

Mac OS[®] X Leopard[™]
FOR
DUMMIES[®]

by Bob “Dr. Mac” LeVitus



Wiley Publishing, Inc.

Mac OS X Leopard[™]
FOR
DUMMIES[®]

by Bob “Dr. Mac” LeVitus



Wiley Publishing, Inc.

Mac OS® X Leopard™ For Dummies®

Published by
Wiley Publishing, Inc.
111 River Street
Hoboken, NJ 07030-5774
www.wiley.com

Copyright © 2008 by Wiley Publishing, Inc., Indianapolis, Indiana

Published by Wiley Publishing, Inc., Indianapolis, Indiana

Published simultaneously in Canada

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 Legal Department, Wiley Publishing, Inc., 10475 Crosspoint Blvd., Indianapolis, IN 46256, (317) 572-3447, fax (317) 572-4355, or online at <http://www.wiley.com/go/permissions>.

Trademarks: Wiley, the Wiley Publishing logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates in the United States and other countries, and may not be used without written permission. Mac OS is a registered trademark of Apple Computer, 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.

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 WEBSITE 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 OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES 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, please contact our Customer Care Department within the U.S. at 800-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit www.wiley.com/techsupport.

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: 2007924233

ISBN: 978-0-470-05433-8

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1



About the Author

Bob LeVitus, often referred to as “Dr. Mac,” has written nearly 50 popular computer books, including *Dr. Mac: The OS X Files* and *GarageBand For Dummies* for Wiley Publishing, Inc.; *Stupid Mac Tricks* and *Dr. Macintosh* for Addison-Wesley; and *The Little iTunes Book*, 3rd Edition and *The Little iDVD Book*, 2nd Edition for Peachpit Press. His books have sold more than a million copies worldwide.

Bob has penned the popular Dr. Mac column for the *Houston Chronicle* for the past ten years and has been published in dozens of computer magazines over the past 15 years. His achievements have been documented in major media around the world. (Yes, that was him juggling a keyboard in *USA Today* a few years back!)

Bob is known for his expertise, trademark humorous style, and ability to translate techie jargon into usable and fun advice for regular folks. Bob is also a prolific public speaker, presenting more than 100 Macworld Expo training sessions in the U.S. and abroad, keynote addresses in three countries, and Macintosh training seminars in many U.S. cities. (He also won the Macworld Expo MacJeopardy World Championship three times before retiring his crown.)

Bob is considered one of the world’s leading authorities on Mac OS. From 1989 to 1997, he was a contributing editor/columnist for *MacUser* magazine, writing the Help Folder, Beating the System, Personal Best, and Game Room columns at various times.

In his copious spare time, Bob heads up a team of expert technical consultants who do nothing but provide technical help and training to Mac users via telephone, e-mail, and/or our unique Internet-enabled remote control software, which allows the team to see and control your Mac no matter where in the world you may be.

If you’re having problems with your Mac, you ought to give them a try. You’ll find them at www.boblevitus.com or 408-627-7577.

Prior to giving his life over to computers, LeVitus spent years at Kresser/Craig/D.I.K. (a Los Angeles advertising agency and marketing consultancy) and its subsidiary, L & J Research. He holds a B.S. in Marketing from California State University.

Dedication

This book is dedicated to my wife, Lisa, who taught me almost everything I know about almost everything except computers. And to my children, Allison and Jacob, who love Macs almost as much as I love them (my kids, not my Macs).

Author's Acknowledgments

Special thanks to everyone at Apple who helped me turn this book around in record time: Keri Walker, Janette Barrios, Greg (Joz) Joswiak, and all the rest. I couldn't have done it without you.

Thanks also to super-agent Carole "Swifty-for-life" McClendon, for deal-making beyond the call of duty, again. You've been my agent for over 20 years and you're *still* a treasure.

Big-time thanks to the gang at Wiley: Bob "Is the damn thing done yet?" Woerner, Becky "Whipcracker VII" Huehls, Andy "The Big Boss Man" Cummings, Barry "Still no humorous nickname" Pruet, and my technical editor Dennis R. Cohen, who did a rocking job as always, and all the others.

Thanks also to my family and friends, for putting up with me during my all-too lengthy absences during this book's gestation. And thanks to Saccone's Pizza, Home Slice Pizza, The Iron Works BBQ, Taco Cabana, Diet Coke, and ShortStop for sustenance.

And finally, thanks to you, gentle reader, for buying this book.

Publisher's Acknowledgments

We're proud of this book; please send us your comments through our online registration form located at www.dummies.com/register/.

Some of the people who helped bring this book to market include the following:

Acquisitions, Editorial, and Media Development

Project Editor: Rebecca Huehls

Sr. Acquisitions Editor: Bob Woerner

Copy Editor: Virginia Sanders

Technical Editor: Dennis Cohen

Editorial Manager: Leah P. Cameron

Editorial Assistant: Amanda Foxworth

Sr. Editorial Assistant: Cherie Case

Cartoons: Rich Tennant
(www.the5thwave.com)

Composition Services

Project Coordinator: Lynsey Osborn

Layout and Graphics: Claudia Bell,
Stacie Brooks, Carl Byers, Reuben Davis,
Joyce Haughey, Barbara Moore,
Melanee Prendergast

Proofreaders: John Greenough, Kathy Simpson

Indexer: Sherry Massey

Anniversary Logo Design: Richard Pacifico

Special Help:
Kate Jenkins

Publishing and Editorial for Technology Dummies

Richard Swadley, Vice President and Executive Group Publisher

Andy Cummings, Vice President and Publisher

Mary Bednarek, Executive Acquisitions Director

Mary C. Corder, Editorial Director

Publishing for Consumer Dummies

Diane Graves Steele, Vice President and Publisher

Joyce Pepple, Acquisitions Director

Composition Services

Gerry Fahey, Vice President of Production Services

Debbie Stailey, Director of Composition Services

Contents at a Glance

<i>Introduction</i>	1
<i>Part I: Introducing Mac OS X Leopard: The Basics</i>	7
Chapter 1: Mac OS X Leopard 101 (Prerequisites: None).....	9
Chapter 2: The Desktop and Windows and Menus (Oh My)!.....	23
Chapter 3: Have It Your Way	47
Chapter 4: What's Up, Dock?.....	71
Chapter 5: The Finder and Its Icons.....	85
<i>Part II: Leopard Taming (Or "Organization for Smart People")</i>	117
Chapter 6: Organizing and Managing Files and Folders	119
Chapter 7: Dealing with Disks	161
Chapter 8: Organizing Your Life.....	171
<i>Part III: Do Unto Leopard: Getting Things Done</i>	181
Chapter 9: Internet-Working.....	183
Chapter 10: E-Mail Made Easy.....	203
Chapter 11: The Musical Mac	225
Chapter 12: The Multimedia Mac	239
Chapter 13: Words and Letters	249
<i>Part IV: Making This Leopard Your Very Own</i>	259
Chapter 14: Publish or Perish: The Fail-Safe Guide to Printing	261
Chapter 15: Sharing Your Mac and Liking It.....	277
Chapter 16: Features for the Way You Work	311
<i>Part V: The Care and Feeding of Your Leopard</i>	329
Chapter 17: Safety First: Backups and Other Security Issues.....	331
Chapter 18: Utility Chest	345
Chapter 19: Troubleshooting Mac OS X	359

<i>Part VI: The Part of Tens</i>	371
Chapter 20: Ten Ways to Speed Up Your Mac Experience	373
Chapter 21: Ten Ways to Make Your Mac Better by Throwing Money at It	381
Chapter 22: Ten (Or So) Great Web Sites for Mac Freaks	387
<i>Appendix: Installing or Reinstalling Mac OS X Leopard (Only If You Have To)</i>	393
<i>Index</i>	399

Table of Contents

<i>Introduction</i>	1
About This Book.....	1
What You Won't Find in This Book	2
Conventions Used in This Book	3
Foolish Assumptions	3
How This Book Is Organized.....	4
Icons Used in This Book.....	5
Where to Go from Here.....	6
<i>Part 1: Introducing Mac OS X Leopard: The Basics</i>	7
Chapter 1: Mac OS X Leopard 101 (Prerequisites: None)	9
Gnawing to the Core of OS X.....	10
A Safety Net for the Absolute Beginner (Or Any User)	11
Turning the dang thing on.....	12
What you should see on startup	12
Shutting down properly.....	15
A few things you should definitely NOT do with your Mac	16
Point-and-click boot camp	17
Not Just a Beatles Movie: Help and the Help Menu	19
Chapter 2: The Desktop and Windows and Menus (Oh My)!	23
Touring the Finder and Its Desktop	24
Anatomy of a Window.....	25
Top o' the window to ya!	28
A scroll new world.....	28
(Hyper) Active windows.....	30
Dialog Dealie-Boppers	31
Working with Windows.....	33
Opening and closing windows	33
Resizing windows	33
Resizing window panes.....	34
Moving windows.....	34
Shuffling windows	34
Menu Basics	37
The ever-changing menu bar	37
Contextual menus: They're sooo sensitive	38
Recognizing disabled options.....	40
Navigating submenus.....	40
Underneath the Apple menu tree.....	41
Using keyboard shortcut commands.....	43



Chapter 3: Have It Your Way	47
Introducing System Preferences	47
Putting a Picture on the Desktop	49
Setting Up a Screen Saver	51
Putting Widgets on the Dashboard	53
Translation	56
Flight Tracker	56
Business and People	57
Giving Buttons, Menus, and Windows a Makeover	58
Spaced Out! Defining Screen Spaces	61
Adjusting the Keyboard, Mouse, and Other Hardware	64
Keyboard	64
Trackpad	65
Mouse	66
Bluetooth	67
Creating Custom Keyboard Shortcuts	68
Styling Your Sound	69
Changing sound effects	69
Selecting output options	70
Selecting input options	70
Chapter 4: What's Up, Dock?	71
A Quick Introduction to Using The Dock	71
The default icons of the Dock	72
Trash talkin'	74
Opening application menus in the Dock	75
Reading Dock icon body language	76
Opening files from the Dock	77
Customizing the Dock	78
Adding Dock icons	78
Removing an icon from the Dock	80
Resizing the Dock	81
What should you put in YOUR Dock?	81
Setting your Dock preferences	83
Chapter 5: The Finder and Its Icons	85
Introducing the Finder and Your Desktop	85
Getting to Know the Finder Menu	88
Navigating the Finder: Up, Down, and Backward	89
Belly up to the toolbar	90
Moving through folders fast in Column view	92
Perusing in Icon view	94
Listless? Try touring folders in List view	96
You gotta go with the flow	97
Like a road map: The current folder drop-down menu	98
Going places with the Go menu	99

Customizing the Finder Window101
 Adding folders to the Sidebar101
 Setting Finder preferences101
 On using view options104
 Customizing the Finder with Folder Actions109
 Knowing Thy Finder Icons110
 Aliases: Greatest Thing Since Sliced Bread.....112
 Creating aliases113
 Deleting aliases114
 Hunting down an alias’s parent114
 Digging for Icon Data in the Info Window115

Part II: Leopard Taming (Or “Organization for Smart People”) 117

Chapter 6: Organizing and Managing Files and Folders119

Understanding the Mac OS X Folder Structure119
 Understanding nested folders120
 From the top: The Computer folder121
 Peeking in the Applications folder122
 Finding fonts (and more) in the public Library folder123
 Let it be: The System folder124
 The usability of the Users folder124
 There’s no place like Home124
 Your personal Library card126
 Saving Your Document Before It’s Too Late.....128
 Stepping through a basic Save.....129
 Looks like Save, acts like Save — why’s it called Save As?132
 Open Sez Me134
 With a Quick Look136
 With drag-and-drop137
 When your Mac can’t open a file137
 With the application of your choice138
 Organizing Your Stuff in Folders.....140
 Files versus folders140
 Organizing your stuff with subfolders141
 Creating new folders144
 Navigating with spring-loaded folders.....144
 Smart Folders.....145
 Shuffling Around Files and Folders147
 Comprehending the Clipboard148
 Copying files and folders.....149
 Pasting from the Clipboard150
 Moving files and folders150
 Selecting multiple icons.....152
 Playing the icon name game: Renaming icons.....154

Compressing files	155
Getting rid of icons	155
Finding Your Stuff, Fast	156
The Search box in Finder Windows	156
Using the Spotlight menu	158
Chapter 7: Dealing with Disks	161
Comprehending Disks	161
Some disks need to be formatted first	162
Moving and copying disk icons	162
Surprise: Your PC Disks Work, Too!	163
Burning CDs and DVDs	164
Burning on the fly	165
Creating a Burn Folder	168
Getting Disks out of Your Mac	169
Chapter 8: Organizing Your Life	171
Keeping Track with iCal	172
Navigating iCal views	172
Creating calendars	174
Grouping calendars	175
In any event	176
To do or not to do	178
Stickies	178
iSync	180
<i>Part III: Do Unto Leopard: Getting Things Done</i>	<i>181</i>
Chapter 9: Internet-Working	183
Setting Up for Surfing	184
Setting up your modem	184
Your Internet service provider and you	184
Plugging in your Internet connection settings	186
Starting up a .Mac account	187
Browsing the Web with Safari	188
Navigating with the toolbar buttons	190
Bookmarking your favorite pages	191
Simplifying surfing with RSS feeds	193
Searching with Google	194
Checking out Help Center	196
Communicating via iChat AV	196
Chit-chatting with iChat	196
Gimme an A! Gimme a V!	198
Remote Screen Sharing — remarkable and superbly satisfying	200

Chapter 10: E-Mail Made Easy	203
Keeping Contacts Handy with Address Book.....	203
Adding contacts.....	204
Importing contacts from other programs	206
Creating a basic group.....	206
Setting up a Smart Group (based on contact criteria)	207
Sending e-mail to a contact or group.....	208
Sending and Receiving E-Mail with Mail.....	210
Setting Up Mail.....	210
Composing a new message	210
A quick overview of the toolbar	213
Working with stationery	214
Checking your mail	216
Dealing with spam	216
Changing your preferences	217
Mail rules rule	217
Mailboxes smart and plain.....	219
Sign here, please.....	221
(Slide) show me the photos	223
Chapter 11: The Musical Mac	225
Introducing iTunes	225
Working with Media	228
Adding songs.....	228
Adding movies and videos	230
Adding podcasts.....	231
Listening to Internet radio	232
All About Playlists.....	233
Creating a regular playlist	234
Working with smart playlists	235
Burning a playlist to CD.....	236
Protecting (Backing Up) Your iTunes Media	236
Chapter 12: The Multimedia Mac	239
Watching Movies with DVD Player.....	239
Playing Movies and Music in QuickTime Player	241
Viewing and Converting Images and PDFs in Preview	242
Importing Media.....	244
Downloading photos from a camera.....	245
Downloading DV video from a camcorder	246
Chapter 13: Words and Letters	249
Processing Words with TextEdit	250
Creating and composing a document	250
Working with text	251
Adding graphics to documents	254

Font Mania	255
Installing new fonts	256
Types of fonts	257
Manage your fonts with Font Book	257

Part IV: Making This Leopard Your Very Own259

Chapter 14: Publish or Perish: The Fail-Safe Guide to Printing261

Before Diving In	261
Ready: Connecting and Adding Your Printer	262
Connecting your printer	262
Setting up a printer for the first time	264
Set: Setting Up Your Document with Page Setup	265
Go: Printing with the Print Sheet	267
Printing a document.....	267
Choosing among different printers	269
Choosing custom settings	269
Save custom settings	272
Preview and PDF Options.....	272
Just the Fax	274
Faxing and Sharing Preferences	275

Chapter 15: Sharing Your Mac and Liking It277

Introducing Networks and File Sharing.....	278
Portrait of home-office networking	279
Three ways to build a network	280
Setting Up File Sharing.....	282
Access and Permissions: Who Can Do What	284
Users and groups and guests.....	284
Creating users	286
Mac OS X knows best: Folders shared by default	293
Sharing a folder or disk by setting permissions.....	294
Useful settings for permissions	298
Unsharing a folder	301
Connecting to a Shared Disk or Folder on a Remote Mac.....	302
Changing Your Password	305
Changing your Mac's password.....	305
Changing the password for your account on someone else's Mac	306
Four More Types of Sharing.....	307
Printer Sharing.....	307
Internet Sharing.....	308
Web Sharing	308
Bluetooth Sharing.....	309

Chapter 16: Features for the Way You Work 311

- Talking and Listening to Your Mac 311
 - Talking to your Mac 312
 - Listening to your Mac read for you 315
- Automatic Automation 318
 - AppleScript 319
 - Automator 320
- A Few More Useful Goodies 322
 - Universal Access 323
 - Energy Saver 324
 - Bluetooth 326
 - Ink 326
 - Automatic Login (Accounts System Preferences pane) 326
 - Boot Camp 327

Part V: The Care and Feeding of Your Leopard 329

Chapter 17: Safety First: Backups and Other Security Issues 331

- Backing Up Is (Not) Hard to Do 332
 - Backing up with Leopard’s excellent new Time Machine 332
 - Backing up by using the manual, brute-force method 335
 - Backing up by using commercial backup software 335
- Why You Need Two Sets of Backups 337
- Nonbackup Security Concerns 338
 - All about viruses 338
 - Firewall: Yea or nay? 339
 - Install recommended software updates 342
- Protecting Your Data from Prying Eyes 342
 - Blocking or limiting connections 343
 - Locking down files with FileVault 343
 - Setting other options for security 344

Chapter 18: Utility Chest 345

- Calculator 345
- Activity Monitor 346
- AirPort Disk Utility 348
- AirPort Utility 348
- Audio MIDI Setup 348
- Bluetooth File Exchange 348
- ColorSync Utility 349
- DigitalColor Meter 350
- Disk Utility 351
 - First Aid 351
 - Erase 351
 - Partition 352
 - RAID 352
 - Restore 352

Grab	353
Grapher	354
Installer.....	354
Java	354
Keychain Access	355
Migration Assistant.....	356
System Profiler	357
Terminal	357
Chapter 19: Troubleshooting Mac OS X	359
Dem Ol' Sad Mac Chimes of Doom Blues	359
The ultimate startup disk: The Mac OS X installation DVD	360
Booting from a DVD-ROM.....	361
Question Mark and the Mysterians.....	364
Step 1: Run First Aid.....	364
Step 2: Safe Boot into Safe Mode	366
Step 3: Zapping the PRAM.....	368
Step 4: Reinstalling Mac OS X	368
Step 5: Take your Mac in for repair	369
If Your Mac Crashes at Startup.....	369
 Part VI: The Part of Tens	 371
Chapter 20: Ten Ways to Speed Up Your Mac Experience	373
Chapter 21: Ten Ways to Make Your Mac Better by Throwing Money at It	381
Chapter 22: Ten (Or So) Great Web Sites for Mac Freaks	387
 Appendix: Installing or Reinstalling Mac OS X Leopard (Only If You Have To)	 393
How to Install (or Reinstall) Mac OS X.....	394
Getting Set Up with Setup Assistant	396
 Index.....	 399

Introduction

You made the right choice twice: Mac OS X Leopard and this book.

Take a deep breath and get ready to have a rollicking good time. That's right. This is a computer book, but it's going to be fun. What a concept! Whether you're brand spanking new to the Mac or a grizzled old Mac vet, I guarantee that discovering the ins and outs of Mac OS X Leopard will be fun and easy. Wiley, Inc. (the publisher of this book) couldn't say it on the cover if it weren't true!

About This Book

This book's roots lie with my international bestseller *Macintosh System 7.5 For Dummies*, an award-winning book so good that now-deceased Mac cloner Power Computing gave away a copy with every Mac clone it sold. *Mac OS X Leopard For Dummies* is the latest revision and has been, once again, completely updated to include all the cool new features found in Mac OS X Leopard. In other words, this edition combines all the old, familiar features of editions — but is once again expanded and updated to reflect the latest and greatest offering from Apple.

Why write a *For Dummies* book about Leopard? Well, Leopard is a big, somewhat complicated, personal-computer operating system. So I made *Mac OS X Leopard For Dummies* a not-so-big, not-very-complicated book that shows you what Leopard is all about without boring you to tears, confusing you, or poking you with sharp objects.

In fact, I think you'll be so darned comfortable that I wanted the title to be *Mac OS X Leopard Without Discomfort*, but the publishers wouldn't let me. Apparently, we *For Dummies* authors have to follow some rules, and using *Dummies* and *Mac OS X Leopard* in this book's title are among them.

And speaking of “*dummies*,” remember that it's just a word. I don't think you're dumb — quite the opposite! My second choice for this book's title was *Mac OS X Leopard For People Smart Enough to Know They Need Help with It*, but you can just imagine what Wiley thought of that. (“C'mon, that's the whole point of the name!” they insisted. “Besides, it's shorter this way.”)

Anyway, the book is chock-full of information and advice, explaining everything you need to know about Mac OS X in language you can understand — along with timesaving tips, tricks, techniques, and step-by-step instructions, all served up in generous quantities.

What You Won't Find in This Book

Another rule we *For Dummies* authors must follow is that our books cannot exceed a certain number of pages. (Brevity is the soul of wit, and all that.) So I wish I could have included some things, but they didn't fit. Although I feel confident you'll find everything you need to know about Mac OS X Leopard in this book, some things bear further looking into, including these:

✔ **Information about some of the applications (programs) that come with Mac OS X Leopard**

An installation of Mac OS X Leopard includes more than 50 separate applications, mostly found in the Applications folder and the Utilities folder within it. I'd love to walk you through each one of them, but that would have required a book a whole lot bigger, heavier, and more expensive than this one.

This book is, first and foremost, about using Mac OS X, so I brief you on the small handful of bundled applications essential to using Mac OS X Leopard and keep the focus there — namely, iCal, Address Book, TextEdit, and the like, as well as important utilities you may need to know how to use someday.

For what it's worth, many books cover the applications that come with Mac OS X Leopard as well as applications commonly bundled with Leopard on a new Mac, such as iLife; the one my publisher suggested I recommend is *Mac OS X Leopard All-in-One Desk Reference For Dummies*, written by Mark L. Chambers, which is (by sheer coincidence, of course) also published by Wiley.

✔ **Information about Microsoft Office, iLife, iWork, Adobe Photoshop, Quicken, and most other third-party applications**

Okay, if all the gory details of all the bundled (read: *free*) Mac OS X Leopard applications don't fit here, I think you'll understand why digging into third-party applications that cost extra was out of the question.

✔ **Information about programming for the Mac**

This book is about *using* Mac OS X Leopard, not writing code for it. Dozens of books cover programming on the Mac, most of which are two or three times the size of this book.

For what it's worth, Dennis Cohen, my technical editor, and his brother Michael wrote a great book about Xcode 3, the development environment included with Mac OS X Leopard. It's called *The Xcode 3 Book* and, by sheer coincidence, is also published by (who else?) Wiley.

Conventions Used in This Book

To get the most out of this book, you need to know how I do things and why. Here are a few conventions I use in this book to make your life easier:

- ✓ When I want you to open an item in a menu, I write something like “Choose File⇨Open,” which means, “Pull down the File menu and choose the Open command.”
- ✓ Stuff you're supposed to type appears in bold type, **like this**.
- ✓ **Sometimes an entire a sentence is in boldface, as you see when I present a numbered list of steps. In those cases, I leave the bold off what you're supposed to type, like this.**
- ✓ Web addresses, programming code (not much in this book), and things that appear on-screen are shown in a special monofont typeface, `like this`.
- ✓ For keyboard shortcuts, I write something like ⌘+A, which means to hold down the ⌘ key (the one with the little pretzel and/or 🍏 symbol on it) and then press the A key on the keyboard. If you see something like ⌘+Shift+A, that means to hold down the ⌘ and Shift keys while pressing the A key. Again, for absolute clarity, I never refer to the ⌘ key with the 🍏 symbol. I reserve that symbol for the 🍏 menu (Apple menu). For the Command key, I use only the ⌘ symbol. Got it? Very cool.

Foolish Assumptions

Although I know what happens when you make assumptions, I've made a few anyway. First, I assume that you, gentle reader, know nothing about using Mac OS X — beyond knowing what a Mac is, that you want to use OS X, that you want to understand OS X without digesting an incomprehensible technical manual, and that you made the right choice by selecting this particular book.

And so I do my best to explain each new concept in full and loving detail. Maybe that's foolish, but . . . oh well.

Oh, and I also assume that you can read. If you can't, ignore this paragraph.

How This Book Is Organized

Mac OS X Leopard For Dummies is divided into six logical parts, numbered (surprisingly enough) 1 through 6. By no fault of mine, they're numbered using those stuffy old Roman numerals, so you see I–VI where you (in my humble opinion) ought to see Arabic numbers 1–6. It's another rule that *For Dummies* authors have to follow, I think.

Anyway, it's better if you read the parts in order, but if you already know a lot — or think you know a lot — feel free to skip around and read the parts that interest you most.

Part I: Introducing Mac OS X Leopard: The Basics: This first part is very, very basic training. From the mouse to the Desktop, from menus, windows, and icons to the snazzy-but-helpful Dock, it's all here. A lot of what you need to know to navigate the depths of Mac OS X safely and sanely and perform basic tasks can be found in this part. And although old-timers might just want to skim through it, newcomers should probably read every word. Twice.

Part II: Leopard Taming (Or “Organization for Smart People”): In this part, I build on the basics of Part I and really get you revving with your Mac. Here, I cover additional topics that every Mac user needs to know, coupled with some hands-on, step-by-step instructions. The part starts with a closer look at ways you can organize your files and folders, followed by a chapter about using removable media (which means *ejectable disks* — mostly CDs and DVDs). Last, but certainly not least, is a chapter about all the Leopard applications (such as iCal, Address Book, and Mail) that help you keep your digital life organized.

Part III: Do Unto Leopard: Getting Things Done: This part is chock full of ways to do productive stuff with your Mac. In this section, you discover the Internet first — how to get it working on your Mac and what to do with it after you do. Next, you look at the digital-media side of things with chapters about music, video, games, and digital photos. Finally, you look at Leopard's built-in tools for writing — namely, TextEdit and fonts.

Part IV: Making This Leopard Your Very Own: Here, I get into the nitty-gritty underbelly of making Mac OS X Leopard work the way you want it to work. I start with the ins and outs of printing under OS X. Then I move on to somewhat more advanced topics, such as file sharing, creating and using multiple users (and why you might want to), and the lowdown on numerous Mac OS X Leopard features — Text to Speech, speech recognition, automation, and more — that can make your computing experience even more pleasant.

Part V: The Care and Feeding of Your Leopard: This part starts with a chapter about backups and security, which not only stresses the importance of backing up your data, but also shows you how to do it almost painlessly. Then I introduce you to a handful of useful utilities included with Leopard and explain when and how to use them. Finally, I tell you how to avoid most disasters, as well as what to do in the unlikely event that a major mishap does occur.

Part VI: The Part of Tens: Finally, it's The Part of Tens, which might have started life as a Letterman rip-off, although it does include heaping helpings of tips, optional software, great Mac Web sites, and hardware ideas.

Appendix: Last, but certainly not least, I cover installing Mac OS X Leopard in the appendix. The whole process has become quite easy with this version of the system software, but if you have to install Leopard yourself, it would behoove you to read this helpful appendix first.

Icons Used in This Book

Little round pictures (icons) appear off to the left side of the text throughout this book. Consider these icons miniature road signs, telling you a little something extra about the topic at hand. Here's what the different icons look like and what they all mean.



Look for Tip icons to find the juiciest morsels: shortcuts, tips, and undocumented secrets about Leopard. Try them all; impress your friends!



When you see this icon, it means that this particular morsel is something that I think you should memorize (or at least write on your shirt cuff).



Put on your propeller-beanie hat and pocket protector; these parts include the truly geeky stuff. It's certainly not required reading, but it must be interesting or informative, or I wouldn't have wasted your time with it.



Read these notes very, very, very carefully. (Did I say *very*?) Warning icons flag important information. The author and publisher won't be responsible if your Mac explodes or spews flaming parts because you ignored a Warning icon. Just kidding. Macs don't explode or spew (with the exception of a few choice PowerBook 5300s, which won't run Leopard anyway). But I got your attention, didn't I? I'll tell you once again: It is a good idea to read the Warning notes very carefully.



These icons represent my ranting or raving about something that either bugs me or makes me smile. When I'm ranting, imagine foam coming from my mouth. Rants are required to be irreverent, irrelevant, or both. I try to keep them short, more for your sake than mine.



Well, now, what could this icon possibly be about? Named by famous editorial consultant Mr. Obvious, this icon highlights all things new and different in Mac OS X Leopard.

Where to Go from Here

Go to a comfortable spot (preferably not far from a Mac) and read the book.

The first few chapters of this book are where I describe the basic everyday things that you need to understand to operate your Mac effectively. If you're new to Macs and OS X Leopard, start there.

Even though Mac OS X Leopard is way different from previous Mac operating systems, the first part of the book is so basic that if you've been using a Mac for long, you might think you know it all — and you might know most of it. But hey! Not-so-old-timers need a solid foundation. So here's my advice: Skip the stuff you know; you'll get to the better stuff faster.



I didn't write this book for myself. I wrote it for you and would love to hear how it worked for you. So please drop me a line or register your comments through the Wiley Online Registration Form located at www.dummies.com.

You can send snail mail in care of Wiley, or send e-mail to me directly at Leopard4Dummies@boblevitus.com. I appreciate your feedback, and I *try* to respond to all reasonably polite e-mail within a few days.

Did this book work for you? What did you like? What didn't you like? What questions were unanswered? Did you want to know more about something? Did you want to find out less about something? Tell me! I have received more than 100 suggestions about previous editions, most of which are incorporated here. So keep up the good work!

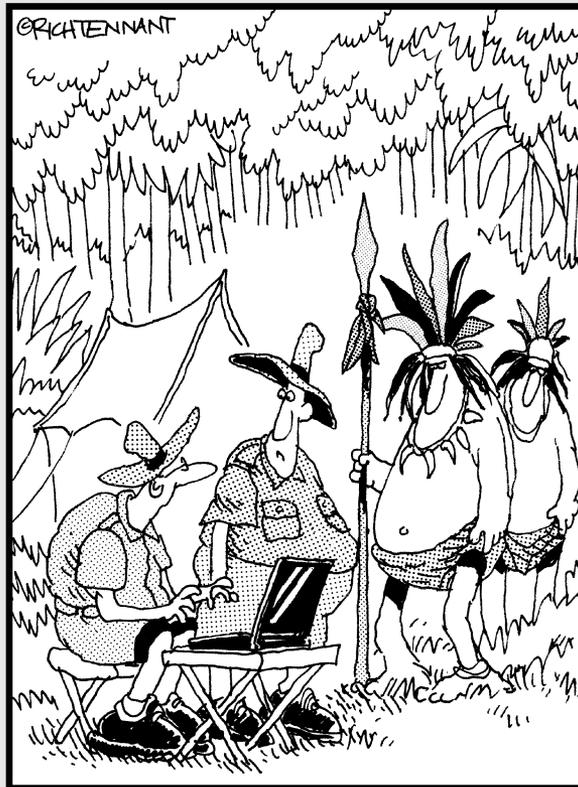
So what are you waiting for? Go — enjoy the book!

Part I

Introducing Mac OS X Leopard: The Basics

The 5th Wave

By Rich Tennant



“He saw your laptop and wants to know if he can check out the new OS X features.”

In this part . . .

Mac OS X Leopard sports tons of new goodies and features. I get to the hot new goodies soon enough, but the standard approach is to crawl first and walk later.

In this part, you discover the most basic of basics, such as how to turn on your Mac. Next, I acquaint you with the Mac OS X Desktop, with its windows, icons, and menus (oh my)! Then you find out how to make this cat your own by customizing your work environment to suit your style. After that is a date with the Dock. And last but certainly not least, you discover some basic tasks that make life with Leopard ever so much easier.

So get comfortable, roll up your sleeves, fire up your Mac if you like, and settle down with Part I, a delightful little section I like to think of as “The Hassle-Free Way to Get Started with Mac OS X Leopard.”

Chapter 1

Mac OS X Leopard 101 (Prerequisites: None)

In This Chapter

- ▶ Understanding what an operating system is and is not
- ▶ Turning on your Mac
- ▶ Getting to know the startup process
- ▶ Turning off your Mac
- ▶ Avoiding major Mac mistakes
- ▶ Pointing, clicking, dragging, and other uses for your mouse
- ▶ Getting help from your Mac

Congratulate yourself on choosing Mac OS X, which stands for Macintosh Operating System X — that’s the Roman numeral *ten*, not the letter *X* (pronounced *ten*, not *ex*). You made a smart move because you scored more than just an operating system upgrade. Mac OS X Leopard includes a plethora of new or improved features to make using your Mac easier and dozens more that help you do more work in less time.

In this chapter, I start at the very beginning and talk about Mac OS X in mostly abstract terms; then I move on to explain important information that you need to know to use Mac OS X Leopard successfully.

If you’ve been using Mac OS X for a while, you might find some of the information in this chapter hauntingly familiar; some features that I describe haven’t changed from earlier versions of Mac OS X. But if you decide to skip this chapter because you think you have all the new stuff figured out, I assure you that you’ll miss at least a couple of things that Apple didn’t bother to tell you (as if you read every word in Mac OS X Help, the only user manual Apple provides, anyway!).

Tantalized? Let’s rock.



If you're about to upgrade to Leopard from an earlier version of Mac OS X, I feel obliged to mention a major pitfall to avoid: One very specific misplaced click, done while installing your new OS, could erase every file on your hard drive. The appendix describes this situation in full and loving detail, and it contains other important information about installing Leopard that can make upgrading a more pleasant experience.

Gnawing to the Core of OS X

The operating system (that is, the *OS* in *Mac OS X*) is what makes a Mac a Mac. Without it, your Mac is a pile of silicon and circuits — no smarter than a toaster.

“So what does an operating system do?” you ask. Good question. The short answer is that an *operating system* controls the basic and most important functions of your computer. In the case of Mac OS X and your Mac, the operating system

- ✓ Manages memory
- ✓ Controls how windows, icons, and menus work
- ✓ Keeps track of files
- ✓ Manages networking
- ✓ Does housekeeping (No kidding!)

Other forms of software, such as word processors and Web browsers, rely on the operating system to create and maintain the environment in which that software works its magic. When you create a memo, for example, the word processor provides the tools for you to type and format the information. In the background, the operating system is the muscle for the word processor, performing crucial functions such as the following:

- ✓ Providing the mechanism for drawing and moving the on-screen window in which you write the memo
- ✓ Keeping track of a file when you save it
- ✓ Helping the word processor create drop-down menus and dialogs for you to interact with
- ✓ Communicating with other programs
- ✓ And much, much more (stuff that only geeks could care about)

So, armed with a little background in operating systems, take a gander at the next section before you do anything else with your Mac.



The Mac advantage

Most of the world's personal computers use Microsoft Windows. You're among the lucky few to have a computer with an operating system that's intuitive, easy to use, and (dare I say?) fun. If you don't believe me, try using Windows for a day or two. Go ahead. You probably won't suffer any permanent damage. In fact, you'll really begin to appreciate how good you have it. Feel free to hug your Mac. Or give it a peck on the disc-drive slot — just try not to get your tongue caught.

As someone once told me, "Claiming that the Macintosh is inferior to Windows because most people use Windows is like saying that all other restaurants serve food that's inferior to McDonald's."

We might be a minority, but Mac users have the best, most stable, most modern all-purpose operating system in the world, and here's why: UNIX — on which Mac OS X is based — is widely regarded as the best industrial-strength operating system on the planet. For now, just

know that being based on UNIX means that a Mac running OS X will crash less often than an older Mac or a Windows machine, which means less downtime. And being UNIX-based also means far fewer viruses and malicious software. But perhaps the biggest advantage OS X has is that when an application crashes, it doesn't crash your entire computer, and you don't have to restart the thing to continue working.

By the way, with the advent of Intel-powered Macs last year, you now have the ability to run Windows natively. That's right — you can now install and run Microsoft Windows on any Mac powered by an Intel processor, as described in Chapter 16.

Don't let that UNIX stuff scare you. It's there if you want it, but if you don't want it or don't care (like most of us), you'll rarely even know it's there. All you'll know is that your Mac just runs and runs and runs without crashing and crashing and crashing.

One last thing: As I mention in the introduction (I'm only repeating it in case you don't read introductions), Mac OS X Leopard comes with more than 50 applications. And although I'd love to tell you all about each and every one, I have only so many pages at my disposal. If you need more info on the programs I don't cover, may I (again) recommend *Mac OS X Leopard All-in-One Desk Reference For Dummies*, written by Mark L. Chambers, or *iLife All-in-One Desk Reference For Dummies*, written by my old friends Tony Bove and Cheryl Rhodes (both from Wiley).

A Safety Net for the Absolute Beginner (Or Any User)

In the following sections, I deal with the stuff that the manual that came with your Mac doesn't cover — or doesn't cover in nearly enough detail. If you're

a first-time Macintosh user, please, *please* read this section of the book carefully — it could save your life. Okay, okay, perhaps I'm being overly dramatic. What I mean to say is that reading this section could save your *Mac*. Even if you're an experienced Mac user, you might want to read this section anyway. Chances are good that you'll see at least a few things you might have forgotten that might come in handy.

Turning the dang thing on

Okay. This is the big moment — turning on your Mac! Gaze at it longingly first and say something cheesy, such as “You're the most awesome computer I've ever known.” If that doesn't turn on your Mac (and it probably won't), keep reading.

Apple, in its infinite wisdom, has manufactured Macs with power switches and buttons on every conceivable surface: on the front, side, and back of the computer itself, and even on the keyboard or monitor.

So if you don't know how to turn on your Mac, don't feel bad — just look in the manual or booklet that came with your Mac. It's at least one thing that the documentation *always* covers.



These days, most Macs have a power-on button on the keyboard. It usually looks like the little circle thingie you see in the margin.

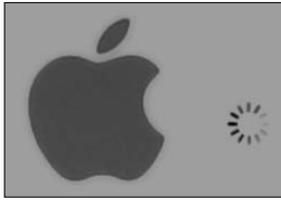


Don't bother choosing Help→Mac Help, which opens the Help Viewer program, because it can't tell you where the switch is. Although the Help program is good for finding out a lot of things, the location of the power switch isn't among them. Of course, if you haven't found the switch and turned on the Mac, you can't access Help anyway. (D'oh!)

What you should see on startup

When you finally do turn on your Macintosh, you set in motion a sophisticated and complex series of events that culminates in the loading of Mac OS X and the appearance of the Mac OS X Desktop. After a small bit of whirring, buzzing, and flashing (meaning that the operating system is loading), OS X first tests all your hardware — slots, ports, disks, random-access memory (RAM), and so on. If everything passes, you hear a pleasing musical tone and see the tasteful gray Apple logo in the middle of your screen, along with a small spinning-pinwheel cursor somewhere on the screen. Both are shown in Figure 1-1.

Figure 1-1:
This is
what you
see when
Mac OS X
starts up.



Here are the things that might happen when you power up your Mac:



✓ **Everything is fine and dandy:** Next, you might or might not see the Mac OS X login screen, where you enter your name and password. If you do, press Return or Enter (after you type your name and password, of course), and away you go.

If you don't want to have to type your name and password every time you start or restart your Mac (or even if you do), check out Chapter 17 for the scoop on how to turn the login screen on or off.

Either way, the Desktop soon materializes before your eyes. If you haven't customized, configured, or tinkered with your Desktop, it should look pretty much like Figure 1-2. Now is a good time to take a moment for positive thoughts about the person who convinced you that you wanted a Mac. That person was right!

Figure 1-2:
The Mac
OS X
Desktop
after a
brand-
spanking-
new
installation
of OS X.



The legend of the boot

Boot this. *Boot* that. “I *booted* my Mac and. . .” or “Did it *boot*?” and so on. Talking about computers for long without hearing the *boot* word is nearly impossible.

But why *boot*? Why not *shoe* or *shirt* or even *shazam*?

Back in the very olden days — maybe the 1960s or a little earlier — starting up a computer required you to toggle little manual switches on the front panel, which began an internal process that loaded the operating system. The process became known as *bootstrapping* because if you toggled the right switches, the

computer would “pull itself up by its bootstraps.” This phrase didn’t take long to transmogrify into *booting* and finally to *boot*.

Over the years, *booting* has come to mean turning on almost any computer or even a peripheral device, such as a printer. Some people also use it to refer to launching an application: “I booted Excel.”

So the next time one of your gearhead friends says the *b*-word, ask whether he knows where the term comes from. Then dazzle him with the depth and breadth of your (not-quite-useful) knowledge!



- ✔ **Sad Mac:** If any of your hardware fails when it’s tested, you might see a black or gray screen that might or might not display the dreaded Sad Mac icon (shown in the left margin) and/or hear a far less pleasing musical chord (in the key of F-minor, I believe), known by Mac aficionados as the *Chimes of Doom*.

Some older Macs played the sound of a horrible car wreck instead of the chimes, complete with crying tires and busting glass. It was exceptionally unnerving, which might be why Apple doesn’t use it anymore.

The fact that something went wrong is no reflection on your prowess as a Macintosh user. Something inside your Mac is broken, and it probably needs repairs. If any of that has already happened to you, check out Chapter 19 to try to get your Mac well again.

If your computer is under warranty, dial 1-800-SOS-APPL, and a customer-service person can tell you what to do. Before you do anything, though, skip ahead to Chapter 19. It’s entirely possible that one of the suggestions there can get you back on track without your having to spend even a moment on hold.

- ✔ **Prohibitory sign (formerly known as the flashing-question-mark disk):** Although it’s unlikely that you’ll ever see the Sad Mac, most users eventually encounter the prohibitory sign shown in the left margin (which replaced the flashing question-mark-on-a-disk icon and flashing folder icon back in Mac OS X Jaguar). This icon means your Mac can’t find a startup disk, hard drive, network server, or CD-ROM containing a valid Macintosh operating system. See Chapter 19 for ways you can try to ease your Mac’s ills.





How do you know which version of the Mac OS your computer has? Simple. Just choose About This Mac from the  menu (the menu with the  symbol in the upper-left corner of the menu bar). The About This Mac window pops up on your screen, as shown in Figure 1-3. The version you're running appears just below *Mac OS X* in the center of the window. Click the More Info button to launch the System Profiler application, which has much more information, including bus speed, number of processors, caches, installed memory, networking, storage devices, and much more. You can find more about this useful program in Chapter 18.

Figure 1-3:
See which
version of
Mac OS X
you're
running.



Shutting down properly

Turning off the power without shutting down your Mac properly is one of the worst things you can do to your poor Mac. Shutting down your Mac improperly can really screw up your hard drive, scramble the contents of your most important files, or both.



If a thunderstorm is rumbling nearby or you're unfortunate enough to have rolling blackouts where you live, you might *really* want to shut down your Mac. (See the next section, where I briefly discuss lightning and your Mac.)



To turn off your Mac, always use the Shut Down command on the  menu (which I discuss in Chapter 4) or shut down in one of these kind-and-gentle ways:

Eternally yours . . . *now*

Mac OS X is designed so you never have to shut it down. You can configure it to sleep after a specified period of inactivity. (See Chapter 16 for more info on the Energy Saver features of OS X.) If you do so, your Mac will consume very little electricity when it's sleeping and will be ready to use just a few seconds after you awaken it (by pressing any key or clicking the mouse). On the other hand, if you're not going to be using it for a few days, you might want to shut it down anyway.

Note: If you leave your Mac on constantly and you're gone when a lightning storm or rolling

blackout hits, your Mac might get wasted. So be sure you have adequate protection (say, a decent surge protector designed specifically for computers) if you decide to leave your Mac on and unattended for long periods. See the section "A few things you should definitely NOT do with your Mac," elsewhere in this chapter, for more info on lightning and your Mac. Frankly, if I plan to be away from mine for more than a day, I usually shut it down, just in case. But because OS X is designed to run 24/7, I don't shut it down at night unless it's dark and stormy.

- ✓ Press the Power key once and then click the Shut Down button.
- ✓ On Apple Pro keyboards, which don't have a Power key, press Control+Eject instead and then click the Shut Down button that appears (or press the Return key, which does the same thing).

Of course, most Mac users have broken this rule several times without anything horrible happening — but don't be lulled into a false sense of security. Break the rules one time too many (or under the wrong circumstances), and your most important file *will* be toast. The only time you should turn off your Mac without shutting down properly is when your screen is frozen or when your system crashed and you've already tried everything else. (See Chapter 19 for what those "everything elses" are.) A really stubborn crash doesn't happen often — and less often under OS X than ever before — but when it does, turning your Mac off and then back on might be the only solution.

A few things you should definitely NOT do with your Mac

In this section, I cover the bad stuff that can happen to your computer if you do the wrong things with it. If something bad has already happened to you — I know . . . I'm beginning to sound like a broken record — see Chapter 19.

- ✔ **Don't unplug your Mac when it's turned on.** Very bad things can happen, such as having your operating system break. See the preceding section, where I discuss shutting down your system properly.
 - ✔ **Don't use your Mac when lightning is near.** Here's a simple life equation for you: Mac + lightning = dead Mac. 'Nuff said. Oh, and don't place much faith in inexpensive surge protectors. A good jolt of lightning will fry the surge protector right along with your computer — as well as possibly frying your modem, printer, and anything else plugged into it. Some surge protectors can withstand most lightning strikes, but these warriors aren't the cheapies that you buy at your local computer emporium. Unplugging your Mac from the wall during electrical storms is safer and less expensive. (Don't forget to unplug your external modem, network hubs, printers, and other hardware that plugs into the wall, as well — lightning can fry them, too.)
 - ✔ **Don't jostle, bump, shake, kick, throw, dribble, or punt your Mac, especially while it's running.** Your Mac contains a hard drive that spins at 4,200 revolutions per minute (rpm) or more. A jolt to a hard drive while it's reading or writing a file can cause the head to crash into the disk, which can render many or all files on it unrecoverable. Ouch!
 - ✔ **Don't forget to back up your data!** If the stuff on your hard drive means anything to you, you must back it up. Not maybe. You must. Even if your most important file is your last saved game of Call of Duty 2, you still need to realize how important it is to back up your files. Fortunately, Mac OS X Leopard offers, for the very first time, an awesome backup utility called Time Machine. So I beg you: Please read Chapter 17 now and find out how to back up before something horrible happens to your valuable data!
- I *strongly* recommend that you read Chapter 17 sooner rather than later — preferably before you do any significant work on your Mac. Dr. Macintosh says, “There are only two kinds of Mac users: those who have never lost data and those who will.” Which kind do you want to be?
- ✔ **Don't kiss your monitor while wearing stuff on your lips.** For obvious reasons! Use a soft cloth and/or OmniCleans display cleaning solution (I love the stuff, made by RadTech; www.radtech.us) to clean your display.



Point-and-click boot camp

Are you new to the Mac? Just figuring out how to move the mouse around? Now is a good time to go over some fundamental stuff that you need to know for just about everything you'll be doing on the Mac. Spend a few minutes

reading this section, and soon you'll be clicking, double-clicking, pressing, and pointing all over the place. If you think you have the whole mousing thing pretty much figured out, feel free to skip this section. I'll catch you on the other side.

Still with me? Good. Now for some basic terminology:

- ✓ **Point:** Before you can click or press anything, you have to *point* to it. Place your hand on your mouse and move it so that the cursor arrow is over the object you want — like on top of an icon or a button. Then click the mouse button to select the object or double-click to run it (if it's an application or an icon that starts up an application). You point and then you click — *point and click*, in computer lingo.
 - ✓ **Click:** Also called *single-click*. Use your index finger to push the mouse button all the way down and then let go so the button produces a satisfying clicking sound. (If you have one of the new optical Apple Pro mice, you push down the whole thing to click.) Use a single-click to highlight an icon, press a button, or activate a check box or window.
 - ✓ **Double-click:** *Click twice* in rapid succession. With a little practice, you can perfect this technique in no time. Use a double-click to open a folder or to launch a file or application.
 - ✓ **Control+click:** Hold down the Control key while single-clicking. Control-clicking is the same as right-clicking on a Windows system and displays a menu (called a *contextual menu*) where you Control+clicked. In fact, if you're blessed with a two-or-more-button mouse such as the Apple Mighty Mouse, you can right-click and avoid having to hold down the Control key.
- I use the five-button Microsoft IntelliMouse Explorer 3.0 and recommend it highly.
- ✓ **Drag:** *Dragging* something usually means you have to click it first and hold down the mouse button. Then you move the mouse on your desk or mouse pad so the cursor and whatever you select move across the screen. The combination of holding down the button and dragging the mouse is usually referred to as *click and drag*.
 - ✓ **Choosing an item from a menu:** To get to Mac OS menu commands, you must first open a menu and then pick the option you want. Point at the name of the menu you want with your cursor, press the mouse button down, and then drag downward until you select the command you want. When the command is highlighted, finish selecting by letting go of the mouse button.



If you're a longtime Mac user, you probably hold down the mouse button the whole time between clicking the name of the menu and selecting the command you want. You can still do it that way, but you can also click the menu name to open it, release the mouse button, then drag down to the item you want to select, *and then click again*. In other words, OS X menus stay open for

a few seconds after you click them, even if you're not holding down the mouse button. After you click a menu to open it, you can even type the first letter (or letters) of the item to select it and then execute that item with the spacebar or the Return or Enter key.

Go ahead and give it a try . . . I'll wait.

Not Just a Beatles Movie: Help and the Help Menu

One of the best features about all Macs is the excellent built-in help, and Mac OS X doesn't cheat you on that legacy: This system has online help in abundance. When you have a question about how to do something, the Mac Help Center is the first place you should visit (after this book, of course).

Clicking the Help menu reveals the Search Help field at the top of the menu and the Mac Help item, which opens the Mac Help window, as shown in Figure 1-4.

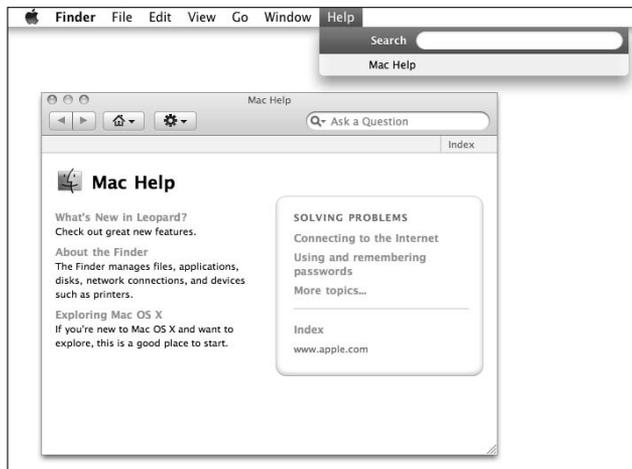


Figure 1-4:
Mac Help is
nothing if
not helpful.

The keyboard shortcut for Help appears on the Help menu as $\text{⌘}+?$, but you really need to press $\text{⌘}+\text{Shift}+?$ to open Help through the keyboard. Just so you know, this is the only case where you need to press Shift to make a

keyboard shortcut work, but the menu where the shortcut appears doesn't actually tell you that. You can find out much more about keyboard shortcuts in Chapter 2.

To use Mac Help, simply type a word or phrase into the text field at the top right and then press Return or Enter. In a few seconds, your Mac provides you one or more articles to read, which (theoretically) are related your question. Usually. For example, if you type **menus** and press Return, you get 25 different help articles, as shown in Figure 1-5.



Now, here's a cool new feature I like to call *automatic visual help cues*. Here's how they work:

1. **Type a word or phrase in the Help menu's Search field.**
2. **Select any item that has a menu icon to its left (such as the Secure Empty Trash item in Figure 1-6).**

The automatic visual cue — an arrow — appears, pointing at that command in the appropriate menu.

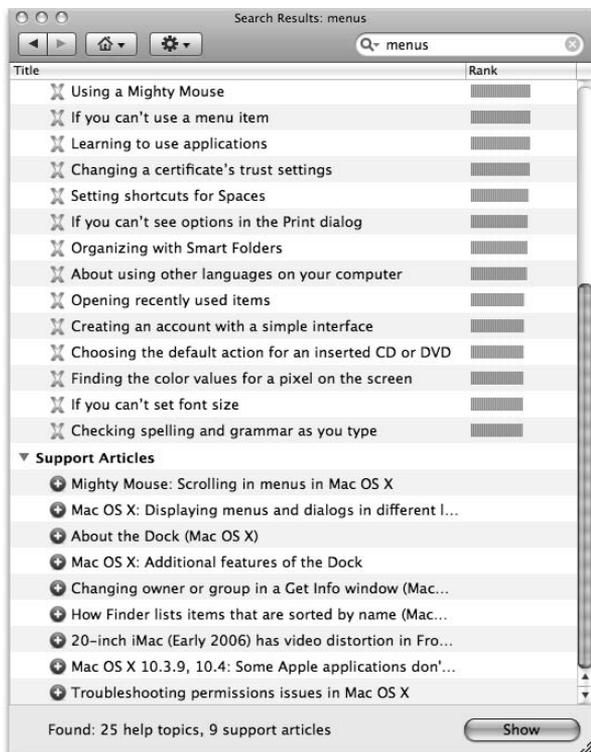
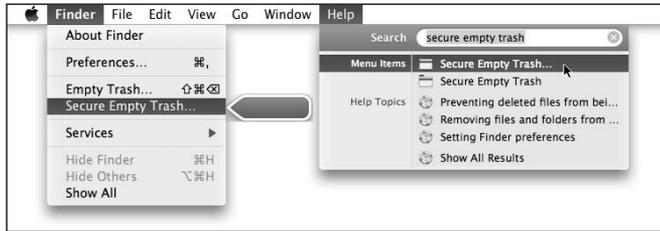


Figure 1-5:
You have
questions?
Mac has
answers.

Figure 1-6:

If you choose an item with a menu icon, an arrow points to that item in context.



Although you don't have to be connected to the Internet to use Mac Help, you do need an Internet connection to get the most out of it. (Chapter 9 can help you set up an Internet connection, if you don't have one.) That's because OS X installs only certain help articles on your hard drive. If you ask a question that those articles don't answer, Mac Help connects to Apple's Web site and downloads the answer (assuming that you have an active Internet connection). These answers are the "results from product support," denoted by a plus sign and underlined text, shown in the lower part of the window in Figure 1-5, earlier in this chapter. Click one, and Help Viewer retrieves the text over the Internet. Although this can sometimes be inconvenient, it's also quite smart. This way, the Help system can be updated at any time by Apple without requiring any action from you.

Furthermore, after you've asked a question and Mac Help has grabbed the answer from the Apple Web site, the answer remains on your hard drive forever. If you ask for it again (even at a later date), your computer won't have to download it from the Apple Web site again.

Chapter 2

The Desktop and Windows and Menus (Oh My)!

In This Chapter

- ▶ Checking out the parts of a window
- ▶ Dealing with dealie-boppers in windows
- ▶ Resizing, moving, and closing windows
- ▶ Getting comfortable with menu basics

This chapter introduces important features of your Mac, starting with the first thing you see when you log in — the Finder and its Desktop. After a quick look around the Desktop, you get a look into two of its most useful features: windows and menus.

Windows are and have always been an integral part of Macintosh computing. Windows in the Finder (sometimes called “on the Desktop”) show you the contents of the hard drive, optical drive, flash (thumb) drive, network drive, disk image, and folder icons; windows in applications do many things. The point is that windows are part of what makes your Mac a Mac; knowing how they work — and how to use them — is essential.

Menus are another quintessential part of the Macintosh experience. The latter part of this chapter starts you out with a few menu basics. As needed, I direct you to other parts of the book for greater detail.

So relax and don't worry. By the end of this chapter, you'll be ready to work with windows and menus in any application that uses them (and most applications, games excluded, do).

Touring the Finder and Its Desktop

The Finder is the program that creates the Desktop, keeps track of your files and folders, and is always running. Just about everything you do on your Mac begins and ends with the Finder. It's where you manage files, store documents, launch programs, and much more. If you ever expect to master your Mac, the first step is to master the Finder and its Desktop.

Check out the default Mac Finder and Desktop for Mac OS X Leopard in Figure 2-1.

The Finder is the center of your Mac OS experience, so before I go any further, here's a quick description of its most prominent features:

- ✓ **Desktop:** The Desktop is the area behind the windows and the Dock, where your hard drive icon (ordinarily) lives. The Desktop isn't a window, yet it acts like one. Like a folder window or drive window, the Desktop can contain icons. But unlike most windows, which require a bit of navigation to get to, the Desktop is a great place for things you use a lot, such as folders, applications, or particular documents.



Figure 2-1:
The default
Mac OS X
Finder and
Desktop.



Some folks use the terms *Desktop* and *Finder* interchangeably to refer to the total Macintosh environment you see after you log in — the icons, windows, menus, and all that other cool stuff. Just to make things confusing, the background you see on your screen — the picture behind your hard drive icon and open windows — is also called the Desktop. In this book, I refer to the application you use when the Desktop is showing as the *Finder*. When I say *Desktop*, I'm talking about the picture background behind your windows and Dock, which you can use as a storage place for icons if you want.

- ✓ **Dock:** The Dock is the Finder's main navigation shortcut tool. It makes getting to frequently used icons easy, even when you have a screen full of windows. Like the Desktop, the Dock is a great place for things you use a lot, such as folders, applications, or particular documents. Besides putting your frequently used icons at your fingertips, it's almost infinitely customizable, too; read more about it in Chapter 4.
- ✓ **Icons:** Icons are the little pictures you see in your windows and even on your Desktop. Most icons are containers for things you work with on your Mac, such as programs and documents, which are also represented by — you guessed it — icons.
- ✓ **Windows:** Opening most icons (by double-clicking them) makes a window appear. Windows in the Finder show you the contents of hard drive and folder icons, and windows in applications usually show you the contents of your documents. In the sections that follow, you can find the full scoop on Leopard windows, which are very different from Mac windows in previous OS releases.
- ✓ **Menus:** Menus let you choose to do things, such as create new folders; duplicate files; cut, copy, or paste text; and so on. I introduce menu basics later in this chapter; you find details about working with menus for specific tasks throughout this book.

Whereas this section offers a basic introduction to the Finder and Desktop, Chapter 5 explains in detail how to navigate and manage your files in the Finder. You find out how to use the Finder toolbar, navigate folders and subfolders, and switch among views, among other things. But before you start using the Finder, it will help you to know the basics of working with windows and menus; if these Mac features are new to you, I suggest you read all of this chapter and pay special attention to Chapter 5 later.

Anatomy of a Window

Windows are a ubiquitous part of using a Mac. When you open a folder, you see a window. When you write a letter, the document that you're working on appears in a window. When you browse the Internet, Web pages appear in a window . . . and so on.

For the most part, windows are windows from program to program. You'll probably notice that some programs (Adobe Photoshop or Microsoft Word, for example) take liberties with windows by adding features (such as pop-up menus) or textual information (such as zoom percentage or file size) in the scroll bar area of a document window.

Don't let it bug you; that extra fluff is just window dressing (pun intended). Maintaining the window metaphor, many information windows display different kinds of information in different *panes*, or discrete sections.

And so, without further ado, the following list gives you a look at the main features of a typical Finder window (as shown in Figure 2-2). I discuss these features in greater detail in later sections of this chapter.

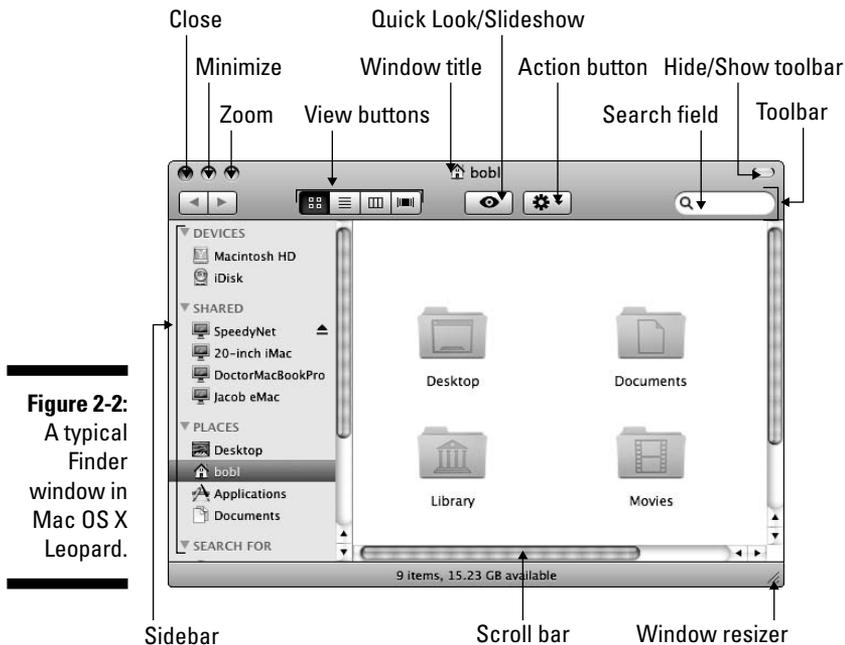


Figure 2-2:
A typical
Finder
window in
Mac OS X
Leopard.



If your windows don't look exactly like the one shown in Figure 2-2, don't be concerned. You can make your windows look and feel any way you like. As I explain later in this section, moving and resizing windows are easy tasks. Chapter 3 explains how to customize how certain window features look and feel. Chapter 5 focuses on ways you can change a window's view specifically when you're using the Finder.

Meanwhile, here's what you see (clockwise from top left):