software Troubleshooting Techniques 228

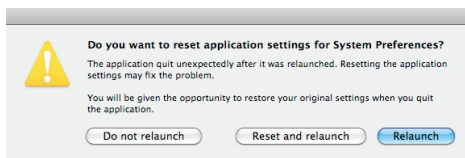
Tracking down the problem 228

Basic software troubleshooting steps 230

Monitoring MacBook Air to look for problems	230
Monitoring CPU usage	231
Monitoring memory usage	234
Monitoring hard drive usage	236
Checking for software updates	237
Bypassing your login items	238
Deleting a program's preferences file	238
Reinstalling Mac OS X	239
General Hardware Troubleshooting Techniques	240
Basic hardware troubleshooting steps	240
Restarting MacBook Air	242
Power cycling MacBook Air	242
Forcing the issue: Making a stuck MacBook Air restart or shut down	242
Restarting MacBook Air in Safe Mode	243
Starting MacBook Air using the Mac OS X Install USB flash drive	244
Running the Apple Hardware Test	244
Repairing the hard drive	245
Repairing disk permissions	247

## chapter 11

How Do I Solve Specific Software Problems?	248
--	-----

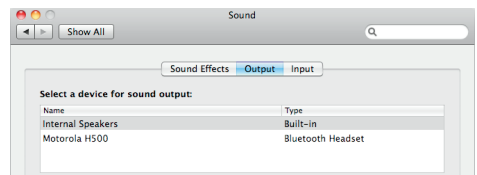


You Can't Change Some Options in System Preferences	250
A Program Is Stuck	250
A Process Is Stuck	251

Solving Program Problems	252
A program crashes	253
A program won't start	254
You Can't Empty the Trash	255
You Can't Run Administrator Commands in Terminal	256
You Can't Send E-Mail	256
Repairing Remote Disc Woes	259
Remote Disc won't connect to certain CDs or DVDs	259
Remote Disc can't see the host computer	259
You can't use Remote Disc with a Windows drive	261
Time Machine No Longer Backs Up to an External Hard Drive	263
Solving Safari Troubles	265
You want to hide your browsing tracks in Safari	265
A Web site doesn't recognize Safari	267
Your bookmarks are in Internet Explorer	268
You Can't Specify a Different Time Zone for an iCal Event	270

## chapter 12

How Do I Solve Specific Hardware Problems?	272
--	-----



MacBook Air Won't Start	274
MacBook Air Says You Don't Have Enough Memory	275
MacBook Air Runs Slowly	275
Sudden slowdown	275
Gradual slowdown	276

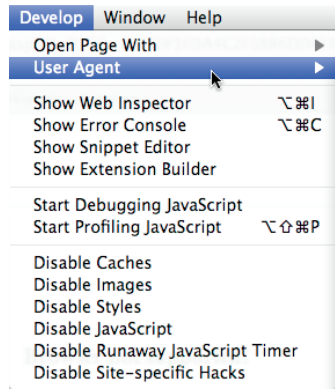
Your External Mouse or Keyboard Doesn't Work	276
Your Display Is Garbled	277
Your MacBook Air SuperDrive Won't Accept a Disc	278
You Have Trouble Accessing a Wireless Network	278
Your Sound Isn't Working	281
You Can't Eject a Disc	282

appendix a

MacBook Air Online Resources	284
------------------------------	-----

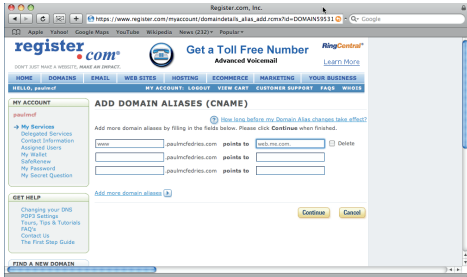
appendix b

MacBook Air Shortcut Keys	288
---------------------------	-----



Glossary	294
----------	-----

Index	298
-------	-----



# Introduction

Back in 2008,

I bought one of the original MacBook Airs, and it quickly became my go-to Mac notebook. It was light as a feather and impossibly thin. The screen was gorgeous, the multi-touch track pad was a lot of fun, and even the keyboard wasn't bad at all. No wonder my trusty MacBook Pro started gathering dust!

So, in late 2010, when Apple came out with a new version of the MacBook Air that had two USB ports (yes!), easier access to all the ports, all-Flash storage, a full-featured multi-touch track pad, faster memory, a faster processor, a higher-resolution display, longer battery life, and it was both lighter and (gasp!) thinner, well, can you say “no-brainer”?

Fortunately, I haven't been disappointed: The new MacBook Air is a fantastic machine. However, it's not (yet) a perfect machine. Yes, the two USB ports are a huge help, but it's still a challenge to connect FireWire devices given the lack of a FireWire port. You need MacBook Air on your super-fast network to transfer some stuff, but there's no network port in sight. The Mini DisplayPort is great if you have a Mini DisplayPort monitor, but it's a head-scratcher if you're trying to connect to a DVI or VGA monitor, or to a TV. Apple has also made it even harder to get inside this thing!

Not only that, but MacBook Air runs OS X, of course, so it comes with the limitations and annoyances of that operating system. Yes, it's mighty simple to use out-of-the-box, but some of its most useful and powerful features are hidden away in obscure parts of the operating system. Sure, OS X doesn't get in your way when you're trying to be productive or creative, but sometimes it does



something (or forces you to do something) that just makes you want to raise your eyebrows in wonderment. MacBook Air's robust design makes it a reliable machine day after day, but even the best-built machine can have problems.

When you come across a conundrum or problem, either with MacBook Air itself or with OS X, you might consider making an appointment with your local Apple Store's Genius Bar. More often than not, the on-duty genius could give you good advice about how to overcome the conundrum or solve the problem. The Genius Bar is a great thing, but it isn't always a convenient thing. You can't just drop by to get help — you have to make an appointment. You have to drag yourself down to the store, perhaps wait for your genius, get the problem looked at, and then make your way back home. In some cases, you may need to leave MacBook Air for a day or two while the problem gets checked out and, hopefully, resolved.

What MacBook Air users really need is a version of the Genius Bar that's easier to access, more convenient, and doesn't require tons of time or leaving MacBook Air in the hands of a stranger. What MacBook Air users really need is a *portable* genius that enables them to be more productive and solve problems wherever they, and their MacBook Air, happen to be.

Welcome, therefore, to *MacBook Air Portable Genius, Second Edition*. This book is like a mini Genius Bar all wrapped up in an easy-to-use, easy-to-access, and eminently portable format. In this book, you learn how to get more out of MacBook Air by learning how to access all of the really powerful and time-saving features that aren't obvious at a casual glance. In this book, you learn how to avoid your MacBook Air's more annoying character traits and, in those cases where such behavior can't be avoided, you learn how to work around it. In this book, you learn how to prevent MacBook Air problems from occurring and, just in case your preventative measures are for naught, you learn how to fix many common problems yourself. And, yes, this book also shows you how to get inside the MacBook Air case!

This book is for MacBook Air users who know the basics, but want to take their education to a higher level. It's a book for people who want to be more productive, more efficient, more creative, and more self-sufficient (at least as far as MacBook Air goes, anyway). It's a book for people who use MacBook Air every day, but would like to incorporate MacBook Air into more of their day-to-day activities. It's a book I had a blast writing, so I think it's a book you'll enjoy reading.

# How Do I Connect Devices?



You love MacBook Air because it doesn't require you to be a genius to accomplish basic, everyday tasks. Got a new mouse? Just plug it into one of the USB ports and it's ready to use within seconds. Nice! Unfortunately, some devices are more ornery and require a bit of extra effort on your part to get them connected and configured. In this chapter, I take you through connecting a few such devices, including an external display, printer, fax, digital camera, scanner, and camcorder.

**Using an External Display** ..... 4

**Connecting and Sharing a Printer**..... 10

**Connecting and Sharing a Fax**..... 15

**Connecting Imaging Devices** ..... 17

## Using an External Display

If you have an extra external display — a monitor, television set, or projector — just lying around, you can connect it to MacBook Air for various scenarios:

- **As an alternative display.** You can use the external display instead of MacBook Air's built-in monitor.
- **As a desktop extension.** You can use the external display to extend the MacBook Air desktop.

Fortunately, both of these connection types are plug-and-play (meaning once you plug in and turn on the external display, MacBook Air recognizes the new device right away). That's the good news. The bad news is that although using an external monitor is plug-and-play, the plug part isn't as straightforward as you might like because there are many different ways to connect a MacBook Air to a display. The next few sections provide you with the details you need to make things happen.

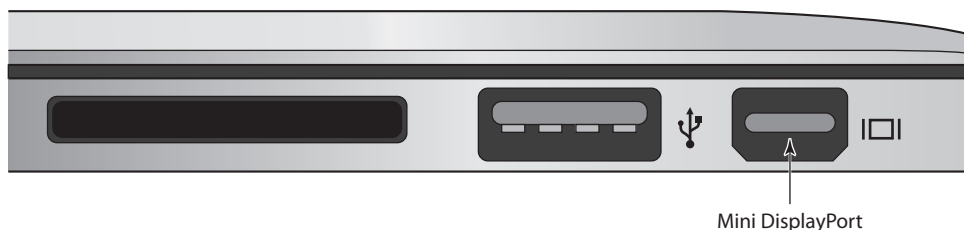
## Understanding external display connections

To connect MacBook Air and an external display, you need to know the various ways these connections can occur. The next few sections provide you with the details.

### Mini DisplayPort connections

On the latest editions of MacBook Air, the display connection is the Mini DisplayPort shown in Figure 1.1. (The original MacBook Air used a Micro-DVI port.)

You can use the Mini DisplayPort port to connect MacBook Air to external displays that use three connector types: DVI (digital video interface), VGA (video graphics array), and video.



**1.1** The latest version of MacBook Air comes with a Mini DisplayPort for connections to external displays.

To connect MacBook Air's Mini DisplayPort to an external display, you need at least a Mini DisplayPort cable. If your display supports Mini DisplayPort signals, your work is done. Otherwise,

you need to purchase an adapter that converts the Mini DisplayPort signal to video output compatible with your display (as I explain in the next three sections).

## DVI connections

The standard video connection type on most LCD monitors and on some televisions and projectors is DVI. That sounds simple enough but, unfortunately, external displays such as LCD monitors and televisions can use different DVI connectors. There are actually three types:

- **DVI-A.** This connector works only with analog signals (see Figure 1.2).



1.2 A DVI-A connector.

- **DVI-D.** This connector works only with digital signals. It comes in single-link and dual-link versions (see Figure 1.3).



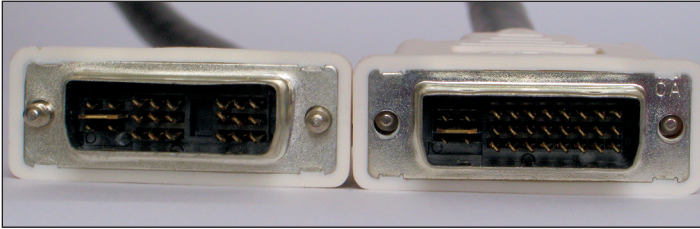
1.3 DVI-D single-link (left) and dual-link (right) connectors.



**Genius**

What's the difference between single-link and dual-link? DVI uses a transmitter to send information along the cable. A single-link cable uses one transmitter, whereas a dual-link cable uses two transmitters. This means that dual-link connections are faster and offer better signal quality.

- **DVI-I.** This connector works with both analog and digital signals. It comes in single-link and dual-link versions (see Figure 1.4).



1.4 DVI-I single-link (left) and dual-link (right) connectors.

As you can see, each type of DVI connector uses a slightly different pin arrangement. When you're matching your external display, DVI cable, and DVI adapter (described next), you need to make sure that they all use the same type of DVI connector.



**Note**

In high-tech cable and port connections jargon a connector with pins is described as male and a connector with holes is described as female. Both of the Mini DisplayPort to DVI adapters use a female DVI connector, which means you can't plug either one directly into an external display's DVI port because it is also female. In other words, you need to run a DVI cable — which is male on both ends — between the adapter and your external display.

To connect MacBook Air's Mini DisplayPort to a DVI port on an external display, you have two choices depending on the type of DVI required by the display:

- **DVI-D single-link.** You need to get the Apple Mini DisplayPort to DVI adapter.
- **DVI-D dual-link.** You need to get the Apple Mini DisplayPort to Dual-Link DVI adapter, shown in Figure 1.5.

If the external display uses a DVI-I port, it probably means you have a DVI-I cable, and that cable won't fit either of the adapters' DVI-D



1.5 Use the Apple Mini DisplayPort to Dual-Link DVI adapter to connect your Mac's Mini DisplayPort to an external display's dual-link DVI port.

connectors. In this case, the adapter on its own won't cut it. To solve the problem, you either need to buy a DVD-D cable, or you need to hunt down a DVI-D to DVI-I adapter so you can use your DVI-I cable.



**Note**

A dual-link DVI connector plugs in to (and works with) a single-link DVI port. Unfortunately, the reverse isn't true; that is, you can't plug a single-link DVI connector into a dual-link DVI port. Note, too, that a DVI-D connector can plug into a DVI-I port, but a DVI-I connector won't fit into a DVI-D port.

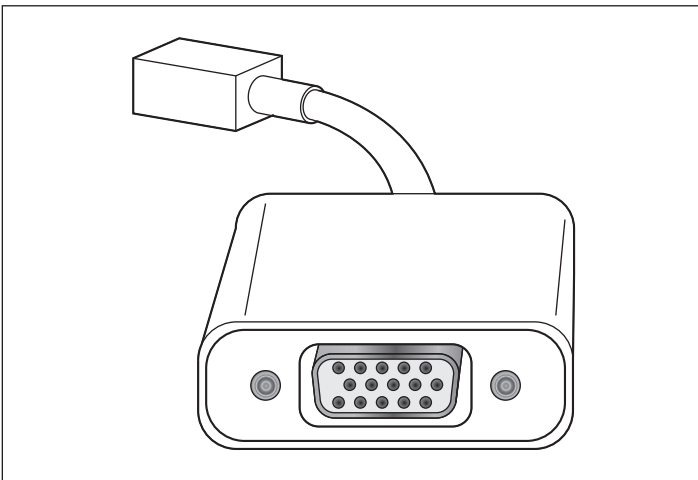
## VGA connections

All CRT monitors, and many LCD monitors and projectors come with a VGA connector, shown in Figure 1.6.



**1.6** VGA connectors are standard on CRTs and common on LCDs.

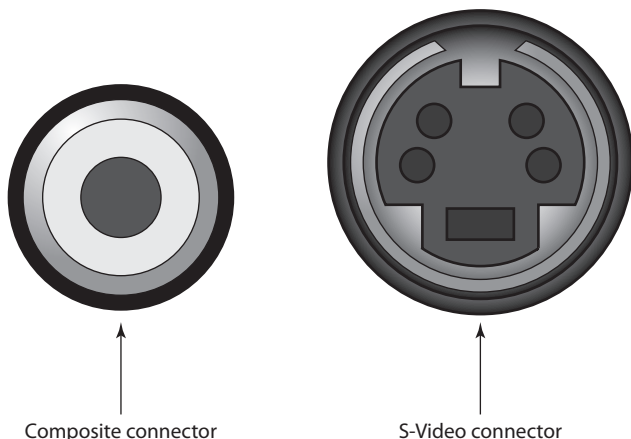
To connect MacBook Air to an external display that offers only a VGA connector, use the Mini DisplayPort to VGA adapter, shown in Figure 1.7.



**1.7** Use the Mini DisplayPort to VGA adapter to connect the MacBook Air Mini DisplayPort to an external display's VGA port.

## Video connections

If your external display is a television or projector (or even a VCR), it likely has either a Composite (yellow RCA) connector or an S-Video connector; both are shown in Figure 1.8.



**1.8** Composite (left) and S-Video (right) connectors are common on televisions, projectors, and VCRs.

To connect MacBook Air to an external display that only offers either Composite or S-Video connectors, use the Mini DisplayPort to Video adapter, shown in Figure 1.9. This adapter is available from the Apple Store or most Apple retailers.



**1.9** Use the Mini DisplayPort to Video adapter to connect your MacBook Air to an external display's Composite or S-Video port.

## Setting the external display mode

The hard part about using an external display is getting the correct cables and adapters and ensuring they fit into the appropriate connectors, particularly on the display. However, once you've got



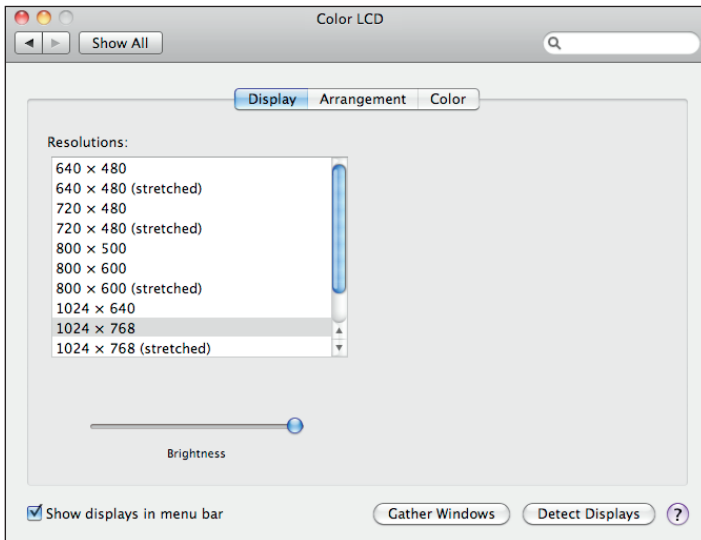
that set, the rest is a breeze. As soon as you connect the external display and turn it on, MacBook Air recognizes it and starts using it. That's more like it!

How you use the external display depends on what you want to do with it. MacBook Air gives you two choices:

- **Video mirroring.** This external display mode means that the same image that appears on MacBook Air's main or built-in display also appears on the external display. This is useful if you want to use a larger monitor to work with MacBook Air, or if you want to show MacBook Air's desktop on a projector so that other people can see it.
- **Extended desktop mode.** This mode means that MacBook Air's desktop is extended onto the external display. This is useful if you need more screen real estate to display your programs. For example, you can have your main application open on one display and an application that you're monitoring — such as Mail, iChat, or Safari — on the other display.

To switch between these external display modes, follow these steps:

1. **Click System Preferences in the Dock.** The System Preferences window appears.
2. **Click the Displays icon.** The display preferences appear, and you see one set of preferences for each screen. Figure 1.10 shows the preferences for the main display, and a similar window appears for the secondary display.



**1.10** The preferences for the main display. A similar window appears with preferences for the secondary display.



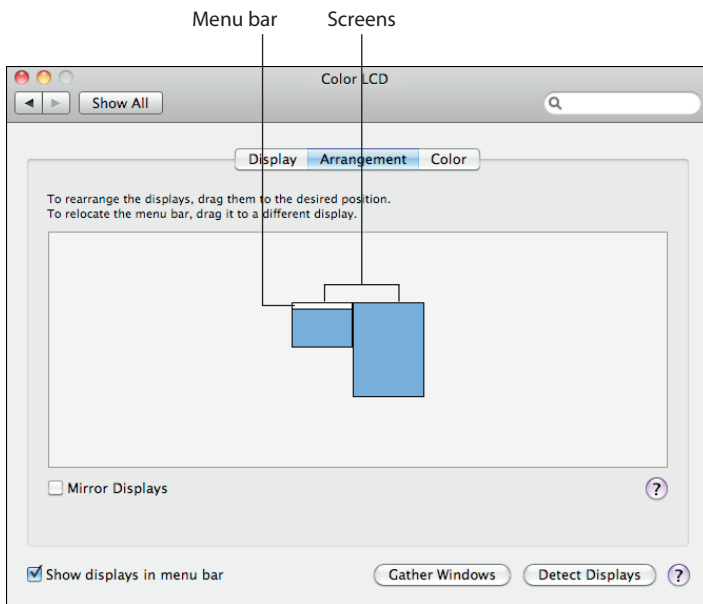
Genius

After you connect your external display, you should calibrate the display so that the colors of images appear correctly. To calibrate a display, open its display preferences, select the Color tab, and then click Calibrate. This launches the Apple Display Calibrator Assistant, which takes you step by step through the calibration process.

### 3. Click the Arrangement tab to select the external display mode.

- To turn on video mirroring, select the Mirror Displays check box, shown in Figure 1.11.
- To turn on extended desktop mode, deselect the Mirror Displays check box.

### 4. If you turned on extended desktop mode, use the objects in the Arrangement tab to configure the screen layout (see Figure 1.11). To set the relative screen positions, click and drag the screen icons to the positions you prefer. To set the location of the menu bar, click and drag the white strip to the screen you prefer.

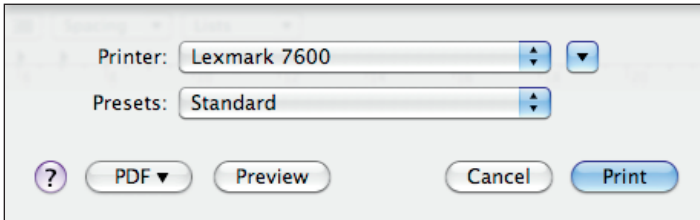


**1.11** Use the objects in the Arrangement tab to configure the screen layout in extended desktop mode.

## Connecting and Sharing a Printer

Nine times out of ten — it's probably more like 99 times out of a 100 — connecting a printer to MacBook Air is a no-brainer: You plug it in to the USB port, turn it on, and presto! MacBook Air and your printer have already become fast friends and you can start printing right away. How can you be sure? You can tell in a couple of ways:

- **In any application that supports printing, choose File ⇨ Print.** In the dialog that appears, you should see your printer's name in the Printer list, as shown in Figure 1.12.



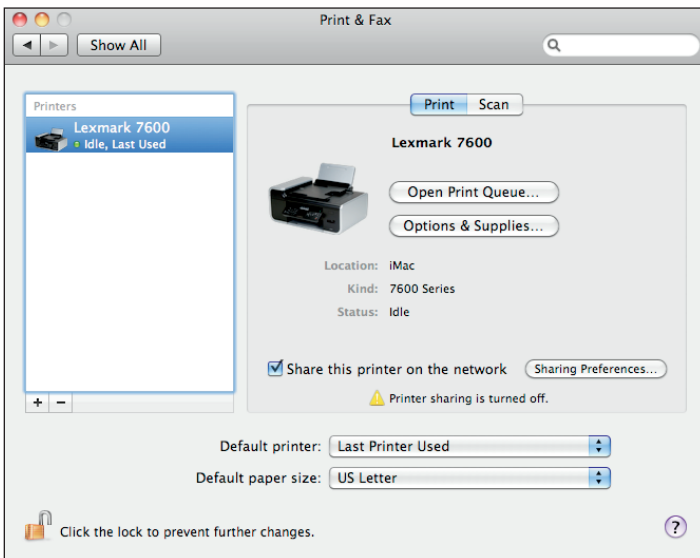
**1.12** If MacBook Air and your printer are getting along famously, the printer appears in the Printer list.



### Note

You can also display the list of connected printers from any application that supports printing. Choose File ⇨ Printer, open the Printer list, and then select Add Printer.

- **Click System Preferences in the Dock, and then click Print & Fax.** In the Print & Fax preferences that appear, you should see your printer's name in the Printers list, as shown in Figure 1.13.



**1.13** If MacBook Air recognized your printer, it appears in the Printers list in the Print & Fax preferences.



**Genius**

Surprisingly, Windows doesn't have a monopoly on annoying behavior. One of the senseless things that OS X does is set the default printer to whatever printer you used or added most recently. To fix this, choose System Preferences ⇨ Print & Fax. Then, in the Default Printer list, choose the printer you want to use as the default.

## Connecting a printer manually

What happens on those rare occasions when MacBook Air doesn't recognize your printer? In that case, you need to do a bit more legwork and install the printer manually. Here's how it's done:

- 1. Connect and turn on the printer if you haven't already done so.**
- 2. Click System Preferences in the Dock, click Print & Fax, and then click the + icon.**  
MacBook Air displays the list of connected printers.
- 3. In the Printer Browser's list of available printers, choose yours.**
- 4. In the Print Using list, choose Select a driver to use and then choose your printer if it is in the list that appears.** Skip to Step 6.
- 5. If you don't see your printer in the list, you need to install the driver by hand as follows:**
  - If you have an external CD or DVD drive connected to MacBook Air, or if you're using a remote drive (which I cover in Chapter 2), insert the disc that came with your printer.
  - Choose Other in the Print Using list.
  - Open the printer disc (or the folder where you downloaded the printer driver), choose the printer driver, and then click Open.
- 6. Click Add.** Your printer is now connected.



**Note**

If you don't have an external optical drive or a printer disc, or if the disc doesn't contain MacBook Air drivers, visit the printer manufacturer's Web site and download the drivers you need.

## Adding a shared network printer

If MacBook Air is part of a network, you have a big advantage. You can connect a printer to one computer, and the other computers on the network can then use that computer for printing. That saves you big bucks because you don't have to supply each computer with its own printer.



Genius

If you can't get drivers for the printer (annoyingly, some printer manufacturers don't bother writing Mac drivers), you may still be able to use the printer by choosing Generic PostScript Printer in the Print Using list.

To use a shared network printer, you must first add it to MacBook Air's list of printers. Follow these steps if the printer is shared on another Mac (see the next section for Windows printers):

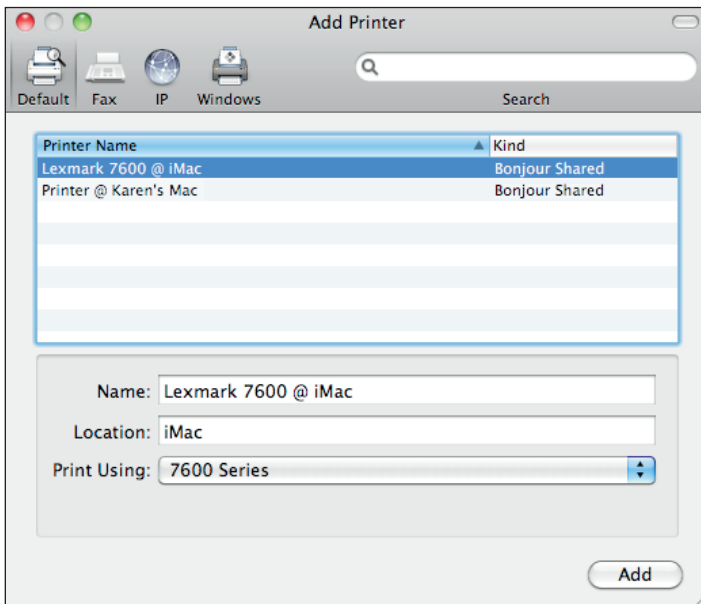
**1. Click System Preferences in the Dock, click Print & Fax, and then click the + icon.**

MacBook Air displays the list of connected printers.

**2. In the Printer Browser's list of printers, select the shared printer you want to use.**

Make sure you select a printer where the Kind column displays Bonjour Shared, as shown in Figure 1.14.

**3. Click Add.** You can now use the shared network printer.



**1.14** Be sure to select a printer that has Bonjour Shared in the Kind column.

## Adding a shared Windows network printer

If the shared printer you want to use is part of a Windows network, follow these steps to add it to the list of printers on MacBook Air:

**1. Click System Preferences in the Dock, click Print & Fax, and then click the + icon.**

MacBook Air displays the Printer Browser.