Mac OS® X Panther™

in 10 Simple Steps or Less

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Anne Groves lives in Columbus, Ohio, where she works as Web developer for Ohio State University. She has edited several titles, including *Mac OS X: Unleashed* (Indianapolis: Sams Publishing, 2002), *FrontPage 2002: Unleashed* (Indianapolis: Sams Publishing, 2001), *Teach Yourself Macromedia Studio MX 2004 All in One* (Indianapolis: Sams Publishing, 2004), and *Teach Yourself Mac OS X in 24 Hours* (Indianapolis: Sams Publishing, 2002). While she enjoys developing Web sites, her passion is teaching others how to use today’s technology to make their lives easier.

## Contents

### About the Authors

#### Introduction

### Part 1: Mac OS X Basics

1. **Task 1: Logging In, Setting Automatic Login, and Logging Off**
2. **Task 2: Acting as Another User**
3. **Task 3: Shutting Down, Restarting, and Putting the Computer to Sleep**
4. **Task 4: Setting the Clock and Date**
5. **Task 5: Setting the Volume**
6. **Task 6: Viewing a Contextual Menu**
7. **Task 7: Browsing the System**
8. **Task 8: Closing, Hiding, and Exposing Windows**
9. **Task 9: Creating Aliases and Utilizing the Sidebar**
10. **Task 10: Ejecting a Removable Disc**
11. **Task 11: Taking and Printing Screen Shots**
12. **Task 12: Installing New Software**

### Part 2: Setting Up Your Desktop and Your Account

13. **Task 13: Changing Your Password and Icon**
14. **Task 14: Setting Keychain Preferences**
15. **Task 15: Setting a Background Image**
16. **Task 16: Setting a Screen Saver**
17. **Task 17: Customizing the Appearance of Windows and Setting Folder Options**
18. **Task 18: Setting the Dock Preferences**
19. **Task 19: Adding Applications, Folders, and Files to the Dock**
20. **Task 20: Setting Applications to Start Automatically on Login**

### Part 3: Utilizing Preferences and Customizing

21. **Task 21: Setting Finder Preferences**
22. **Task 22: Setting the Startup Disk**
23. **Task 23: Setting Display Preferences**
Task 24: Setting CD and DVD Preferences 52
Task 25: Setting QuickTime Connection Speed 54
Task 26: Setting Up Handwriting Recognition with Inkwell 56
Task 27: Adjusting Sleep and Energy Saving Settings 58
Task 28: Starting, Stopping, or Restarting the Classic Environment 60
Task 29: Setting Mouse and Keyboard Options 62
Task 30: Setting Language and Regional Preferences 64
Task 31: Setting Speech Preferences 66
Task 32: Using the Font Book 68

Part 4: Finding and Working with Files 71
Task 33: Using the Home Folder and Customized Navigation 72
Task 34: Working with a File 74
Task 35: Creating and Selecting Files and Folders 76
Task 36: Deleting and Undeleting Files and Folders 78
Task 37: Opening Files in Preview 80
Task 38: Searching for Files 82
Task 39: Searching for Aliases 84
Task 40: Searching for Folders and Applications 86
Task 41: Indexing the Hard Drive 88
Task 42: Searching by Visibility and Content 90
Task 43: Transferring Files by Physical Means 92
Task 44: Transferring Files Using an iPod 94

Part 5: Managing Users 97
Task 45: Viewing and Setting Your Account Information 98
Task 46: Adding a User Account 100
Task 47: Changing a User’s Password 102
Task 48: Changing a User’s Icon 104
Task 49: Setting and Changing a User’s Permissions 106
Task 50: Deleting a User’s Account 108
Task 51: Setting Automatic Login 110
Task 52: Switching Users Quickly 112
Task 53: Setting Login Options for Users 114
Task 54: Enabling the System Administrator Account 116

Part 6: Word Processing with TextEdit 119
Task 55: Starting and Stopping TextEdit 120
Task 56: Saving a Document in TextEdit 122
Task 57: Entering and Editing Text in TextEdit 124
Task 58: Opening Documents and Saving Documents to New Locations 126
Task 59: Cutting, Copying, and Pasting Text 128
Task 60: Setting Font Appearance 130
Task 61: Adding Special Characters 132
Task 62: Making a Template 134
Task 63: Printing Documents 136
Task 64: Using Recent Documents and Applications 138

Part 7: Networking 141
Task 65: Configuring an Ethernet Network Connection 142
Task 66: Configuring an AirPort Network Connection 144
Task 67: Configuring a Modem Connection 146
Task 68: Working with Network Configurations 148
Task 69: Working with Proxy Servers 150
Task 70: Creating a Wireless Computer-to-Computer Network 152
Task 71: Joining an AirPort Network 154
Task 72: Joining a Closed AirPort Network 156
Task 73: Browsing the Network 158
Task 74: Connecting to a Local Server 160
Task 75: Sharing an Internet Connection and Using the Firewall 162
Task 76: Creating and Using Network Locations 164
Task 77: Using Target Disk Mode 166

Part 8: Printing and Faxing 169
Task 78: Adding a Printer 170
Task 79: Configuring Page Setup 172
Task 80: Managing Print Jobs 174
Task 81: Sharing a Printer 176
Task 82: Exploring Print Options 178
Task 83: Exploring Further Print Options 180
Task 84: Faxing 182
Task 85: Printing from Classic 184

Part 9: Using .Mac and Sherlock 187
Task 86: Creating a .Mac Account 188
Task 87: Accessing Your iDisk 190
Task 88: Using iSync 192
Task 89: Searching the Internet with Sherlock 194
<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>90: Finding Pictures with Sherlock</td>
<td>196</td>
</tr>
<tr>
<td>91: Searching the Stock Market with Sherlock</td>
<td>198</td>
</tr>
<tr>
<td>92: Searching for Films with Sherlock</td>
<td>200</td>
</tr>
<tr>
<td>93: Searching the Phone Book with Sherlock</td>
<td>202</td>
</tr>
<tr>
<td>94: Searching eBay with Sherlock</td>
<td>204</td>
</tr>
<tr>
<td>95: Searching for Airplane Flights with Sherlock</td>
<td>206</td>
</tr>
<tr>
<td>96: Using the Dictionary Feature of Sherlock</td>
<td>208</td>
</tr>
<tr>
<td>97: Translating with Sherlock</td>
<td>210</td>
</tr>
<tr>
<td>98: Searching AppleCare with Sherlock</td>
<td>212</td>
</tr>
<tr>
<td>99: Setting Sherlock Preferences</td>
<td>214</td>
</tr>
</tbody>
</table>

**Part 10: Correspondence with Mail and Address Book**

<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>100: Configuring Mail to Check Your Email Account</td>
<td>217</td>
</tr>
<tr>
<td>101: Starting Mail and Importing Email</td>
<td>218</td>
</tr>
<tr>
<td>102: Reading Email</td>
<td>220</td>
</tr>
<tr>
<td>103: Sending Email</td>
<td>222</td>
</tr>
<tr>
<td>104: More about Sending Email</td>
<td>224</td>
</tr>
<tr>
<td>105: Adding a Signature File in Mail</td>
<td>226</td>
</tr>
<tr>
<td>106: Sorting Mail</td>
<td>228</td>
</tr>
<tr>
<td>107: Searching Mail</td>
<td>230</td>
</tr>
<tr>
<td>108: Replying to Mail</td>
<td>232</td>
</tr>
<tr>
<td>109: Forwarding Mail</td>
<td>234</td>
</tr>
<tr>
<td>110: Working with Draft Emails</td>
<td>236</td>
</tr>
<tr>
<td>111: Adding to the Address Book from Mail</td>
<td>238</td>
</tr>
<tr>
<td>112: Opening and Saving Mail Attachments</td>
<td>240</td>
</tr>
<tr>
<td>113: Mail Tricks</td>
<td>242</td>
</tr>
<tr>
<td>114: Editing New Messages</td>
<td>244</td>
</tr>
<tr>
<td>115: Filtering Your Email to Reduce Junk Mail</td>
<td>246</td>
</tr>
<tr>
<td>116: Using the Address Book</td>
<td>248</td>
</tr>
<tr>
<td>117: Removing an Address Book Entry</td>
<td>250</td>
</tr>
<tr>
<td>118: Adding a Group to the Address Book</td>
<td>252</td>
</tr>
<tr>
<td>119: Using Mail and the Address Book Together</td>
<td>254</td>
</tr>
<tr>
<td>120: Customizing Address Book Entries</td>
<td>256</td>
</tr>
</tbody>
</table>

**Part 11: Surfing the Web with Safari**

<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>121: Starting Safari</td>
<td>261</td>
</tr>
<tr>
<td>122: Using Bookmarks</td>
<td>262</td>
</tr>
<tr>
<td>123: Managing Bookmarks</td>
<td>264</td>
</tr>
<tr>
<td>124: Customizing the Web Browser's Appearance</td>
<td>266</td>
</tr>
</tbody>
</table>
Task 125: Searching the Web 270
Task 126: Saving a Web Page 272
Task 127: Setting Safari Preferences 274
Task 128: Emailing a Web Page 276
Task 129: Exploring Safari’s Pop-Up Menus 278
Task 130: Using SnapBack and the History Menu 280
Task 131: Printing a Web Page 282
Task 132: Resetting Safari 284
Task 133: Browsing with Tabs 286

Part 12: Instant Messaging with iChat 289
Task 134: Setting Up iChat with Your .Mac or AIM Screen Name 290
Task 135: Setting Your iChat Status 292
Task 136: Adding a Buddy 294
Task 137: Viewing Information about Buddies 296
Task 138: Using Buddy Groups 298
Task 139: Starting a Text Chat 300
Task 140: Starting an Audio Chat 302
Task 141: Starting a Video Chat 304
Task 142: Saving a Chat Session 306
Task 143: Sending a File 308
Task 144: Blocking Annoying People 310
Task 145: Setting iChat Message Appearance 312
Task 146: Setting iChat Message Actions 314

Part 13: Scheduling with iCal 317
Task 147: Starting iCal 318
Task 148: Adding an Event to a Calendar 320
Task 149: Adding a Repeating Event to a Calendar 322
Task 150: Adding Reminders and Notes to an Event 324
Task 151: Inviting People to an Event 326
Task 152: Adding a Calendar 328
Task 153: Sharing a Calendar 330
Task 154: Working with a Shared Calendar 332
Task 155: Subscribing to a Calendar 334
Task 156: Adding a To-Do Item 336
Task 157: Searching Calendars and To-Do Lists 338
Task 158: Printing Calendars and To-Do Lists 340
### Part 14: Audio with iTunes

<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 159: Starting iTunes</td>
<td>344</td>
</tr>
<tr>
<td>Task 160: Playing a CD with iTunes</td>
<td>346</td>
</tr>
<tr>
<td>Task 161: Using the iTunes Equalizer</td>
<td>348</td>
</tr>
<tr>
<td>Task 162: Importing Music from a CD</td>
<td>350</td>
</tr>
<tr>
<td>Task 163: Using the iTunes Visualizer</td>
<td>352</td>
</tr>
<tr>
<td>Task 164: Viewing and Editing Song Information</td>
<td>354</td>
</tr>
<tr>
<td>Task 165: Exporting Your Music List</td>
<td>356</td>
</tr>
<tr>
<td>Task 166: Importing Downloaded or Shared Music</td>
<td>358</td>
</tr>
<tr>
<td>Task 167: Creating a Playlist</td>
<td>360</td>
</tr>
<tr>
<td>Task 168: Creating a Smart Playlist</td>
<td>362</td>
</tr>
<tr>
<td>Task 169: Listening to and Editing a Playlist</td>
<td>364</td>
</tr>
<tr>
<td>Task 170: Setting iTunes Preferences</td>
<td>366</td>
</tr>
<tr>
<td>Task 171: Setting More iTunes Preferences</td>
<td>368</td>
</tr>
<tr>
<td>Task 172: Burning a Music CD</td>
<td>370</td>
</tr>
<tr>
<td>Task 173: Setting Burn Preferences</td>
<td>372</td>
</tr>
<tr>
<td>Task 174: Sharing Music with iTunes</td>
<td>374</td>
</tr>
<tr>
<td>Task 175: Listening to Internet Radio</td>
<td>376</td>
</tr>
<tr>
<td>Task 176: Searching and Sorting Your iTunes Library</td>
<td>378</td>
</tr>
<tr>
<td>Task 177: Using the iTunes Music Store</td>
<td>380</td>
</tr>
<tr>
<td>Task 178: More about Your iTunes Music Store</td>
<td>382</td>
</tr>
</tbody>
</table>

### Part 15: Managing Still Pictures with iPhoto

<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 179: Importing Photos from a Digital Camera</td>
<td>386</td>
</tr>
<tr>
<td>Task 180: Importing Photos from Your Computer or a Disk</td>
<td>388</td>
</tr>
<tr>
<td>Task 181: Rotating a Photo</td>
<td>390</td>
</tr>
<tr>
<td>Task 182: Cropping a Photo</td>
<td>392</td>
</tr>
<tr>
<td>Task 183: Editing Photos in Separate Windows</td>
<td>394</td>
</tr>
<tr>
<td>Task 184: Editing Photos in Other Programs</td>
<td>396</td>
</tr>
<tr>
<td>Task 185: Customizing the Way That Photos Are Displayed in iPhoto</td>
<td>398</td>
</tr>
<tr>
<td>Task 186: Adding Text Details to Photos</td>
<td>400</td>
</tr>
<tr>
<td>Task 187: Finding Photos in iPhoto</td>
<td>402</td>
</tr>
<tr>
<td>Task 188: Adjusting the Exposure of a Photo</td>
<td>404</td>
</tr>
<tr>
<td>Task 189: Retouching a Photo</td>
<td>406</td>
</tr>
<tr>
<td>Task 190: Removing Red-Eye from a Photo</td>
<td>408</td>
</tr>
<tr>
<td>Task 191: Converting a Color Photo to Black and White</td>
<td>410</td>
</tr>
<tr>
<td>Task 192: Creating a New Photo Library</td>
<td>412</td>
</tr>
<tr>
<td>Task 193: Creating a Photo Album</td>
<td>414</td>
</tr>
</tbody>
</table>
Task 194: Using Photos as Desktop Pictures and Screensavers
Task 195: Emailing Photos
Task 196: Exporting Photos
Task 197: Printing a Photo on Your Printer
Task 198: Ordering Professional Color Prints
Task 199: Creating a Photo Book
Task 200: Creating a Slide Show with Your Photos
Task 201: Creating a Web Page of Photos
Task 202: Archiving Photos to CD

Part 16: Video Editing with iMovie
Task 203: Capturing a Digital Photograph from a Digital Video in iMovie
Task 204: Importing Existing Content into iMovie
Task 205: Splitting Video Clips
Task 206: Adding a Transition or Fade
Task 207: Trimming and Cropping a Video Clip
Task 208: Adding Still Photos to a Movie
Task 209: Adding Motion to a Photo
Task 210: Adding Audio to a Movie
Task 211: Adding Narration
Task 212: Saving a Video to View on Your Computer
Task 213: Saving a Video to a DVD

Part 17: Terminal Tricks
Task 214: Starting Terminal
Task 215: Setting Terminal Preferences
Task 216: Customizing Terminal Appearances
Task 217: Customizing Terminal Settings
Task 218: Customizing More Terminal Settings
Task 219: Customizing Color and Window Settings for Terminal
Task 220: Customizing Terminal Keyboard Shortcuts
Task 221: Saving Custom Terminal Settings
Task 222: Changing the Terminal Shell
Task 223: Connecting to an FTP Server through Terminal
Task 224: Connecting to an SSH Server through Terminal
Task 225: Adding Services and Servers
Task 226: Turning on Sharing Services
Task 227: Using Terminal to Start an Application
### Part 18: Speech and Accessibility
- Task 228: Having Your System Read Aloud
- Task 229: Changing the System Voice
- Task 230: Starting Speech Recognition
- Task 231: Setting How Your System Listens
- Task 232: Choosing and Viewing Recognizable Commands
- Task 233: Enabling and Editing Spoken User Interface Preferences
- Task 234: Adjusting Mouse Usage
- Task 235: Changing Keyboard Settings
- Task 236: Viewing and Editing Keyboard Shortcuts

### Part 19: Maintenance, Troubleshooting, and Getting Help
- Task 237: Finding Detailed Information about Your System
- Task 238: Using More System Profiler Features
- Task 239: Checking Your Connection Using the Network Utility
- Task 240: Running Software Update
- Task 241: Disabling Unwanted Updates
- Task 242: Downloading Installers through Software Update
- Task 243: Force-Quitting an Application
- Task 244: Force-Quitting an Application from Terminal
- Task 245: Launching the Help Viewer
- Task 246: Getting First Aid
- Task 247: Restoring System Software
- Task 248: Erasing a Disk
- Task 249: Resetting Your Forgotten Password
- Task 250: Resetting the Root Password
- Task 251: Deleting a Problem File
- Task 252: Controlling Access with Keychain

### Index
- Page 543
The Mac operating system has come a long way in recent years, with monumental steps, for example, from the “classic” OS 9 to the flashy new OS X (10). Both on the inside and out, OS X brought a major overhaul to the Mac, and changed the way new and long-time friends approached it.

While the Mac has always been known for its highly graphical interface, OS X “upped the ante,” so to speak. In fact, just about everything in OS X is now animated, from the Dock that houses links to active and frequently used applications, to the animated transitions that appear when switching from one user to another on a shared computer.

Panther (version 10.3) is the most stable operating system the Mac (and, arguably, any computer) has ever seen. Daily crashes and reboots are things of the past! The UNIX-based foundation provides for a strong system capable of running separate application environments seamlessly.

The suite of tools available in OS X is absolutely superb. Home and business users alike can create professional-quality slideshows (iPhoto), movies (iMovie), and audio CDs (iTunes), as well as videoconferencing for free with other iChat AV users anywhere in the world. In addition, Sherlock puts valuable information about stocks, maps, movies, flights, phone numbers, and more, at your fingertips.

How This Book Is Organized

This book is organized into 19 parts, containing specific tasks with 10 steps or less. For the most part, the book begins with the very basics and progresses into slightly more complex areas of the operating system. Because the Panther operating system ships with so many add-on applications and tools, only the most commonly used of those are discussed in depth. For example, Safari (the Mac Web browser) has its own part entirely, because it’s such a commonly used aspect of the operating system. By contrast, the Font Book (a new application used to manage fonts) is discussed in particular tasks, but not given space in an entire part because it’s not as commonly used as Safari.

Following is a brief synopsis of each part in the book:

- **Part 1: Mac OS X Basics** — This part discusses the very basics of the operating system, such as logging in, setting the clock and date, and browsing the system. In addition, opening and closing windows is discussed, primarily because it is different than how windows are opened and closed in other types of operating systems.

- **Part 2: Setting Up Your Desktop and Your Account** — Part 2 moves into discussing how to change your password and default user icon, as well as other ways to personalize your account on this computer. For example, this part tells how to change the screen saver and background image, so they are customized according to your tastes each time you log in.
• **Part 3: Utilizing Preferences and Customizing** — The system preferences can be a daunting piece of the operating system all on its own. This part helps you work through those preferences, and introduces the new Font Book.

• **Part 4: Finding and Working with Files** — In Panther, the way we search for and work with files is different than in past versions of the operating system. Part 4 identifies those differences and provides step-by-step tips for creating, selecting, deleting, opening, and searching for files on your computer.

• **Part 5: Managing Users** — This part deals with the issues that arise when a computer is shared by multiple people, at home, school, or work. Tasks in this section cover topics such as adding user accounts, changing user permissions, deleting accounts, and switching users.

• **Part 6: Word Processing with TextEdit** — Panther comes with the TextEdit application, which is capable of serving most word processing needs. Part 6 discusses starting TextEdit, creating new documents, adding special characters, and customizing the appearance.

• **Part 7: Networking** — Even many home users have multiple computers now, which can be easily networked together to share files, Internet connections, and even printers. This part covers how to set up a variety of different types of networks (such as Ethernet, AirPort, and modem connections), as well as how to share your Internet connection and connect to a local server.

• **Part 8: Printing and Faxing** — The OS 9 Chooser is a thing of the past, and so this chapter on printing is important to experienced and new users alike. Tasks in this part include “Sharing a Printer,” and “Managing Print Jobs.” Furthermore, the print tool in Panther is also capable of faxing, provided you have a modem and your computer is connected to a telephone line. So faxing is also discussed in Part 8.

• **Part 9: Using .Mac and Sherlock** — Apple has a fee-based service called .Mac that provides users with everything from email accounts to Web disk space. Part 9 teaches how to set up your own .Mac account and configure some of its features. In addition, it covers Apple's built-in search tool, Sherlock, which is capable of searching the Internet for everything from stock prices to movie times.

• **Part 10: Correspondence with Mail and Address Book** — Who doesn’t have an email account these days? Apple's built-in email program, appropriately called “Mail,” is a powerful, yet easy-to-use, tool for managing all your email accounts. Its sister application, Address Book, stores all your contact information for friends and family in a single database that is easy to configure, search, and even print. Part 10 covers both tools in detail.

• **Part 11: Surfing the Web with Safari** — Mac users have long wished for a Web browser that was stable and powerful. With Safari, both wishes have been granted. This part discusses everything from starting Safari for the first time to using bookmarks, preferences, and more customized features such as SnapBack and tabs.

• **Part 12: Instant Messaging with iChat** — In addition to wishing for a stable Web browser, Mac users have long wished for a stable instant messaging program. iChat AV, in particular, is wonderfully stable and superior to other instant messaging tools because it offers free videoconferencing. Learn more by referencing the tasks in Part 12.
• **Part 13: Scheduling with iCal** — Panther ships with yet another tool that adds functionality to this already stellar operating system: iCal. This calendar program makes it easy to manage multiple schedules visually, be it for work, school, the kids, birthdays, or whatever. This part covers starting iCal, adding events, customizing calendars, and much more.

• **Part 14: Audio with iTunes** — Music aficionados take note: Apple shares your love of music and makes it easy to manage that love with its add-on tool called iTunes. Part 14 covers this tool in detail, from playing a CD on your computer to creating customized playlists of songs and then burning those playlists to a CD. Additional tasks include “Using the iTunes Music Store” to download music.

• **Part 15: Managing Still Pictures with iPhoto** — As more people get digital cameras, the need for more powerful digital storage programs exists. iPhoto helps Mac users catalog, search, and otherwise manage large collections of digital photos. This part delves deep into the tool to make you productive using it.

• **Part 16: Video Editing with iMovie** — One of the most commonly promoted aspects of the Mac is its ability to very easily create slick home movies using the iMovie tool. Part 16 discusses the basics of using this powerful tool, from capturing digital video to adding audio and saving to a DVD.

• **Part 17: Terminal Tricks** — This section of the book is different from the rest because it gives a glimpse “under the hood” of the operating system. Topics covered in this part include starting the Terminal application, connecting to an FTP server, and using the Terminal to start another application.

• **Part 18: Speech and Accessibility** — As computers become increasingly complex, their ability to understand verbal commands also increases. This part covers some ways to use voice recognition with your Mac, as well as ways to customize the keyboard and mouse settings.

• **Part 19: Maintenance, Troubleshooting, and Getting Help** — Well, if none of the other parts answered your questions, hopefully this one will point you in the right direction. Regardless of what book you’re reading or class you’re taking, you’ll always have additional questions. This section of the book provides steps you can take to try to solve problems, as well as places you can go for more help.

**Who Should Read This Book**

The Mac operating system, and, in particular, Panther (10.3), has quite a varied audience, from long-time fans to brand-new users. As such, this book was written with that varied audience in mind and is suitable for all users of the Panther operating system (whether you’ve been using a Mac for years or days) who are looking to increase productivity and efficiency with the system.

The nature of this book — 10 steps or less — makes it particularly useful to people who are more interested in how to perform specific tasks, as opposed to those who want to know exactly what is going on behind the scenes. This book leaves out all of the confusing “techno-talk,” replacing it instead with clear, concise, step-by-step directions on completing common tasks.
If you’re new to the Mac, you’re probably best served by starting at the very beginning in Part 1. In fact, even if you’re a long-time user of Macs, you’ll likely need to refer to Part 1, as it discusses (among other things) something completely new to the Mac in this operating system: logging in and sharing your computer.

If you are an experienced Mac user, you can quickly jump from one part to another, without feeling like you missed something. The following parts will likely be of particular interest to long-term Mac users, because these parts outline common tasks that are distinctly different in this version of the operating system:

- Part 1: Mac OS X Basics
- Part 2: Setting Up Your Desktop and Your Account
- Part 3: Utilizing Preferences and Customizing
- Part 4: Finding and Working with Files
- Part 5: Managing Users
- Part 7: Networking
- Part 8: Printing and Faxing
- Part 14: Maintenance, Troubleshooting, and Getting Help

Each part is clearly named according to the tasks discussed inside. While the tasks within a particular part do tend to build upon one another, the Cross-References in the sidebars provide quick reference to related tasks.

**Tools You Will Need**

The tasks in this book were written based on version 10.3 of the Mac operating system. While many tasks will also work in versions 10.1 and 10.2, most require at least Panther (10.3). Unless a particular task specifies otherwise, all tasks can be completed with the basic installation of the operating system on any Mac that meets the installation requirements.

**Conventions Used in This Book**

As you go through this book, you will find a few unique elements. We’ll describe those elements here so that you’ll understand them when you see them.

**Text You Type and Text on the Screen**

Whenever you are asked to type in text, the text you are to type appears in bold like this:

1. Type in this address: **111 River Street**.

When we are referring to specific filenames, directories, pathnames, or URLs, we’ll use a monospace font, like this:

Icons

A number of special icons appear in the margins of each task to provide additional information you might find helpful.

**note**
The Note icon is used to provide additional information or help in working with Windows XP.

**tip**
The Tip icon is used to point out an interesting idea or technique that will save you time, effort, money, or all three.

**caution**
The Caution icon is used to alert you to potential problems that you might run into when working with Windows XP.

**cross-reference**
Although this book is divided into tasks to make it easy to find exactly what you’re looking for, few tasks really stand completely alone. The Cross-Reference icon provides us the opportunity to point out other tasks in the book you might want to look at if you’re interested in this task.
Part 1: Mac OS X Basics

Task 1: Logging In, Setting Automatic Login, and Logging Off
Task 2: Acting as Another User
Task 3: Shutting Down, Restarting, and Putting the Computer to Sleep
Task 4: Setting the Clock and Date
Task 5: Setting the Volume
Task 6: Viewing a Contextual Menu
Task 7: Browsing the System
Task 8: Closing, Hiding, and Exposing Windows
Task 9: Creating Aliases and Utilizing the Sidebar
Task 10: Ejecting a Removable Disc
Task 11: Taking and Printing Screen Shots
Task 12: Installing New Software
OS X allows multiple users to use the same OS X system, with each user having different desktop settings, access to certain programs and files, and other features. This task explains how to log into and out of an OS X system, and how to set a specific user (such as yourself) to automatically log in. Since you’ll almost certainly start logged into a system, you’ll begin by logging off.

1. Choose Apple ➤ Log Out. The dialog shown in Figure 1-1 asks if you are sure you want to log out.

2. Click the Log Out button in the dialog shown in Figure 1-1 to log out. (The system automatically logs you out after two minutes if you do nothing.) A dialog appears, showing the names of the user accounts on the system.

3. Click your user name. The dialog changes to show only your user name and a field for a password.

4. Type your password in the field and press Return, or click the Log In button. If you accidentally clicked someone else’s user name, click the Go Back button to return to the display of the list of users.

5. Click the System Preferences icon in the Dock, or choose Apple ➤ System Preferences. The System Preferences window appears, as shown in Figure 1-2.

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**notes**

- Only an administrator can delete other accounts. No one can delete the user account that is currently logged in.
- You can edit or delete accounts if you have administrator-level access.
- Only the administrator can delete an account, and no one can delete the user account that is currently logged in (you can’t delete yourself without logging out and logging back in as someone else).
6. Click the Accounts icon in the System row to show the Accounts pane in the System Preferences window, as shown in Figure 1-3. Click the Login Options below the list of user names.

Figure 1-3: The Accounts pane of the System Preferences window.

7. Click the box next to “Automatically log in as.”
8. Click the drop-down box next to “Automatically log in as” and select your user name.
9. A drop-down sheet displays the user’s name and an empty password field, as shown in Figure 1-4.

Figure 1-4: The user’s password must be entered in the drop-down sheet to allow the user to be logged in automatically.

10. Enter the user’s password. Click the OK button.

Task 1

tips
- If you are the only user of this OS X system, set yourself up to automatically log in to save time.
- You may not want to set up automatic login if the OS X system is in a place where others can use it without you being around (such as an office).
- You can also log out with the key combination Ô-Shift-Q.
- If you are the only user of the OS X system, set up automatic login to skip the login process.
- You can set applications to start automatically when you log in, and also to have them hide automatically after they start up.

cross-references
- Changing your password in the My Account pane of System Preferences is discussed in Task 13, “Changing Your Password and Icon.”
- Part 2, “Setting Up Your Desktop and Your Account,” discusses other ways to modify your OS X system.
- Part 5, “Managing Users,” shows you how to modify user accounts and preferences.
In some cases, you will have other user accounts on the system. There may be times when you will want to be that user. You can have multiple user accounts for yourself created with different access to programs and files, or with different settings for the screen and Dock, depending on how you want to use the computer. This task shows you how to access the system as another user.

1. Choose Apple ﬧ Log Out. A dialog shown in Figure 2-1 asks if you are sure you want to log out.

2. Click the Log Out button to log out. (The system automatically logs you out after two minutes if you do nothing.) A dialog appears, showing the names of the user accounts on the system.

3. Click the name of the user account under which you wish to log in. The dialog changes to show only the chosen user name and a field for a password.

4. Type the user account’s password in the field and press Return, or click the Log In button. If you accidentally clicked a user name other than the one you wish to log in as, click the Go Back button to return to the list of users.

5. You can also act as another user on the command line, with the Unix command su. To use the command line to act as another user, double-click the hard disk icon on the OS X desktop to open it.

6. Double-click the Applications folder to open it.

7. Double-click the Utilities folder to open it.

8. Double-click on the Terminal application icon to start it. Figure 2-2 shows the open Utilities folder with the Terminal icon in the background and a Terminal window open in the foreground. Looking at the prompt, you can see the following, which shows that you are logged in to the Rosanne-Groves-Computer system with the mikejones account.

   Rosanne-Groves-Computer:~ mikejones$
9. Enter the following and press Return:

    su jmason

10. When the Password prompt appears, type the password for the user account you are switching to (in this case, mason’s password). Figure 2-3 shows the new prompt in the terminal window.

    Figure 2-3: Switching users in the Terminal does not affect the OS X system desktop.
Shutting Down, Restarting, and Putting the Computer to Sleep

When not in active use, the computer system can be “put to sleep” to conserve power (especially important for extending battery life if the system is a notebook computer) or can be shut down. Sleep is a pausing of the system from which it can “wake up” more quickly than it can restart or shut down and restart. This task takes you through several ways to shut down and restart a system, and also shows you how to put a system to sleep and wake it up.

1. To put a system to sleep, choose Apple  Sleep, as shown in Figure 3-1. The screen shuts off, and the hard disk stops spinning. However, the system is not completely shut down, and the system will not quit any open applications.

2. To wake up the system, press a key on the keyboard. If you have a notebook computer that is sleeping, opening the screen and tapping the spacebar wakes up the system.

3. To shut down the system, choose Apple  Shut Down from the menu (refer to Figure 3-1). A dialog shown in Figure 3-2 appears, asking if you are sure. Click the Shut Down button in the dialog (or just press the Return key) and the screen shuts off. The hard disk stops spinning, and the system shuts down completely. If the system is a desktop or tower system, you can unplug the power cord and move the machine at this point.

notes

• A sleeping system uses less energy than an actively running one. If your system has a wireless (Airport) card in it, you can also turn Airport off if you’re out of range of a wireless network (to conserve more energy).

• To restart your system in Classic mode (Mac OS 9), use the Startup Disk pane of the System Preferences window.

• To put a system to sleep, choose Apple  Sleep, as shown in Figure 3-1. The screen shuts off, and the hard disk stops spinning. However, the system is not completely shut down, and the system will not quit any open applications.

• To restart your system in Classic mode (Mac OS 9), use the Startup Disk pane of the System Preferences window.

Figure 3-1: The Apple menu offers the options to Sleep, Restart, or Shut Down the system.