

# ***Mac OS X: The Missing Manual***

## **Second Edition**

### **Index**

- (\*) **wildcards**, 456
- (-) **previous directory**, 456–457
- ~ **key**, 49
- ~ **symbol**, 448
- Command key**
  - master keystroke list, 687–690
- Command-clicking**, 13
  - selecting files, 62
  - multiple servers, 361
  - title bar's, 22
  - toolbar buttons, 143
- Command-Tab**, 95, 114
  - improvements in, 116–117
- . and .. (**dot and dot dot**) **directories**, 453–454
- .dmg files**, 146
- .exe files**, 183, 548
- .gz files**, 145–147
- .Mac services**, 525–532, 590 *see also* **iDisk**
  - filling in information, 236
  - free iChat name, 579
  - keeping updated with iSync, 603
  - screensavers, 242
  - signing up, 526
- .sit files**, 145–147
- .tar files**, 145–147
- .term files**, 465–469
- .vcf files**, 548
- 24-hr. clock**, 220
- >> toolbar icon**, 103
- Apple menu**, 20, 652–654
  - Connection locations, 519–520
  - logout command, 349
  - old version, 8, 89
  - striped, 153

## **A**

---

- About This Mac**, 113
- AC3 files**, 310–319
- Accessibility Options**, 669
- accounts**, 54, 327–350
  - Administrator accounts, 329–330
  - Capabilities screen, 333
  - creating, 329–336
  - defined, 327–329
  - deleting, 335–337
  - editing, 334
  - limiting access, 333
  - login items, 334–335
  - login pictures, 332
  - Normal accounts, 331
  - root account, 349–350
- Accounts preferences**, 216
- Acrobat Distiller**, 396
- Acrobat Reader**, 252–253
- Active Desktop**, 670
- Add Hardware control panel**, 670
- Add or Remove Programs**, 670
- Address Book**, 253, 558–568
  - adding email sender to, 546
  - and iChat, 580–581
  - backing up, 566
  - defined, 558
  - dialing, 567
  - entering information, 559–561
  - groups, 563–564
  - integration with Bluetooth, 559
  - pictures in, 563
  - printing, 566
  - relationship to Mail, 559
  - scriptable, 194
  - searching, 565
  - sorting, 566
  - vCard format, 561–563
  - when sending mail, 539
- Administrator accounts**, 329–330
  - and file sharing, 355
  - networking powers, 363–365
  - ownership, 368–369
  - permissions, 345
- Adobe Expert fonts**, 276
- Adobe Type Manager (ATM)**, 651
- AIFF files**, 310–319, 411–412

of your written material, 193

## **AirPort**

AirPort Admin Utility, 278–279  
AirPort networks, 352–353  
Airport Setup Assistant, 279  
base stations and routers, 352–353  
bridging two clusters, 522  
menu-bar icon, 108  
menulet, 516  
setting up connections, 516–517  
software base station, 525  
software base stations, 352–353

**alarms (iCal)**, 594

**alert beeps**, 410–412

adding new, 411  
changing, 411

## **alias**

alias, 487

**aliases**, 68–71

benefits, 69–70  
broken, 70  
defined, 68  
finding source icon, 74  
from document windows, 138

**aligning icons**, 35–38

**alphabetizing icons**, 37–39

**Alt key**, 670

**Amadeus II**, 414

**America Online**

AOL Instant Messenger, 577–580  
attachment problems, 183

**antialiased type**, 231–232 *see also* font smoothing

**Apache Web server**, 605–611

advanced information sources, 611

**Appearance control panel**, 651–652

**Apple helpline**, 649–650

**Apple DVD Player**, 652

**Apple Events**, 185

**Apple Extras**, 652

**Apple Menu Options**, 654

**Apple System Profiler**, 279–281

logs, 281  
reports, 281

**AppleCD Audio Player**, 654

**AppleDouble**, 183

**AppleScript**, 185–212

- advanced, 208–212
- and Image Capture, 262
- auto-insert CDs, 218
- boldfaced type, 198
- changes in Mac OS X, 192
- defined, 185
- Folder Actions, 188, 194–196
- hand coding, 203
- help, 186
- in Mac OS 9, 654
- Mail features, 189–190
- menu-bar icon, 108
- ready-to-run scripts, 185–192
- saving a script, 201–203
- Script Editor, 186
- Scripting Additions, 208
- Scripts menu, 186
- Stock Quote script, 189
- switching operating systems, 166
- Temperature script, 189
- to quit the Dock, 639
- “watch me” mode, 196–201
- writing your own, 192–196

**AppleScript Studio**, 194

**Applet Launcher**, 292–294

**AppleTalk**, 356

- printers, 386

**applets**

- AppleScript, 201–203
- Java, 292–294

**AppleWorks**

- reading aloud, 436

**application menu**, 8, 113

- in Mac OS 9, 654

**applications** *see* **programs**

**Applications folder**, 55

- free programs, 251–300
- installing software to, 148
- on the Dock, 98
- toolbar button, 99

**Aqua**, 9

**arrow  $\mathcal{A}$  notation**, 11

**Asia Text Extras**, 281–282

**attachments**

- receiving, 546–547
- sending, 543

**auctions (tracking with Sherlock), 575**  
**audio CDs, 310–319**  
    Audio CD Autoplay in Mac OS 9, 654  
**Audio MIDI Setup, 282**  
**automatic updates, 243–244**  
**awakening see sleep mode**

## B

---

**Back button, 27–28, 99**  
**background printing, 392**  
**backing up**  
    Address Book, 566  
    automatic with AppleScript, 205–206  
    mbox files, 554  
    using Disk Copy, 285–287  
**Backspace key, 670**  
**Balloon Help, 654**  
**Base64 encoding, 183, 544**  
**baseline, 276**  
**batteries**  
    menu-bar icon, 108, 230  
    power settings, 229–230  
**bc (basic calculator), 483**  
**BCC (blind carbon copies), 543**  
**bindings**  
    documents to programs, 120–125  
**BIOS, 670**  
**blue screen of death, 644**  
**Bluetooth, 351**  
    Bluetooth File Exchange, 178, 282  
    cellphones and Address Book, 177, 567  
    discoverable mode, 178  
    for connecting to Windows, 376  
    for exchanging files, 177–180  
    integration with Address Book, 559  
    keeping updated with iSync, 603  
    menu-bar icon, 107  
**BMP files, 407**  
**Briefcase, 671**  
**brightness and contrast, 224**  
**broadband sharing, 522–525**  
**browser choice, 237**  
**burning CDs and DVDs, 175, 307–310**  
    audio CDs, 317–319  
    exchanging with Windows, 181  
    preventing, 346

- toolbar button, 102
- Button view**, 655
- buttons**
  - switching by voice, 431–432

## C

---

- cable modems**, 354, 514–516
  - sharing, 515, 522–525
- cache files**, 57
- cal*, 449
- Calculate All Sizes option**, 43
- Calculator**, 5, 253–254
- calendar** see **iCal**
- calling**
  - to and from Address Book, 568
- Camera and Scanner Wizard**, 671
- CandyBar**, 503
- Capabilities screen**, 333
- Carbon programs**
  - defined, 135–137
  - programs as packages, 116
- CC (carbon copy)**, 540
- cd (change directory)**, 453
- CD burning**, 175, 307–310
  - audio CDs, 317–319
  - exchanging with Windows, 181
  - preventing, 346
  - toolbar button, 102
- CDs**, 303
  - audio CDs, 310–319
  - autoplay, 217–218, 312
  - CD–RW, 309
  - copying, 285–287
  - erasing, 289, 306–307
  - installing software from, 147
  - multisession discs, 309
  - ripping to hard drive, 315
  - various types (-R, -RW, -RAM), 303
- CDs & DVDs**
  - auto-insert behavior, 193
  - System Preferences, 217–218
- cellphones**, 177
  - and Address Book, 559, 567
- CGI scripts**, 610
- Character Map**, 671
- Character Palette**, 235

**character shapes**, 276  
**chat rooms**, 582  
**Chess**, 255–258  
    reading aloud, 436  
**chflags (change flags)**, 480–482  
**Chooser**, 653, 655  
**Classic mode**, 149–163  
    at startup, 335  
    canceling startup, 153  
    defined, 150  
    force quitting, 157  
    Internet connections, 520  
    introduction to, 9–10  
    printing from, 394  
    separate system folder, 168  
    speeding up opening, 158–161  
    starting automatically, 151–154  
    starting manually, 153–154  
    startup keys, 161  
    turning off, 156–157  
    using, 155  
**Classic programs**  
    defined, 135–137  
**clean installation**, 629  
**click-and-a-half**, 655  
**clicking**, 13  
**Clipboard**, 172–173  
**clippings**, 174, 268  
**clock** *see also date & time*  
    24-hr. clock style, 220  
    auto-setting, 220  
    Clock program, 258  
    menu bar, 220–221  
    menu-bar icon, 108  
    redesigning Clock, 498–499  
**close button**, 23–24  
**CloseView**, 246–247, 655  
**Cocoa eFax**, 406  
**Cocoa programs**  
    advantages of, 137–145  
    background window control, 144  
    defined, 135–137  
    drag-and-drop, 173  
    programs as packages, 116  
    redesigning, 498–499  
    Services, 139–143

- shrinking toolbars, 143
- special features, 23
- undocumented keyboard shortcuts, 144

**collapse box**, 655

**color depth**, 225

**Color Picker**, 147, 231

**colors**

- Graphite look, 106, 231
- highlight color, 106, 231
- interface color scheme, 231

**ColorSync**, 403–404

- AppleScript droplets, 187
- calibrating, 290
- calibration, 227
- ColorSync Utility, 282–283

**column view**, 3, 45–48

- adjusting column widths, 48
- hiding Preview column, 47
- history of, 46
- no way to sort, 46
- Save and Open dialog boxes, 132–134
- View Options, 47

**columns**

- adjusting widths, 44–45
- hiding in list view, 40–41
- rearranging, 44

**command line**, 6, 447–470

**Comments box**, 42, 77

**compiled scripts**, 201–203

**Computer window**, 56, 361

- Network icon, 398

**Conflict Catcher**, 161–162

**Connect to Server**, 358

- FTP sites, 612–613
- toolbar button, 102
- with Windows, 372

**connection status**

- menu bar icon, 108

**Console**, 283, 646–649

- ways to log in, 648

**Control key**

- master keystroke list, 687–690

**Control Panels**, 653, 656

- turning off in Classic, 158–161

**Control Strip**, 8, 89, 656

**Control-clicking**, 13

- blank CD or DVD, 309
- Calculator display, 255
- disks, 304–305
- Dock icons to, 114
- programs as packages, 116
- spelling, 277
- the Dock, 91
- to change file associations, 124–126

**Copy and Paste**, 171–172

- files, 65
- fonts, 276
- movie footage, 422–423
- rulers, 276

**copying files**

- by dragging, 63–65
- using copy and paste, 65

**cp (copy)**, 458–459

**CpMac (Copy Mac)**, 461

**CPU Monitor**, 283–284

**crash logs**, 281

**creator codes**, 461

**cron (scheduler)**, 490

**CRT monitors** *see* **font smoothing ; monitors**

**Ctrl key**, 672

**CUPS (Common UNIX Printing System)** , 7

- configuration page, 392

**curl**, 490–491

currency

- conversion calculator, 254–255

## D

---

**Darwin**, 9

**date**, 221, 489

**date & time**

- auto-setting, 218
- Clock program, 258
- international formats, 234
- script, 189
- System Preferences, 218–221
- time–difference calculator, 218

**Dave**, 376

**deleting files** *see also* **Trash**

- toolbar button, 102

**desktop**

- drag-and-drop from documents, 174
- elements of, 17–18

- navigating to, 132
- neatening icons on, 38
- new features, 3
- pictures, 106–107, 221–224
- rebuilding, 8
- redesigning, 106–107
- relationship to Home folder, 56–57
- screensaver on, 493
- sound effects, 234–237

**desktop (Mac OS 9) folder**, 19

**desktop database**, 122

**Desktop folder**, 56–57

**desktop pictures**, 106–107, 221–224

- auto-changing, 223–224

**desktop preferences**, 221–224

**desktop printers**, 656

**Developer folder**, 56

**Developer Tools CD**, 297

**DHCP**, 354, 515

**dial tones**

- configuring, 512

**dial-up connections**

- dialing, 567
- menu-bar icon, 108
- Internet Connect, 262

**dialog boxes**

- rewriting, 503–504

**dictionary (Sherlock)**, 576

**digital cameras**

- Image Capture, 258–262

**Digital Color Meter**, 284

**directories**, 448

**Directory Access**, 284–285

**directory services**, 284–285

**disclosure triangles**, 40–41

**discoverable mode**, 178

**disk cache**, 8

**Disk Copy**, 285–287 *see also* **disk images**

- to encrypt folders, 54

**Disk Defragmenter**, 673

**Disk First Aid**, 656

**disk images**, 145–147, 285–287

- burning as CDs, 287
- burning to CD or DVD, 308

**disk space**

- status bar, 31

**Disk Utility**, 287–290, 304  
partitioning, 625–626  
problems, 639  
RAID (redundant array of independent disks), 290  
to repair disks, 645–646

**Disk Warrior**, 304

**disks**

Calculate All Sizes option, 43  
capacity information, 74  
eject in, 305  
erasing, 289  
exchanging with Windows, 181  
formatting, 306–307  
getting information, 288  
icons on desktop, 17–18, 302  
inserting and removing, 304–305  
Mac OS Extended formatting, 307  
making available on the network, 370  
repairing, 288–289, 304, 644–649  
specs of, 280  
startup disks, 305  
UNIX file System (UFS), 307  
using copy and paste, 64

**Display Calibrator**, 290

**Displays Preferences**, 224–226

brightness and contrast, 226  
color depth, 225  
geometry settings, 226  
multiple monitors, 226–227  
refresh rate, 224  
resolution, 224

**distance**

conversion calculator, 254–255

**DLL files**, 674

**Dock**, 3, 89–99

adding and removing icons, 92  
basics of, 19  
bouncing icons, 98  
CPU Monitor, 283–284  
customizing, 92  
defined, 90–91  
desktop sound effects, 107  
drag-and-drop, 120  
dragging direct from documents, 139  
editing the “poof” animation, 500  
force quitting programs, 97

- hidden menus, 96
- hiding, 92–93
- hierarchical, 91
- Keep in Dock command, 97
- keyboard control, 127–129
- magnification option, 94–95
- moving two sides of screen, 95
- new animations, 496
- pop-up menu of system preferences, 249
- preventing changes, 346
- quitting programs, 97
- rewording, 505
- Show in Finder command, 97
- shows email message count, 545
- shrinking and enlarging, 93–94
- switching programs, 95, 115

### **documents**

- mailing directly, 141–142
- opening with other programs, 95
- reassigning to new programs, 124
- read out loud, 141–142
- red dot in title bar, 130
- relationships to programs, 120–125
- statistics, 74
- tricks in Cocoa Windows, 138
- type and creator codes, 121–122

### **Documents folder, 57**

- in Simple Finder, 347
- on the Dock, 98
- toolbar button, 103

### **double-clicking speed, 238–239**

### **downloading**

- disk images, 145–147

### **drag-and-drop**

- between documents or programs, 173–175
- different in Cocoa programs, 173
- from document windows, 138
- in Save and Open dialog boxes, 134
- onto the Dock, 120
- to the desktop, 174
- using only the trackpad, 238–239

### **Drop Box folder, 343, 367**

### **DSL, 354, 514–516**

- sharing, 515, 522–525

### **dual booting see restarting in Mac OS 9**

### **DVD Player, 319–324**

**DVDs**, 303  
  auto-insert behavior, 193  
  autoplay, 217–218  
  burning, 307–310  
  copying, 285–287  
  disk regions, 322  
  laptop settings, 229–230  
  System Preferences, 217–218  
  watching movies on, 319–324  
**Dvorak keyboard**, 235–236  
**dynamic memory allocation**, 4

## E

---

**email** *see also Mail*  
  .Mac services, 531  
  answering machine, 556  
  attachments (receiving), 546–547  
  attachments (sending), 543  
  choice of program, 237  
  during chats, 584  
  exchanging attachments with PCs, 182  
  invitations from iCal, 595–596  
  Mac OS X discussion lists, 685  
  plain vs. formatted, 540  
  printing, 550  
  reading and processing, 545–557  
  settings, 237  
  writing and sending, 539–544  
**eBay (tracking with Sherlock)**, 575  
**echo**, 463  
**Eject button**, 305  
  adding to toolbar, 102  
**Eject disc**  
  menu-bar icon, 107  
**emacs**, 488  
**emptying the Trash**, 73  
**Encrypt command**, 8, 54  
**End Task dialog box**, 674  
**Energy Saver**, 227–230  
**Entourage**  
  importing addresses from, 190  
  spring-loaded folders in, 68  
**erasing disks**, 306–307  
  Erase Disk command, 289, 657  
**error messages**, 639–640  
**Ethernet networking**, 352

bridging two clusters, 522

## **Eudora**

importing addresses from, 190

**exiting programs**, 114 *see also* **quitting programs**

**Explorer view**, 674

**exporting**, 175

graphics formats, 264

movies, 424–425

**extension conflicts**, 7

**extensions** *see also* **filename extensions**

in Mac OS 9, 657

kernel extensions, 281

searching by, 84

turning off (Mac OS 9-style extensions), 161–162

turning off (Mac OS X-style extensions), 642

turning off in Classic, 158–161

**Extensions Manager**, 158–161, 657

## **F**

---

**Favorite Places**, 132

**Favorites**, 57, 71–72

button in dialog boxes, 133

fonts, 400

sharing between Mac OS 9/Mac OS X, 157

toolbar button, 99

Web bookmarks, 342

**fax software**, 406

**file associations**, 120–125

**file compression**, 299

exchanging attachments with PCs, 182–183

gnutar, gzip, 485–486

**File Exchange control panel**, 658

**File Format pop-up menu**, 134

**file modes**, 471–480

**file sharing**, 354–370 *see also* **networking**

connecting from the road, 614

connecting to another machine, 357–362

disconnecting, 365

from Macs to PCs, 370–374

from PCs to Macs, 374

personal Web sharing, 605–611

setting up the machines, 355–357

with iSync, 603

with Windows, 370–376

**file types**, 120–125

**FileMaker Pro**

reading aloud, 436

**file names**

adding suffixes automatically, 187  
illegal characters for Windows, 309  
maximum length, 59  
renaming files, 58–60  
search and replace, 187  
searching by, 84  
shortened in the middle, 45  
slashes and colons, 459  
text size of, 33–34, 43  
to the right of icons, 3, 34

**file name extensions**

editing and hiding, 76  
hiding and showing, 123  
in Mac OS 9, 121  
in Mac OS X, 122–126  
in Windows, 121, 180–181

**files** *see also icons*

changing parenthood, 77  
changing permissions, 77  
Comments box, 42  
distributing the iMac Web sharing, 605–611  
finding, 77–88  
locking en masse, 480–482  
ownership, 77  
printing a list of, 58  
sending during chats, 584–585

**find**, 489–490

**find and replace**, 277

**Find command**, 81–88

indexing folders, 76

**Finder**, 15–108 *see also file name extensions; file names; folders; icons; windows*

Dock window menus, 97  
Find command, 77–88  
Hide All/Show All scripts, 187  
new features, 3  
Services, 140

**Finder Preferences**

File name extensions, 123  
spring-loaded folders, 67

**Finder toolbar** *see toolbar*

**finding**

businesses with Sherlock, 574  
calendar events, 599

- in Address Book, 565
- messages and Mail, 552

### **finding files**

- by date, 86
- by kind or extension, 86
- by name, 84
- by size, 87
- content searches, 85
- Find command, 81–88
- indexing folders, 87
- multiple criteria, 87
- restricting search, 82–83
- Search bar, 77–81
- search criteria, 83–85

### **firewall, 6, 517–518**

- problems with, 617

### **FireWire**

- cables, 312
- disk mode, 175–176

### **firmware**

- requirements for Mac OS X, 623–624

### **flat panel screens *see also* laptops**

- font smoothing, 231–232

### **flights (tracking with Sherlock), 575**

### **flippy triangles, 40–41**

### **floppy disks, 301–303**

- exchanging with Windows, 181

### **Folder Actions, 188, 194–196**

### **Folder Options control panel, 674**

### **folder paths *see also* path notation**

- adding to toolbar, 102
- in title bar, 21

### **folder proxy icon, 26**

### **folders**

- blue item count, 34
- Calculate All Sizes option, 43
- can't move or open, 636
- changing permissions, 77
- creating new, 27–28
- dates of, 42
- flippy triangles, 40–41
- indexing, 76, 87
- Mac OS X folder structure, 53–58
- opening additional, 26–29
- ownership, 77
- pop-up windows, 44

- programs as packages, 116
- spring-loaded, 66–68
- font smoothing**, 231–232, 402
  - in Preview, 265–266
- fonts**, 397–402 *see also* **Fonts panel**
  - changing for menus and dialog boxes, 497
  - changing in the Finder, 105
  - Character Palette, 235
  - collections and families, 400–401
  - editing sizes, 400–401
  - Favorites, 400
  - finding symbols in, 235, 294–295
  - folder, 342
  - Font Sampler script, 189
  - fonts, 397–402
  - Fonts folders (five of them)
  - FontSync scripts, 188
  - fuzzy on the screen, 402
  - in email, 542
  - in TextEdit, 276
  - installing, 398
  - previewing, 399
  - where they live, 397–398
  - where they live, 397–398
- Fonts panel**, 137–138, 399–401
- FontSync scripts**, 188
- force quitting**, 114, 638–639
  - Classic mode, 157
  - from the Dock, 97
  - TruBlue Environment, 157
- Forward button**, 3, 99
- frameworks**, 280
- fsck**, 304, 646–649
- FTP**
  - downloading from, 612–613
  - ftp*, 491
  - Mac as FTP server, 613
  - servers, 364
  - serving to Windows, 376
- function keys**
  - for keyboard control, 127–129

## G

---

- General preferences**, 231–232
  - font smoothing, 231–232
- Get Info**, 74–77

- changing permissions, 366–370
  - in Mac OS 9, 659
  - locked files, 73–74
  - one window vs. multiwindow, 75–76
  - ownership, 368–369
  - panel descriptions, 76–77
  - permissions, 343–345, 473
  - toolbar button, 103
- GIF files**, 180, 406
- GIMP–Print**, 387
- gnutar, gzip**, 485–486
- Goto Folder dialog box**, 21, 49
- Grab**, 290–291, 408
  - Services, 140
- graphic equalizer**, 314
- graphics** *see also individual graphics formats*
  - as desktop pictures, 221–224
  - column view, 46
  - converting formats, 264
  - formats and Mac OS X, 404–406
  - redesigning Mac OS X, 498–499
  - storing in Stickies, 268
  - viewing with Preview, 263–266
  - visible dimensions of, 34
- graphics tablets**, 439
- Graphing Calculator**, 659
- Graphite look**, 106, 231
- gray screen of death**, 644
- green button** *see zoom button*
- grep**, 489
- grid for icons**, 37–38
- groups**, 369, 377–379
  - creating, 377–378
  - in Address Book, 563–564
- guest accounts**, 362–363

## H

---

- handwriting recognition** *see Inkwell*
- hard drives**, 301
  - Disk Utility, 287–290
  - erasing, 289, 629
  - filled with alien files, 636
  - iPod, 176–177
  - partitioning, 289
  - repairing, 288–289, 644–649
  - repairs at the council, 646–649

**Help**, 51–52

finding online with Sherlock, 577

troubleshooting, 649–650

menu, 21

**Hibernation mode**, 675**hiding programs**, 117

all at once, 118

**Home folder**, 53–55

contents of, 56–58

installing software to, 148

moving to different disk, 336

navigating to, 132

redesigning icon, 502–503

toolbar button, 99

**Hotmail**, 537**HTML files**, 180, 548

in TextEdit, 275

**hyphenation**, 277**I**

---

**iBooks** see **laptops****iCal**, 5, 590–602

calendars (categories), 594, 599

day, week, month view, 590–591

deleting events, 598

editing or rescheduling events, 597–598

iSync, 602–604

no-specific-time events, 593

recording appointments, 592–596

repeating events, 595

sending email invitations, 595–596

sharing calendars via the Web, 600–602

to do list, 602

**ICC profiles**, 282–283**iChat**, 5

AOL and rendezvous networks, 578

blocking obnoxious people, 590

buddy list, 580–581

changing the background, 587

chat rooms, 582

chatting basics, 583–584

defined, 577

hiding balloons and icons, 586

invitations, 582–583

leaving online, 588

menu bar icon, 108, 588–589

- opening the port, 518
- pictures in, 583
- plug-ins, 577–590
- preferences, 588–590
- private messages in, 584
- sending files, 584–585
- signing up for an account, 578–580
- toolbar, 585
- transcripts, 584
- turning off unnecessary network, 587–588
- icon view**, 32–38
  - sorting, 35–38
  - View Options, 32–38
  - window backgrounds, 35
- icons** *see also Dock*
  - adding to toolbar, 101
  - blue extra line of info, 34
  - can't move or rename, 641
  - changing name and icon, 76
  - changing permissions, 77
  - comments, 77
  - Comments box, 42
  - copying, 63–65
  - copying by dragging, 63–65
  - designing your own, 68
  - disks on desktop, 302
  - filename extensions, 76
  - filing using the Dock, 98
  - finding, 77–88
  - labels, 8, 660
  - locked files, 73–77
  - locking, 76
  - moving by dragging, 65
  - names to the right, 3, 34
  - on menu bar **see** menulets
  - ownership, 77
  - Preview in Get Info, 77
  - printing a list of, 58
  - renaming files, 58–60
  - replacing, 503
  - selecting, 60–63
  - size in list view, 43
  - sizes of, 33
  - sorting and cleaning up, 35–38
  - status bar total, 31
  - text size, 33–34, 43, 47

- iDisk**, 6, 526–530
  - capacity information, 236
  - connecting from Windows, 529
  - connecting to, 364
  - navigating to, 132
  - Public folder, 529
  - secret software stash, 529
  - space left, 530
  - toolbar button, 103
  - iDisk Utility, 530
- iDVD**, 112, 218, 304
- Image Capture**, 258–262
- IMAP mail accounts**, 537
- iMovie**, 112, 304
  - recording sounds, 412–414
- importing**, 175
  - addresses to Address Book, 190, 561–562
- indexing folders**, 76, 87
- Inkwell**, 439–444
  - gestures, 443
  - improving recognition, 442
  - Inkbar palette, 441
  - where you can write, 440
- Installer**, 292
- installing Mac OS X**, 623–634
  - clean installation, 629
  - Setup Assistant, 630
  - unforgiving Macs, 624
  - upgrade install, 628–629
- installing programs**, 145
- instant messaging**
  - iChat, 577–590
  - via network, 366
- International preferences**, 233–236
- Internet** *see also Mail; Sherlock*
  - broadband connections, 514–516
  - connection locations, 519–520
  - connection speed, 262
  - dialing up, 512–516
  - disconnecting, 514
  - Internet Connect, 262
  - menu bar icon, 108
  - online definitions dictionary, 576
  - setting up, 509–524
  - via Classic mode, 520
- Internet Connect**, 262, 513

- for virtual private networking, 618–620
- Internet Explorer**, 237, 263
- Internet location files**, 532–533
- Internet preferences**, 236–237
- Internet radio**, 318
- Internet sharing**, 6, 522–525
- IP addresses**, 353
  - behind firewalls, 614
  - connecting to, 358
  - dynamic, 515
  - static, 514–516
  - static vs. dynamic, 606
- iPhoto**, 218, 263
  - as desktop pictures, 222–223
  - pictures in, 563
  - screensaver, 241
  - vs. Image Capture, 258–262
- iPod**, 176–177, 302
  - and iTunes Music, 312
  - keeping updated with iSync, 604
- IRC (Internet relay chat)**, 518
- IRQs**, 675
- ISPs (Internet service providers)**, 510
- iSync**, 602–604
  - conflict resolution, 604
- iTunes 3**, 218, 310–319
  - graphic equalizer, 314
  - playlists (smart playlists), 316–317
  - radio stations, 318
  - shared library trick, 342
  - sharing library with Mac OS 9, 311
  - visual displays, 312–313

## J

---

- Jaguar** *see also* **Mac OS X 10.2**
  - naming convention, 2
- Java**, 292–294
  - Applet Launcher, 292–294
  - Web Start, 293
- Java Virtual Machine**, 293
- JPEG files**, 180, 405
  - viewing with Preview, 263–266
- junk mail**, 557–558

## K

---

- Keep in Dock command**, 97

**kernel panic**, 643–644

**kerning**, 276

**Key Caps**, 294–295

**keyboard**

finding symbols, 235, 294–295

volume keys, 245

layouts, 234–236

preferences, 237

repeat rate, 237

**keyboard shortcuts**, 13

c-Tab keystroke, 95

Back command, 47

closing Windows, 24

column view, 47

controlling by voice, 433

during Classic startup, 162

DVD Player, 323

for flippy triangles, 41

for Restart, 639

for the disabled, 247–248

force quitting, 114

hiding all at once, 118

hiding programs, 117

Home folder, 54

in Terminal, 457–458

iTunes animations, 313–314

logging out, shutting down, 48–51

master list, 687–690

minimizing Windows, 24

of entire Mac, 127–129

opening programs, 112

rearranged in Jaguar, 88

redefining, 497

screenshots, 407–408

selecting files, 63

switching views, 99

to move cursor, 249

undocumented In Cocoa, 144

**Keychain**, 359–360, 380–384

Keychain Access, 295, 380–384

locking and unlocking, 381

managing, 381

multiple, 383

**kill**, 483

via remote control, 616–617

## L

---

**labels**, 660

**language settings**, 233–236

**languages**

for dialog boxes, 497

for DVD, 321

translating with Sherlock, 576–577

**laptops**

battery savings, 229–230

blurry screens, 224

connecting from the road, 613–620

FireWire disk mode, 175–176

font smoothing, 231–232

**Launcher**, 89, 660

**LDAP directories**, 190, 284–285

**Library folder**, 56–57

**ligatures**, 276

**list view**, 38–45

adjusting column widths, 44–45

Calculate All Sizes option, 43

rearranging columns, 44

sorting, 39

**Location Manager**, 660

**locations**, 519–520

**locked files**, 73–74, 76

en masse, 480–482

**logging in**, 17, 337–341

automatically, 338–339

hiding Restart button, 338

login screen options, 337

login screen, 328

redecorating login screen, 501

**logging out**, 48, 51, 340, 349

**login (startup) items**, 334–335

preventing from opening, 642

troubleshooting, 638

**logs**, 281

**LPR printers**, 387

**ls (list)**, 451–453, 472–473

## M

---

**Mac OS 9**

requirements for Mac OS X, 623–624

sharing Web bookmarks, 157

where to get it, 150

**Mac OS Extended formatting**, 307

**Mac OS X**, 139–143 *see also* **Mac OS X 10.2 (new features)**

- accounts system, 327–350
- aliases, 68–71
- AppleScript, 185–212
- automatic updates, 243–244
- Classic mode, 149–163
- clean install, 629
- command line interface, 6
- Developer Tools CD, 297
- dynamic memory allocation, 4
- folder structure, 53–58
- hacking, 495–505
- Help command, 51–52
- history, –2
- installing, 623–634
- installing programs, 145
- Mail, 535–558
- master keystroke list, 687–690
- memory management, 7–8
- multithreading, 4
- networking, 351–384
- new features in, 2–7
- new menu style, 20
- power settings, 227–230
- preemptive multitasking, 3
- printing, 385–394
- programs, 111–148
- programs as packages, 116
- programs included, 251–300
- pronunciation, –1
- Quartz graphics, 4–5, 404–405
- requirements, 623–624
- screensaver, 240–243
- symmetric multiprocessing, 4
- System Preferences, 214–250
- uninstalling, 632–633
- virtual memory, 113
- viruses, 647
- window layering, 119–120

**Mac OS X 10.2 (new features)**, 3

- Address Book, 558–568
- Bluetooth *see* **Bluetooth**
- Calculator, 5, 253–254
- changing icon text size, 33–34
- Character Palette, 235

- deleting accounts, 335–337
- Find command, 81–88
- firewall, 6, 517–518
- Folder Actions, 188
- font previews, 399, 401
- font smoothing, 231–232
- Forward button, 99
- handwriting recognition, 439–444
- iCal *see* **iCal**
- iChat *see* **iChat**
- improvements in c-tab, 116–117
- installer, 7
- Internet sharing, 6, 522–525
- iTunes 3, 310–319
- junk mail filter, 557–558
- keyboard control, 127–129
- Keyboard control of, 6
- networking with Microsoft Windows, 370–376
- new cursor, 5
- new features in, 2–7
- new Get Info command, 75–76
- Preview, 263–266
- Quartz Extreme, 5
- reads text out loud, 6
- redesigned keyboard shortcuts, 88
- Rendezvous, 384
- repairing permissions, 288–289
- Search bar, 77–81
- self-changing desktop pictures, 223–224
- separate Classic preferences, 163
- Sherlock 3, 5, 569–577
- Simple Finder, 345–348
- spring-loaded folders, 3, 66–68
- USB printer sharing, 7
- version 10.2.1, 13
- virtual private networking, 6
- voice control of, 6

**Macintosh**

- basics of, 12
- specs of, 280

**Macintosh talking** *see* **text-to-speech**

**MacOS Standard formatting**, 307

**MacPaint files**, 407

**magnification of screen**, 246–247

**Mail**, 535–558

- Adding sender to Address Book, 559–561

- adjusting panels, 540
- attachments (receiving), 546–547
- attachments(sending), 543
- BCC (blind carbon copies), 543
- checking for email, 537–538
- deleting, 552–553
- extra AppleScript features, 189–190
- filing messages, 550
- finding messages, 552
- flagging messages, 551
- forwarding, 549
- groups of addressees, 563–564
- invitations from iCal, 595–596
- junk mail filter, 557–558
- mailboxes, 538
- message rules, 554–557
- reading aloud, 435
- reading and processing, 545–557
- rebuilding database, 558
- redirecting, 549
- replying, 548
- Services, 140
- setting up, 535–537
- signatures, 544–545
- spring-loaded folders, 68
- writing and sending, 539–544

**man (manual)**, 463–465

**Map control panel**, 661

**maps**

- in Address Book, 565

**Maximize button**, 676

**mbox files**, 554

**memory**, 7–8, 113

- allotment for Classic programs, 76
- amount installed, 280
- dynamic memory allocation, 4
- Memory control panel, 7
- memory protection, 4
- requirements for Mac OS X, 623–624

**Memory control panel**, 661

**memory protection**, 4

**Menu extras** see **menulets**

**menulets**, 107–108

- AirPort, 516
- battery gauge, 230
- iChat, 588–589

- identifying, 107–108
- modem status, 263, 514
- moving and removing, 108
- redesigning, 501–502
- Scripts menu, 186
- speaker volume, 245
- third party, 108

**menus**, 20 *see also* **menulets**

- controlling by voice, 431–432
- keyboard control, 21, 127–129
- rewriting, 503–504

**message rules**, 554–557

**microphones**, 412–414

- settings, 246

**Microsoft Outlook**

- exporting to Address Book, 562

**Microsoft Windows** *see* **Windows (Microsoft Windows)**

**Microsoft Word crash bug**, 638

**MIDI files**, 180

**military time**, 220

**MIME encoding**, 183, 544

**minimizing windows**, 24–25, 118–119

- changing speed or style, 25
- ought once, 23

***missing manuals.com***, 12

***mkdir (make directory)***, 462

**modems**

- automatic dialing, 512
- configuring, 512
- Internet Connect, 262
- menu bar status, 108, 514
- sharing, 523

**monitors**

- brightness and contrast, 224
- calibrating, 284, 290
- geometry settings, 226
- menu bar icon, 108
- multiple, 226–227
- resolution and settings, 224–226
- sleep settings, 228
- zooming in, 246–247

**Monitors control panel**, 661

**mouse**

- keyboard control of, 249
- preferences, 238–239

**movies**

- looking up with Sherlock, 573
- on DVD, 319–324
- Movies folder**, 58
  - toolbar button, 103
- moving data**, 171–184
- moving files**, 65
- MP3 files**, 310–319
  - duration of, 35
- MSN Messenger**, 518
- multihoming**, 5, 521–522
- Multiple Users control panel**, 661
- multisession discs**, 309
- multithreading**, 4, 112
  - Calculate All Sizes option, 43
- music**
  - MIDI files, 180
- Music folder**, 58
- mv* (move)**, 460–461
- MvMac* (Move Mac)**, 461
- My Applications folder**, 347
- My Computer**, 676
- My Documents**, 677
- My Music**, 677
- My Pictures**, 677

## N

---

- NetInfo domains**, 284–285
- NetInfo Manager**, 295–296
  - is, 377–379
  - turning on root account, 350
- NetStat**, 295–297
- Network Browser**, 653
- Network icon**, 398
- Network Neighborhood**, 677
- Network preferences**
  - System Preferences, 354–359
- Network Utility**, 295–297
- networking**, 175, 351–384
  - Administrator accounts, 363–365
  - auto-mounting servers, 362
  - bridging two clusters, 522
  - connecting from the road, 613–620
  - connecting to another machine, 357–362
  - disconnecting, 365
  - from Macs to PCs, 370–374
  - from PCs to Macs, 374

- getting online, 507–519
- groups, 377–379
- guest accounts, 362–363
- locations, 519–520
- making disks available, 370
- Microsoft Windows compatibility, 332–333
- multihoming, 5, 521–522
- NFS servers, 364
- normal accounts, 363
- printer sharing, 394
- Rendezvous, 384
- SSH (secure shell), 614–617
- virtual private networking (VPN), 617–620
- Windows compatibility, 5, 370–376
- wiring the network, 352
- with older Macs, 356–358

**New Folder command**, 27–28

- button in dialog boxes, 133
- toolbar button, 102

**NextStep**, 9

- history of, 446

**NFS servers**, 364

**Normal accounts**, 331

**Notepad**, 677 *see also* **Stickies**

**number formats**, 235

## O

---

**“Old Finder mode”**, 26–29

**OmniWeb**, 26, 237

**open**, 484

**Open dialog box**, 129–135

- connecting to the network, 359
- jumping to a certain place, 134
- navigating, 132–134

**Open Firmware password**, 338–339

**Open Transport**, 662

**Open With command**, 77, 124–126

**opening programs**, 112

**OpenStep**, 9

- history of, 446

**Option key**

- close or minimize all Windows, 23
- hiding programs, 117
- master keystroke list, 687–690

**Option-clicking**, 13

- to minimize Windows, 119

## **Outlook Express**

importing addresses from, 190

**ownership**, 77, 368–369

## **P**

---

**packages**, 116, 498

**Page Setup**, 389–390

**page size**, 389–390

**PageSender**, 406

**palettes**

keyboard control, 127–129

**Palm organizers**

keeping updated with iSync, 604

importing addresses from Palm Desktop, 190

**paper-tape calculator**, 254

**partitioning**, 289, 306–307

Option key trick, 166

pros and cons, 624–625

step by step, 625–626

**password hints**, 332, 338

**passwords**, 331–332, 359

changing the network, 361

for ISP, 511

for Mail, 537

for screensaver, 340

forgotten, 644

iDisk Utility, 530

preventing changes, 346

resetting forgotten, 482

resetting forgotten passwords, 340

**path notation**, 49, 450

**PDF files**, 406

Acrobat Reader, 252–253

benefits of, 394–395

creating, 5, 396

creating when printing, 390

exporting, 265–266

opening, 396

troubleshooting, 396

viewing with Preview, 263–266

**Peerless drives**, 302

**permissions**, 343–345

changing, 366–370

groups, 369, 377–379

manipulating in UNIX, 471–480

Others, 370

- problems, 639–640
- Read & Write, 367, 370
- Read only, 367, 370
- repairing, 288–289
- Write Only, 367, 370
- personal file sharing** see **file sharing**
- Personal Web Sharing**, 605–611
  - CGI scripts, 610
- phone numbers**, 511
- Photoshop files**, 406
- pico**, 488
- PICT files**, 264, 405
- pictures**
  - as screensaver, 241
  - automatic downloading, 258–262
  - finding stock photos online, 571–572
  - in Address Book, 563
  - in iChat, 583
  - login, 332
  - on desktop, 221–224
- Pictures folder**, 58, 241
  - toolbar button, 103
- Ping**, 295–297
- plain text format**, 180, 272
- PlainTalk speech recognition**, 426–434
- playlists**, 316–317
- plist files**
  - recent programs list, 112
  - trashing, 637
- PNG files**, 406
- POP accounts**, 537
- pop-up windows**, 44, 89, 662
- ports**, 517–518
- post-it notes** see **Stickies**
- power settings**, 227–230
- PowerBooks** see **laptops**
- PPoE (PPP over ethernet)**, 516
  - menu bar icon, 108
- PPP (point-to-point protocol)**, 510–512
- preemptive multitasking**, 4
- Preferences**
  - trashing, 637
- presentations**
  - laptop settings, 229–230
- Preview**, 263–266
  - from digital camera, 261

- Thumbnails Panel is, 265
- Print Center**, 298, 385–388
- printer sharing**, 394
- printers**
  - LPR printers, 387
  - pausing, 393
  - setting up, 385–388
  - switching, 390
- printing**, 385–394
  - Address Book, 566
  - background printing, 392
  - Classic mode, 394
  - CUPS (common UNIX printer system), 7
  - email, 550
  - from digital camera, 261
  - from iCal, 598
  - list of files, 58
  - managing printouts, 393
  - Print dialog box, 390
  - troubleshooting, 388
  - universal print preview, 390
- PrintMonitor**, 662
- privileges** *see* **permissions**
- PrntScrn key**, 677
- Process Viewer**, 113, 298
- Program Files folder**, 678
- programs**, 111–148 *see also names of individual programs*
  - adding to toolbar, 103
  - Classic mode, 149–163
  - Cocoa advantages, 137–145
  - complete list, 281
  - embedded in documents, 278
  - fax software, 406
  - hiding, 21, 95, 117
  - hiding all at once, 118
  - hiding instead of quitting, 117
  - included with Mac OS X, 251–300
  - installing, 145
  - limiting use of, 345–348
  - minimizing, 118–119
  - moving data, 171–184
  - opening, 112
  - packages, 116
  - personal collection, 342
  - quitting and force quitting, 114
  - quitting by remote control, 616–617

- quitting from the Dock, 97
- ready-to-run AppleScripts, 185–192
- relationship to documents, 120–125
- Save and Open dialog boxes, 129–135
- scriptable, 204–205
- Services, 139–143
- Show in Finder command, 97
- switching, 115
- switching by voice, 431–432
- switching using the Dock, 95
- top* command, 486
- turn into folders, 641–642
- type and creator codes, 121–122
- uninstalling, 148
- won't open, 641
- writing your own, 684–685
- wrong one opens, 639–641

**Properties dialog box**, 678

**ps (process status)**, 484

**psychotherapist**, 488

**Public folder**, 343

- toolbar button, 103

**Put Away command**, 662

**pwd (print working directory)**, 450

## Q

---

**Quartz Extreme**, 5

**Quartz graphics**, 4–5, 404–405

**Quicken files**, 180

**QuickTime movies**, 414–426

- column view, 46
- compression, 425–426
- connection speed, 239–240
- duration of, 35
- editing, 421–426
- on the desktop, 414–415
- resolution settings, 224
- rewinding, fast forwarding, 418

**QuickTime Player**, 414–426

- fancy playback tricks, 419–420
- QuickTime Player Pro, 421–426
- vs. QuickTime Player Pro, 416

**QuickTime Preferences**, 239–240

**QuickTime TV**, 419–420

**QuickTime VR (virtual reality)**, 424

**quitting**, 114

- all programs at once, 206–207
- avoiding, 117
- by remote control, 616–617

## R

---

**radio**, 318

**RAID (redundant array of independent disks)**, 290

### RAM

- amount installed, 280

### recent items

- number of, 231

**Recent Places**, 132

**Recycle Bin**, 678

**red button** *see* **close button**

**red dot in title bar**, 130

**refresh rate**, 224

**reminders (iCal)**, 594

**remote access**, 613–620

- SSH (secure shell), 614–617

- virtual private networking (VPN), 617–620

**renaming files** *see also* **file names**

- using *cp* (copy), 458–459

**Rendezvous**, 384

- in iChat, 578

**reports**, 281

**Resend command**, 547

**resize box**, 31

**resolution (monitors)**, 224–226

**restarting**, 49–50

- from keyboard, 639

**restarting in Mac OS 9**, 150, 163–170

- D key trick, 166

- impossible on new Macs, 151, 163

- Option key trick, 166–167

- using AppleScript, 166

- using Startup Disk, 164–165

- X key trick, 165

**Rich Text Format**, 180, 269–270, 272

- storing in Stickies, 268

**ripping songs to hard drive**, 315–316

***rm* (remove)**, 462–463

**root account**, 349–350

- enabling in Terminal, 482

**rotating graphics**, 264

**rotating pages**, 389–390

**routers**, 523

**RTFD format**, 270  
**rulers**, 273–274  
    copy and paste, 276

## S

---

**Safe Mode**, 678  
**Save dialog box**, 129–135  
    File Format pop-up menu, 134  
    jumping to a certain place, 134  
    navigating, 132–134  
**saving files**  
    red dot, 130  
**ScanDisk**, 678  
**scanners**  
    Image Capture, 258–262  
    restarting in Mac OS 9, 163–170  
    VueScan, 395  
**Scrapbook**, 653  
**Screen Effects**, 240–243  
**screen saver**, 240–243  
    .Mac accounts, 242  
    activating, 243  
    extracting pictures from, 242  
    iTunes animations, 312–313  
    on desktop, 493  
    password protection, 340  
    randomized, 242  
**screenshots**, 407–408  
    Grab, 290–291  
**Script Editor**, 186  
    scripts, 191  
**Scripting Additions**, 208  
**Scripts menu**, 186, 192–193  
**scroll bars**, 29–31  
    arrow placement, 231  
    avoiding, 30  
    hacking the look, 497  
    “scroll to hear” option a, 30  
**Search bar**, 3, 77–81  
**search policies**, 284–285  
**search and replace**  
    in filenames, 187  
**security**  
    changing permissions, 366–370  
    Drop Box folder, 343  
    keychain, 380–384

- Open Firmware password, 338–339
- ownership, 368–369
- password-protected screensaver, 340
- passwords, 331–332
- permissions, 343–345
- Public folder, 343
- root account, 349–350
- thwarting shutdowns, 338
- Security control panel**, 663
- selecting**
  - movie footage, 422
- selecting files**, 60–63
- Services**, 139–143
  - Finder, 140
  - Grab, 140
  - in Stickies, 271–272
  - InstantLinks, 143
  - Mail, 140
  - Making a Sticky Note, 141
  - Speech, 141
  - Summarize, 141
  - TextEdit, 142
- Setup Assistant**, 630
- SGL files**, 264, 407
- Shared folder**, 342–343
  - in Simple Finder, 347
  - on the Dock, 98
- Sharing preferences**, 605–611
  - Mac as FTP server, 613
  - System Preferences, 355–357
- sheets**, 131
- shells**, 449
- Sherlock 3**, 5, 569–577
  - finding and tracking flights, 575
  - finding local movies, 573
  - finding stock photos online, 571–572
  - finding stocks, 572–573
  - general Web searches, 570–571
  - language translations, 576–577
  - national Yellow Pages, 574
  - online definitions dictionary, 576
  - plug-ins, 577
  - scripts, 191
  - searching Apple technical library, 577
  - tracking eBay options, 575
- Shift key**

- extensions off, 642
- master keystroke list, 687–690
- Shift-clicking**, 13
  - selecting files, 62
- short user names**, 331, 359, 448
- shortcuts**, 679
- Show Icon Preview**, 35
- Show in Finder command**, 97
- Shutdown Items**, 664
- shutting down**, 48, 50–51, 484–485
- signatures**, 544–545
- Simple Finder**, 3, 17–18, 333, 345–348
- SimpleSound**, 664
- Sleep mode**, 48
  - settings, 227–230
  - wake for incoming calls, 230
  - wake for network access, 230
- slide shows**, 260
  - on desktop, 221–224
  - screensavers, 240–243
- Slow Keys**, 247–248
- SMB protocol**, 370–376
- Snapz Pro X**, 408
- SOAP (Simple Object Access Protocol)**, 189, 193
- software base station**, 525
- Software Update preferences**, 243–244
- sorting**
  - Address Book, 566
  - column view, 46
  - in icon view, 35–38
  - in list view, 39
  - in reverse, 40
  - numbers in file names, 60
- sound files**, 310–319
  - duration of, 35
  - of your written material, 193
- Sound preferences**, 234–237, 409–410
- Sound Studio**, 414
- sounds**, 57, 409–414
  - desktop sound effects, 107
  - during speech recognition, 431
  - In QuickTime Player, 417
  - playing, 409–412
  - recording new, 412–414
  - replaced by screen flashing, 247
  - Sound preferences, 234–237

**Sounds folder**, 412

**Space bar**

spring-loaded folders, 67

**spam (junk mail)**, 557–558

**speakers**

menu bar icon, 108

settings, 245

volume, **245, 409–410**

**Special menu**, 665

**Speech**

in Stickies, 271

preferences, 426–434

Services, 141

talking calculator, 254

**speech recognition**, 426–434

customizing, 429–431

Feedback window, 427

improving, 433

speech commands, 427–429

tips and tricks, 433–434

**spelling**, 277

in Mail, 541

in Stickies, 271

in TextEdit, 273

**spring-loaded folders**, 3, 66–68

**ssh (secure shell)**, 614–617

**stability**, 114

in Classic mode, 155

**Standby mode**, 680

**Start menu**, 680

**starting up**, 17, 643–644

automatically after power failure, 230

freezing, 644

kernel panic, 643–644

turning off extensions, 642

**Startup Disk**, 164–165, 246

preferences, 306

**startup disks**, 305

creating, 305

selecting to the, 306

**StartUp folder**, 680

**startup items**, 334–335

**startup screen**

redecorating, 501

**stationery**, 269

**stereo balance**, 410

- Stickies**, 266–272
  - Services, 141
  - Stickies database, 270
- sticky bit**, 478
- Sticky Keys**, 247–248
- stocks**
  - Stock Quote script, 189
  - tracking with Sherlock, 572–573
- StuffIt Expander**, 299
  - for Windows, 182–183
- StuffIt files**, 145–147
- styled text**, 172
- subtitles**, 321
- sudo**, 349, 476–477, 483
- suffixes** *see* **file name extensions**
- Summary service**, 141–142
- SuperDisks**, 302
- SuperDrive**, 319
- superuser** *see* **root account**
- switching programs**, 115
- symbolic links**, 474
- symmetric multiprocessing**, 4
- system folder**, 56
  - multiple, 151–152, 157, 168
- System Preferences**, 214–250
  - Accounts, 216
  - Bluetooth, 178–180
  - CDs & DVDs, 217–218
  - Classic, 153–154
  - date & time, 218–221
  - Desktop, 221–224
  - dimmed, 636
  - Displays, 224–226
  - Energy Saver Preferences, 227–230
  - General, 231–232
  - international, 233–236
  - Internet, 236–237
  - keyboard, 127–129, 237
  - Mouse, 238–239
  - Network, 354–359
  - on the Dock, 99
  - opening, 215–216
  - pop-up menu of, 249
  - preventing changes, 346
  - QuickTime, 239–240
  - redesigning desktop, 106–107

- Screen Effects, 240–243
- Sharing, 355–357, 605–611
- Software Update, 243–244
- Sound, 234–237, 409–410
- Speech, 426–434
- Startup Disk, 164–165, 306
- Universal Access, 246–248

**system tray**, 680

## T

---

**Targ files**, 407

**taskbar**, 681

**TCP/IP control panel**, 666

**TCP/IP settings**, 510

**telnet**, 491, 615

**temperature**

- conversion calculator, 254–255
- script, 189

**Terminal**, 299, 447–494 *see also* **Unix**

- (\*) wildcards, 456
- (-) previous directory, 456
- history, 456
- preferences, 465–469
- redefining keyboard shortcuts, 497
- Tab completion, 456
- tips and tricks, 469

**text**

- font smoothing, 231–232
- highlight colors, 231
- TextEdit, 272–278

**text to speech**, 6, 193, 434–439

- any text in any program, 438–439
- AppleWorks, 436
- Chess, 436
- choosing a voice, 434–435
- dialog boxes, 437
- FileMaker Pro, 436
- Mail, 436
- programs need attention, 438

**TextEdit**, 272–278

- as word processor, 273–274
- formatting, 275–276
- Services, 142

**TIFF files**, 405

- viewing with Preview, 263–266

**Time Zone settings**, 219–220

**TinkerTool 2**, 92, 118, 231, 403, 495–497, 504

**title bar**, 21–22

- red dot, 130

- secret folder menu, 21

- tricks in Cocoa programs, 138

**Toast Titanium**, 319

**toolbar (Finder)**, 99–107

- adding your own icons, 101

- customizing, 100–103

- disclosure button, 26–29

- hiding and showing, 100

- moving and removing buttons, 105

- Search bar, 77–81

- standard buttons, 99

**toolbars**

- in iChat, 585

- keyboard control, 127–129

- Preview, 264

- shrinking icons and text, 143

- switching by voice, 431–432

- System Preferences, 216

**ToolTips**, 681

**top**, 486

**touch (create file)**, 462

**TraceRoute**, 295–297

**trackpad settings**, 238–239

**Trash**, 72–74

- adding to toolbar, 105

- and disks, 304–305

- can't empty, 641

- changing the icon, 499

- desktop sound effects, 107

- emptying, 73

- in Simple Finder, 347

- remaining, 504

- warnings, 664

**troubleshooting**

- blue or gray screen of death, 644

- broken aliases, 70

- broken keyboard, 294–295

- can't login, 636

- can't move or open folders, 636

- clean installation, 629

- Console, 646–649

- Disk Utility, 287–290

- disks, 644–649

- documents open in wrong program, 124–126
- erratic behavior, 636–638
- error messages, 639–640
- exchanging attachments with PCs, 182–183
- extensions in Classic, 158–161
- force quitting, 638–639
- force quitting Classic, 157
- FTP servers, 364
- FTP sites, 613
- Help command, 51
- help sources, 649–650
- kernel panic, 643–644
- keyboard control, 129
- login window doesn't appear, 338–339
- logs, 281
- long filenames, 60
- Microsoft Word crash bug, 638
- monitor settings, 224–226
- PDF files, 396
- permissions problems, 476–478, 639–640
- personal Web sharing downloads, 611
- printing, 388
- programs turn into folders, 641–642
- programs won't open, 641
- rebuilding email database, 558
- remote access, 614
- sticky bit, 478
- System Preferences dimmed, 636
- throwing away the Trash preferences, 642
- trackpad, 238–239
- Trash, 641
- trashing plist files, 637
- Windows networking, 372, 375
- virtual private networking (VPN), 620
- wrong program opens, 639–641
- TruBlue Environment**, 157
- tsch***, 449, 457–458
- type**
  - font smoothing, 231–232
  - large type in Address Book, 566
  - large type in Calculator, 255
- type and creator codes**, 121–122
- typography**
  - in TextEdit, 276

## U

---

***uchg* (User changeable)**, 480–482  
**Undo command**, 3  
**Unicode**, 193  
**uninstalling Mac OS X**, 632–633  
**uninstalling programs**, 148  
**Universal Access**, 246–248  
    for the hearing impaired, 247  
    for the visually impaired, 246–247  
    mouse assistance, 249  
    typing assistance, 247–248  
**Unix**, 471–494 *see also* **Terminal**  
    (\*) wildcards, 456  
    (-) previous directory, 456  
    . and .. (dot and dot dot) directories, 453–454  
    .term files, 465–469  
    *alias*, 487  
    background, 9  
    basics of, 445–470  
    *bc* (basic calculator), 483  
    books and web sites, 684–685  
    *cal*, 449  
    *cd* (change directory), 453  
    *chflags* (change flags), 480–482  
    Console, 646–649  
    *cp* (copy), 458–459  
    *CpMac* (Copy Mac), 461  
    *cron* (scheduler), 490  
    *curl*, 490–491  
    *date*, 489  
    *echo*, 463  
    *emacs*, 488  
    file modes, 471–480  
    *find*, 489–490  
    flags, 451–452  
    *ftp*, 491  
    *gnutar*, *gzip*, 485–486  
    *grep*, 489  
    history of, 446  
    *kill*, 483  
    *ls* (list), 451–453, 472–473  
    *man* (manual), 463–465  
    *mkdir* (make directory), 462  
    *mv* (move), 460–461  
    *MvMac* (Move Mac), 461  
    navigating in, 450–455  
    online help, 463–465

- open*, 484
- permissions, 471–480
- pico*, 488
- programs, 449
- ps* (process status), 484
- pwd* (print working directory), 450
- rm* (remove), 462–463
- shells, 449
- shutdown, 484–485
- slashes and colons, 459
- spaces in filenames, 457
- ssh* (secure shell), 614–617
- sticky bit, 478
- sudo*, 349, 476–477, 483
- symbolic links, 474
- Tab completion, 455
- telnet*, 491
- top*, 486
- touch* (create file), 462
- tsch*, 449
- uchg* (User changeable), 480–482
- uptime*, 449
- vi*, 488
- UNIX file System (UFS)**, 307
- upgrading**
  - from Mac OS 9, 626–628
  - from Mac OS X or 10.1, 626, 628–629
- uptime**, 449
- USB printer sharing**, 394
- users see accounts**
- Users folder**, 53–56
- Utilities folder**, 277–300
- UUEncode**, 183

## V

---

- vcard format**, 561–563
- vi*, 488
- View options**
  - column view, 47
  - for list view, 40–44
- virtual memory**, 8, 113, 487
- virtual private networking (VPN)**, 6, 617–620
  - defined, 618
  - troubleshooting, 620
- viruses**, 647
- voice control see speech recognition**

**voice of the Mac** see **text-to-speech**

**volume keys**, 245

**Volumes window**, 361

**VPN servers**

defined, 618

**VueScan**, 395

## W

---

**waking up** see **sleep mode**

**wallpaper**, 221–224

**WAV files**, 310–319

**Web**

choice of browser, 237

Internet location files, 532–533

keychain security, 380

publishing and subscribing calendars, 600

searching with Sherlock, 569–577

sharing Web bookmarks, 157

sites for further study, 683

URL scripts, 191

Web pages from digital camera, 261

Web pages made using Mac, 531–532

your Mac as Web site, 605–611

**Web serving**

for connecting to Windows, 376

**Web Start**, 293

**Web-based mail**, 537

**weights**

conversion calculator, 254–255

**welcome screen**, 17–18

**Whols**, 295–297

**windows** see *also* **list view; icon view; column view**

auto-closing, 112

background control of, 144

closing, 23–24

closing all, 23

color backgrounds, 35–36

column view, 45–48

cycling from keyboard, 21

Dock window menus, 96

dragging in background, 22

edges no longer draggable, 657

elements of, 21

folder proxy icon, 26

Hide All/Show All scripts, 187

icon view, 32–38

- keyboard control, 127–129
- minimizing, 24–25, 118–119
- moving, 21
- multiple copies of same window, 29
- preventing from opening, 642
- printing contents, 58
- resizing, 31
- scrollbars, 29–31
- Search bar, 77–81
- status bar, 31
- title bar, 21–22
- toolbar disclosure button, 26–29
- turning off zooming, 496
- views, 31–49
- window layering, 119–120
- zooming, 26

### **Windows (Microsoft Windows)**

- burning CDs for, 309
- compatible formats, 180
- exchanging disks, 181
- filename extensions, 121
- networking compatibility, 370–376
- other ways to connect, 376
- ways to exchange files, 180–184

### **Windows file sharing, 355, 358**

### **Windows networking, 5**

### **word processing**

- copy and paste, 171–172
- TextEdit, 272–278

### **workgroups, 370–376**

## **X**

---

**XML–RPC, 189, 193**

## **Y**

---

**yellow button see minimize button**

**Yellow Pages searches, 574**

## **Z**

---

**Zip disks, 302**

- exchanging with Microsoft Windows, 181

**zip files, 682**

**zoom box, 667**

### **zooming**

- graphics, 264

**zooming windows, 26**