

# Hello.

## Quick Start Guide

### Welcome to your new MacBook Air. Let us show you around.

This guide shows you what's on your Mac, helps you set it up, and gets you up and running with tips for the apps you'll use every day.

Your battery is charged and ready to go, so you can start using your Mac right out of the box. When you do recharge the battery, you'll know it's fully charged when the orange light on your power connector turns green.



To learn more about ports and connectors, go to [support.apple.com/kb/HT2494?viewlocale=en\\_AU](http://support.apple.com/kb/HT2494?viewlocale=en_AU).

To learn more about the battery, go to [www.apple.com/au/batteries](http://www.apple.com/au/batteries).

### Let's get started

Press the power button to start up your MacBook Air, and Setup Assistant guides you through a few simple steps to get you up and running. It walks you through connecting to your Wi-Fi network and creating a user account. And it can transfer your documents, email, photos, music and movies to your new Mac from another Mac or PC.

Sign in with your Apple ID in Setup Assistant. This sets up your account in the Mac App Store and the iTunes Store, and in apps like Messages and FaceTime, so they're ready the first time you open them. It also sets up iCloud, so apps such as Mail, Contacts, Calendar and Safari have all your latest information. If you don't have an Apple ID, create one in Setup Assistant.



To learn more about transferring files to your new Mac, go to [support.apple.com/kb/HT6408?viewlocale=en\\_AU](http://support.apple.com/kb/HT6408?viewlocale=en_AU).

### Control your Mac with Multi-Touch gestures

You can do a lot of things on your MacBook Air using simple gestures on the trackpad. Here are some of the most popular ones.



**Click**  
Press down anywhere on the trackpad to click. Or, with Tap to Click enabled, simply tap the surface.



**Secondary click (right click)**  
Click with two fingers to open shortcut menus. Or, with Tap to Click enabled, tap two fingers anywhere.



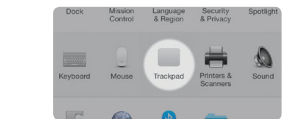
**Two-finger scroll**  
Brush two fingers along the trackpad to scroll in any direction—up, down or sideways.



**Swipe to navigate**  
Swipe with two fingers to flip through webpages, documents and more.



**Pinch to zoom**  
Zoom in and out of photos and webpages more precisely by pinching your thumb and finger.



**Learn more**  
To learn more about gestures, choose more precisely from the Apple menu and click Trackpad.



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### Get to know your desktop

The desktop is where you can find everything and do anything on your Mac. The Dock at the bottom of the screen is a place to keep the apps you use most. It's also where you can open System Preferences, which lets you customise your desktop and other settings. Click the Finder icon to get to all your files and folders.

The menu bar at the top has useful information about your Mac. To check the status of your wireless Internet connection, click the Wi-Fi icon. Your Mac automatically connects to the network you chose during setup. You can also find anything on your Mac and look up information using Spotlight.



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### Find the app you want

Your Mac comes with great apps you can use to make the most of your photos, create documents, browse the web, and more. Use Launchpad to easily find all the apps on your Mac. Arrange apps any way you want and even group them in folders.

Find new apps on the Mac App Store. When you download an app you like, it appears in Launchpad. The Mac App Store lets you know when app and OS X updates are available, and can update them automatically.



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### Be up to date across all your devices

iCloud lets you access your music, photos, calendars, contacts, documents and more from your Mac, iOS devices and even your PC. It keeps everything up to date automatically.

Create a Pages document, take a photo, or buy a song with one device, and it's instantly available on all the others. With iCloud Drive, you can store your files in iCloud and organise them any way you like. Family Sharing makes it easy to share family members' iTunes Store, App Store, and iBooks Store purchases. iCloud helps you locate and protect your Mac if you misplace it. To choose the iCloud features you want, click System Preferences in the Dock and click iCloud.



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### Use your Mac and iOS devices together

When you sign in to iCloud on your Mac and iOS devices\* they recognise when they're near each other, enabling amazing features. You can make and receive iPhone calls on your Mac, using your Mac as a speakerphone. SMS messages sent to your iPhone appear in Messages on your Mac, so you can keep track of all your conversations. With Instant Hotspot, your Mac can automatically use the personal hotspot on your iPhone. And with Handoff, you can start an activity on your Mac and pick it up right where you left off on your iOS device—and vice versa.

Make an iPhone call or send a text message by clicking a phone number on your Mac.

An app icon appears in the Dock when an activity is handed off to your Mac.



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\*Requires a device running iOS 8. Your Mac and iOS device must be signed in to the same iCloud account.



Safari

Safari is the best way to surf the web on your Mac. Just click in the Smart Search field and see icons for your favourite websites, or type a search term or web address—Safari knows the difference and will send you to the right place. You can save pages

to your Reading List to read later, and check out Shared Links for pages posted by people you follow on Twitter and LinkedIn. The Tab view organises all of your tabs and makes it easy to locate the one you're looking for.



Mail

Mail lets you manage all your email accounts from a single, ad-free inbox. It works with popular email services like iCloud, Gmail, Yahoo Mail and AOL Mail. With Mail Drop, large attachments are automatically

uploaded to iCloud. And Markup lets you fill out and sign forms or annotate a PDF. The first time you open Mail, Setup Assistant helps you get started.



Calendar

Keep track of your busy schedule with Calendar. You can create separate calendars—one for home, another for school, and a third for work. See all your calendars in a single window, or choose to see just the ones you want. Create and send invitations to events, then see

who has responded. Add a location to an event, and Calendar will include a map, calculate travel time, and even display the weather forecast. Use iCloud to automatically update calendars on all your devices or share calendars with other iCloud users.



Messages

Just log in with your Apple ID, and you can send and receive both iMessage and SMS messages, including text, photos, videos and more, to your friends on a Mac, iPad, iPhone or iPod touch. With iMessage, you can even start a conversation on one device and

pick it up on another. You can easily start and manage group conversations, including adding a title and new participants. And if you want to talk to someone face to face, you can start a FaceTime video call\* right from a conversation in Messages.



Maps

Explore new destinations and get directions on your Mac with Maps. View locations using standard or satellite imagery, or use Flyover to soar through select cities in photo-realistic 3D. You can look up information for local points of interest like restaurants and hotels,

and Maps shows you phone numbers, photos and even Yelp reviews. Once you find your destination, Maps provides point-to-point directions that you can send to your iPhone for turn-by-turn voice navigation.



Spotlight

Spotlight is an easy way to find anything on your Mac—documents, contacts, apps, messages and more. No matter what you're doing on your Mac, you can access Spotlight through its menu icon or by using the Command-Space keyboard

shortcut. Just start typing, and Spotlight shows you rich previews of your results. You can use Spotlight to look up information from sources like Wikipedia, Bing, news, Maps, movies and more,\* and to convert currencies and units of measure.



iTunes

iTunes makes it easy to enjoy your favourite music, movies, TV shows and more on your Mac. iTunes includes the iTunes Store, where

you can find classics or new favourites. It also includes iTunes Radio, a great way to discover music.



iPhoto, iMovie and GarageBand

iPhoto, iMovie and GarageBand give you amazing ways to create and share your photos, movies and music. iPhoto helps you organise your library by Faces, Places and Events, and create gorgeous photo books, cards

and calendars. iMovie lets you turn your home videos into beautiful movies and epic Hollywood-style trailers. And GarageBand has everything you need to learn to play an instrument, write music or record a song.



Pages, Numbers and Keynote

Create stunning documents, spreadsheets and presentations on your Mac. Beautiful templates give you a great head start—simply add your own words and photos. And customising everything is a snap

with the context-sensitive Format Panel. You can even open and edit Microsoft Office files. And you can quickly and easily share a link to your work with Mail or Messages, right from your toolbar.

An important note

Please read this document and the safety information in the *Important Product Information Guide* carefully before you first use your computer.

Learn more

You can find more information, watch demos, and learn even more about MacBook Air features at [www.apple.com/au/macbook-air](http://www.apple.com/au/macbook-air).

Help

You can often find answers to your questions, as well as instructions and troubleshooting information, in Mac Help. Click the Finder icon, click Help in the menu bar, and choose Mac Help. You can also use Safari to get online help at [www.apple.com/au/support](http://www.apple.com/au/support).

OS X Utilities

If you have a problem with your Mac, OS X Utilities can help you restore your software and data from a Time Machine backup or reinstall OS X and Apple apps. If your Mac detects a problem, it opens OS X Utilities automatically. Or you can open it manually by restarting your computer while holding down the Command and R keys.

Support

Your MacBook Air comes with 90 days of technical support and one year of hardware repair warranty coverage at an Apple Retail Store or an Apple Authorised Service Provider. Visit [www.apple.com/au/support/macbookair](http://www.apple.com/au/support/macbookair) for MacBook Air technical support. Or call Australia: (61) 1-300-321-456; New Zealand: 00800-7666-7666; Singapore: 800-186-1087 or (65) 6835-1812; Hong Kong: (852) 2112-0099; Malaysia: 1-800-803-638. [www.apple.com/support/country](http://www.apple.com/support/country)

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- Sidebar**  
Your bookmarks, Reading List and Shared Links appear in the Sidebar.
- Favourites view**  
Click the Smart Search field to see icons for your favourite websites.
- Share**  
Easily send webpages or share them with your social networks.

- One-stop email**  
View all your accounts in Mail.
- Conversation view**  
See all the email messages from a conversation thread.
- Search**  
Quickly narrow search results to find exactly what you want.

- Add an event**  
Double-click in a calendar to create a new event.
- Event inspector**  
Calendar shows an event's location on a map and calculates travel time.
- Calendar view**  
Select the view you prefer—day, week, month or year.

- Replies in progress**  
Three dots mean your friend is typing a reply.
- Manage conversations**  
Click Details to start a FaceTime call or see the attachments from your conversation.
- Delivery receipts**  
See when your message has arrived.

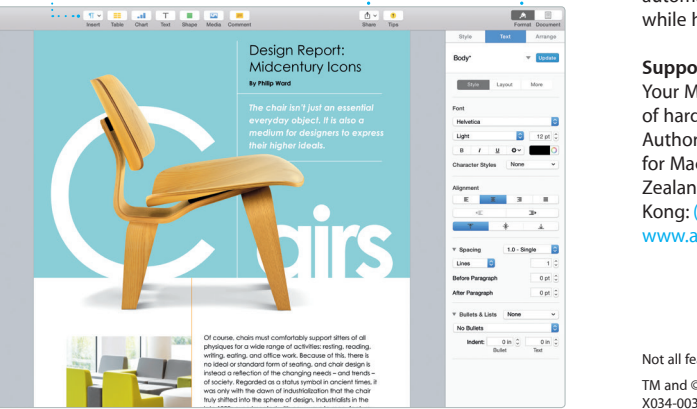
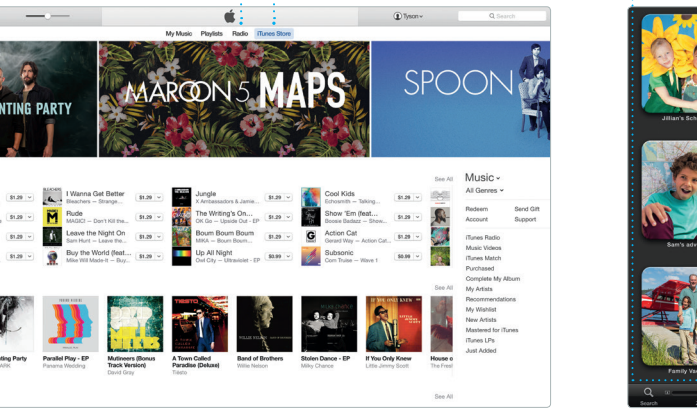
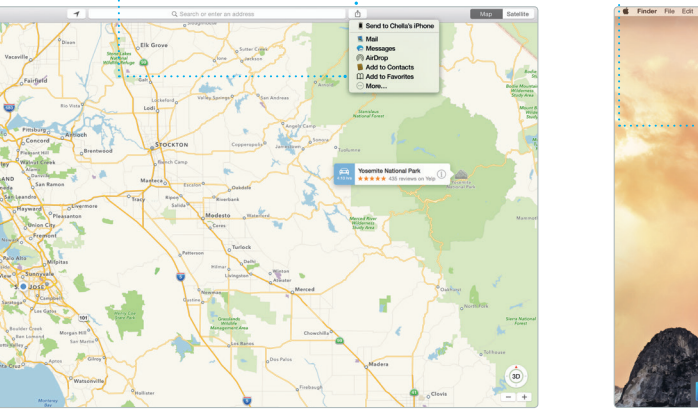
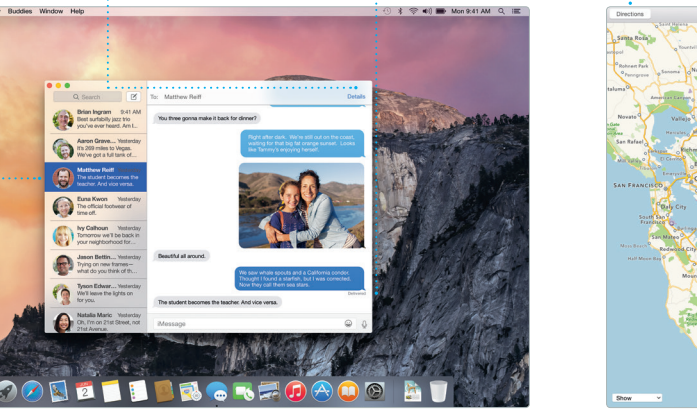
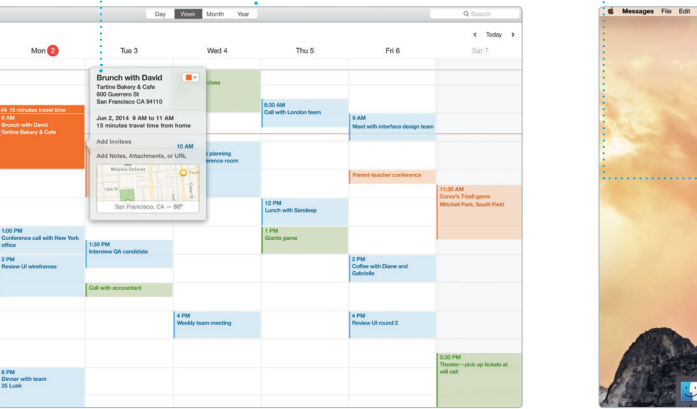
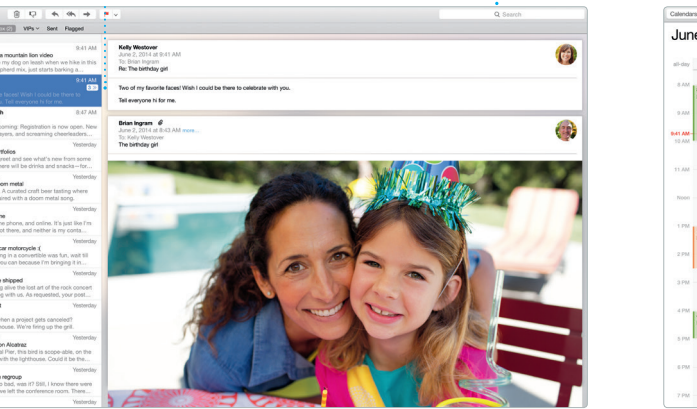
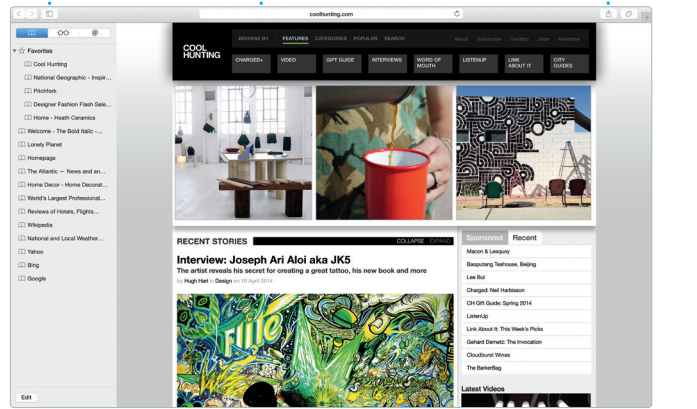
- Directions**  
Maps provides detailed directions, including traffic information.
- Favourites**  
Favourite locations are pushed to all your devices.
- Send to iPhone**  
Send directions to your iPhone for voice navigation on the way there.

- Results**  
See Spotlight results on the left and scroll through them.
- Previews**  
Interact with previews right from Spotlight.
- Easy access**  
Click the Spotlight icon in the menu bar or press Command-Space.

- Your library**  
View your music, movies, TV shows, podcasts and more.
- iTunes Radio**  
Enjoy free streaming radio tailored from top music in the iTunes Store.
- iTunes Store**  
Discover and buy new music, movies and more.

- Events**  
Simply move your cursor to quickly skim through the photos in any Event.
- Projects**  
Easily create and order personalised books, cards and calendars.
- Share**  
Post your favourites to Facebook or share them with iCloud or Messages.

- Add graphics and more**  
Create media-rich documents with images, movies, charts and more.
- Share**  
Easily share a link to your work with Mail or Messages.
- Format Panel**  
Your tools are just a click away with the intelligent Format Panel.



\*Requires FaceTime-enabled device for both caller and recipient. Not available in all areas.

\*Not all features are available in all areas.

iPhoto

Pages