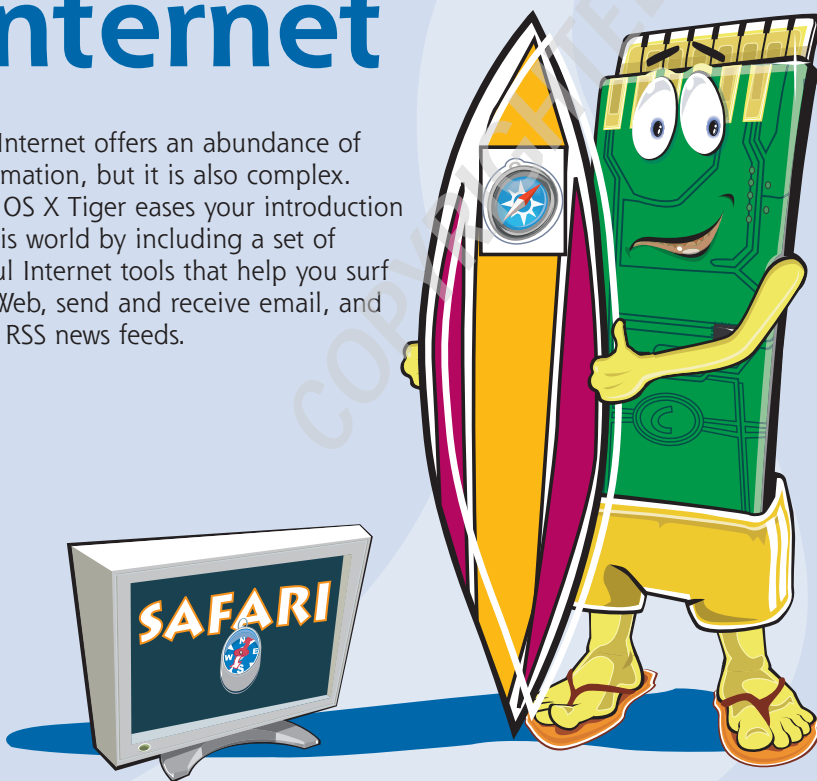


Chapter 8

Harnessing the Power of the Internet

The Internet offers an abundance of information, but it is also complex. Mac OS X Tiger eases your introduction to this world by including a set of useful Internet tools that help you surf the Web, send and receive email, and read RSS news feeds.



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Surf the Web with Safari



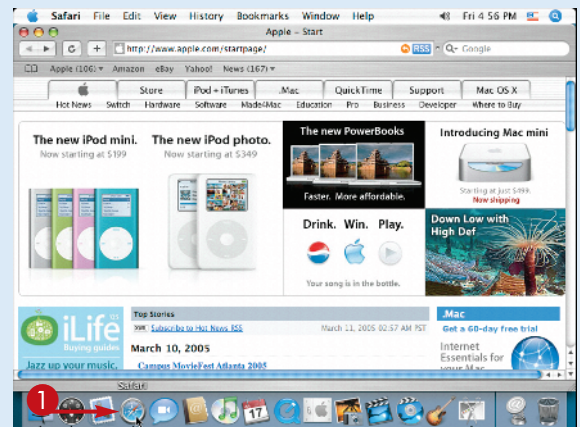
Safari is the OS X Web browser made by Apple. You can load a Web page in Safari and scroll the page up and down with keystrokes as you read it. The SnapBack option gives you quick access to a previous page that you can set.

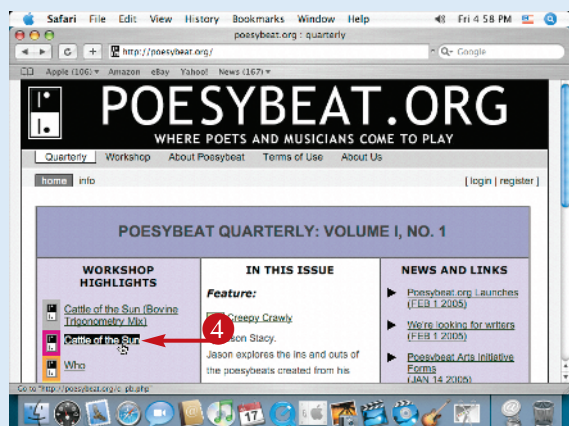
Surf the Web with Safari

LOAD A WEB PAGE

- 1 In the Dock, click **Safari**.
The Safari Web browser launches.

- 2 Click here and type a URL.
- 3 Press **Return**.
Safari loads and displays the Web page at that address.





NAVIGATE A WEB PAGE

Press **↓** to scroll down the page a short distance.

Press **↑** to scroll back up the same distance.

Press **Spacebar** to scroll down the length of the current window's content area.

Press **Shift** + **Spacebar** to scroll up one page length.

4 Click a link.

Safari loads the page associated with the link.

REVISIT A PAGE WITH SNAPBACK

5 Click SnapBack (⏮).

Safari returns to the first Web page.

Note: Clicking **⏮** displays the page at the URL you most recently typed in the Address bar, including bookmarks, bypassing all intermediate sites that you accessed by clicking links.



How do I specify a SnapBack page?

If you want to reset the SnapBack to another page, click History, and then click **Mark Page for SnapBack**.



How can I open a link in a new window?

You can open a link in a new window by pressing and holding **⌘** while you click the link. If you have Tabs enabled, the link opens in a new tab of the same window instead. **⌘** + **Option**-clicking a link opens it in a new window with Tabs enabled.



Block Pop-up Windows

Advertisers that clutter your Desktop with pop-up windows can be an annoying part of Web surfing. Pop-up windows can cause problems, because they force you to interact with a window other than the one you had intended to use.



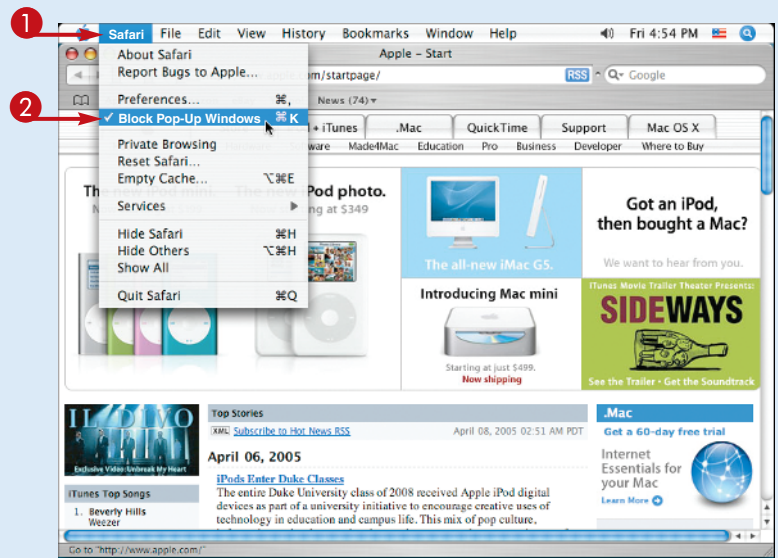
Some advertisers are particularly aggressive with pop-ups, causing your browser to become unresponsive. You can block pop-up windows in Safari and eliminate the problems they cause.

Block Pop-up Windows

BLOCK POP-UP WINDOWS

- 1 In Safari, click **Safari**.
- 2 Click **Block Pop-Up Windows**.

Safari prevents most pop-up windows from opening.



DISABLE POP-UP WINDOWS IN THE PREFERENCES

- 1 Press **Option** + **⌘** .
The Preferences window opens.
- 2 Click **Security**.
- 3 Click **Block pop-up windows** (☐ changes to ☑).



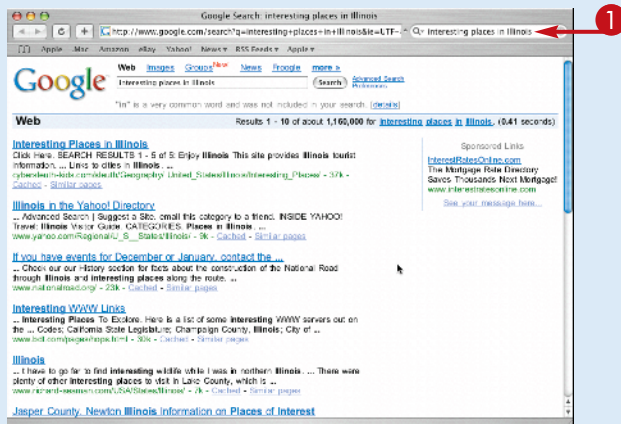
Search Google

Google.com is, perhaps, the single most popular search engine on the Internet — and for good reason. Google has a simple, but effective, interface and its search results are excellent.



In Safari, you can search the Internet with its built-in Google features. To save time, you can save searches and return to them later.

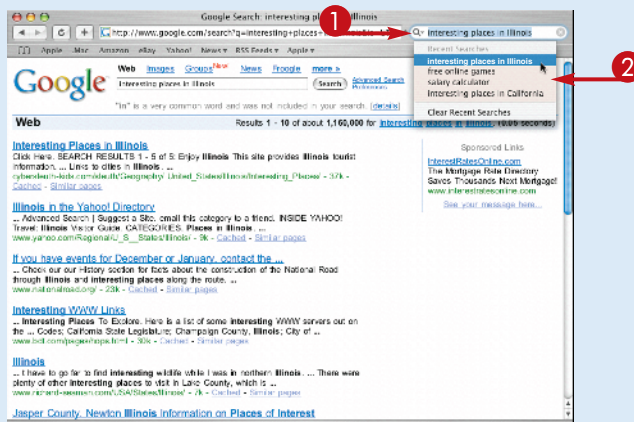
Search Google



FIND A WEB SITE

- 1 In Safari, click in the Google field and type a phrase.
- 2 Press **Return**.

Safari queries Google and displays the search results.



RETURN TO A PREVIOUS SEARCH

- 1 Click .

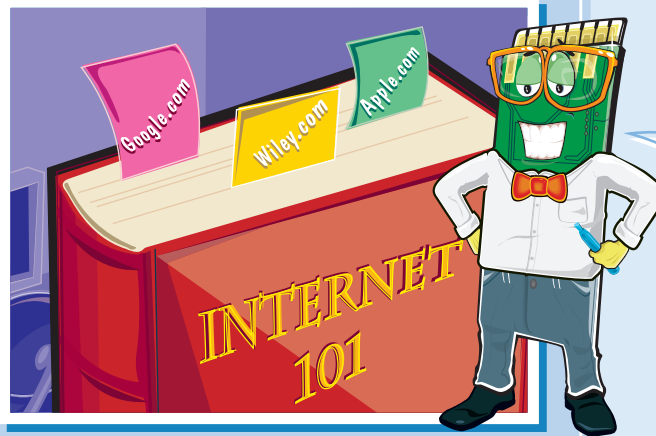
A pop-up menu opens, displaying previous Google searches.

- 2 Click a previous search to repeat the search.

Google displays the search results in the Safari window.

Organize with Bookmarks

As you visit different sites on the Internet, you may want to save your favorite places as bookmarks, so you can visit them later.



You can organize your bookmarks in folders or even place them directly in the Safari interface for one-click access. Keyboard shortcuts permit you to access bookmarks in the Bookmarks Bar with a keystroke.

Organize with Bookmarks

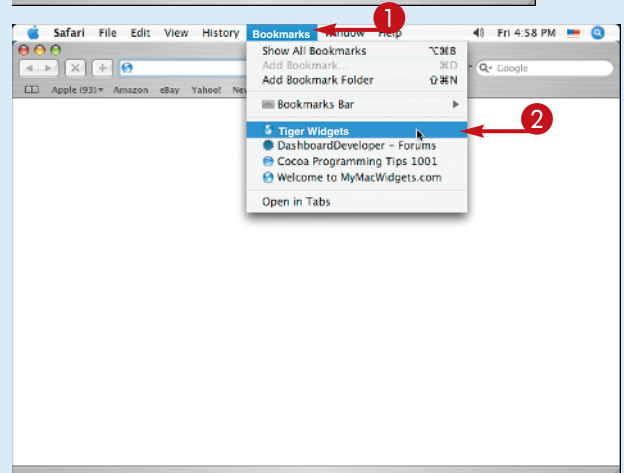
ADD A BOOKMARK

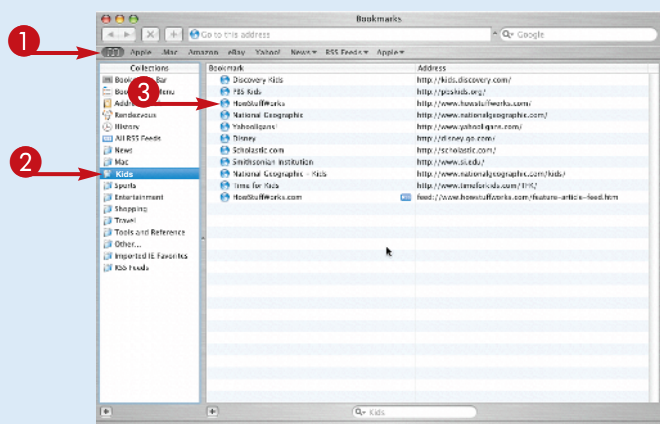
- 1 Load a Web page in Safari.
- 2 Press **⌘ + D**.
A bookmark sheet opens.
- 3 Type a name for the bookmark.
- 4 Click **⌘** and select **Bookmarks Menu**.
- 5 Click **Add**.
A new bookmark appears in the Bookmarks Menu.



LOAD A BOOKMARK

- 1 Click **Bookmarks**.
- 2 Click a bookmark.
Safari displays the Web page corresponding to that bookmark.





VIEW BOOKMARKS

- 1 Click **Show all bookmarks** (📖).

The foremost Web page disappears, replaced by the Bookmarks list.

- 2 Click an item in the Collections list.
- 3 Double-click a bookmark.

Safari loads the corresponding Web page in the browser window.

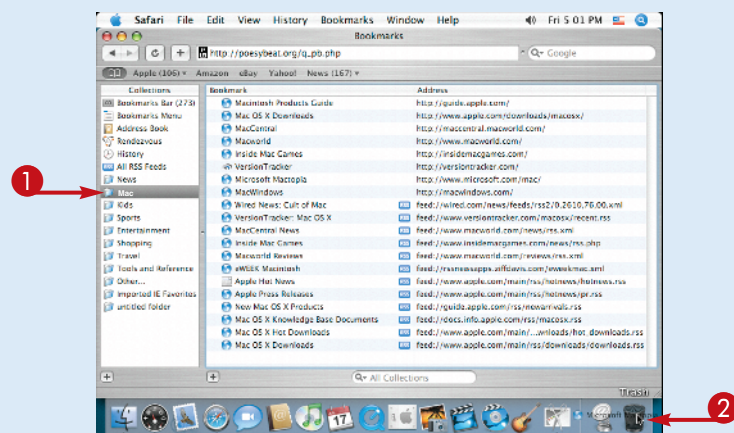
DELETE A BOOKMARK

- 1 Click a collection in the Collections list.

The list of bookmarks in the selected collection appears in the right pane.

- 2 Click and drag a bookmark from the list to the Trash.

The bookmark disappears from the list.



What is the Bookmarks Bar?

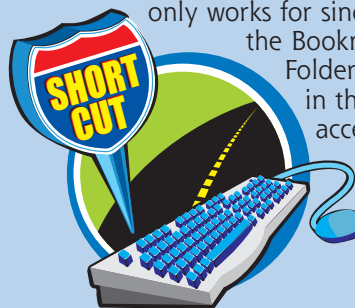
The Bookmarks Bar is a strip directly below the Address field. It contains links that are always visible, no matter what page you have loaded. Safari comes with a collection of default links in the Bookmarks Bar, but you can remove them and add your own. Items in the Bookmarks Bar are more convenient to access than bookmarks in the Bookmarks menu. Use the Bookmarks Bar for links to your most commonly visited Web sites.



Can I access links in the Bookmarks Bar with the keyboard?

Press + to load the first link in the Bookmarks Bar. Press + to load the second link in the Bookmarks Bar, and so on. This only works for single links in the Bookmarks Bar.

Folders that appear in the bar are not accessible through keystrokes.



Surf with Tabs

As you open more windows to load Web pages in Safari, the interface can quickly become cluttered. Safari solves this problem with Tabs. Each window can contain any number of Tabs.



Each Tab can display a different Web page. You can load your Web pages into Tabs, which reduces screen clutter and helps you find information more quickly.

Surf with Tabs


ACTIVATE TABBED BROWSING

- 1 Click **Safari**.
- 2 Click **Preferences**.

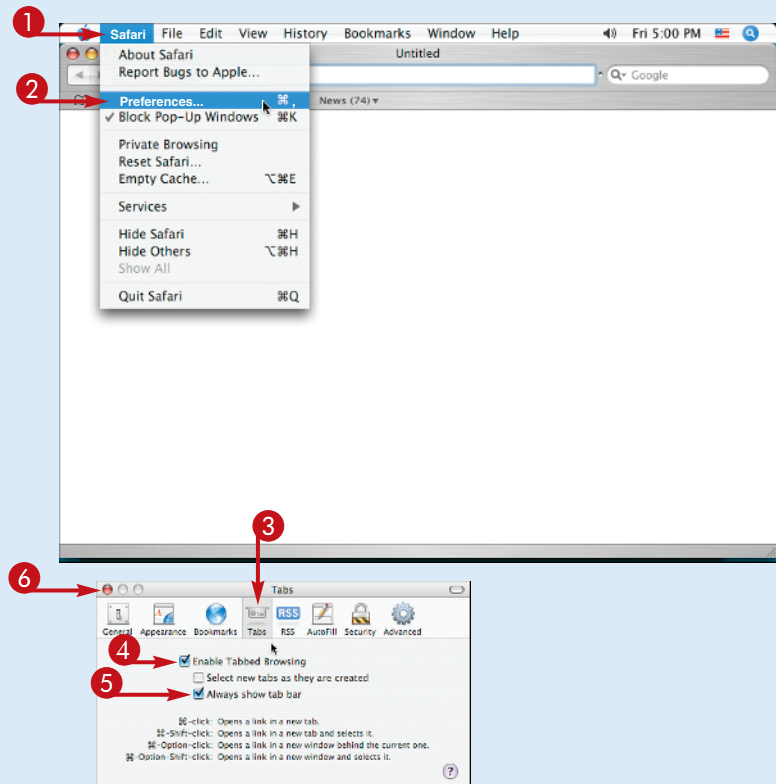
The Preferences window opens.

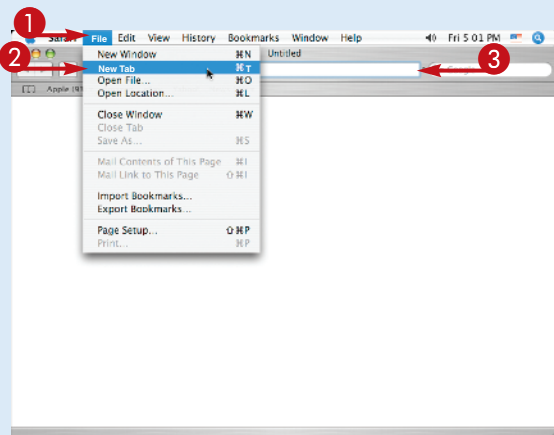
- 3 Click **Tabs**.
- 4 Click **Enable Tabbed Browsing** (☐ changes to ☒).

Activating tabbed browsing changes some Safari keyboard shortcuts, which are listed at the bottom of the Preferences window.

- 5 Click the **Always show tab bar** option. (☐ changes to ☒).
- 6 Click .

The Preferences window closes.





OPEN A NEW TAB

- 1 Click **File**.
- 2 Click **New Tab**.
A new tab opens.
- 3 Type a URL in the **Address** field.
- 4 Press **Return**.
The Web page loads in the new Tab.



MOVE TO A DIFFERENT TAB

- 1 Open two Tabs in Safari.
- 2 Press **⌘ + Shift + ⬅**.
The previous Tab opens.
- 3 Press **⌘ + Shift + ➡**.
The next Tab opens.



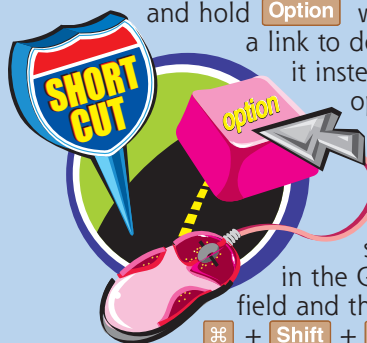
Can I reload the Web pages in all Tabs at once?

Yes. Press **Control** and hold while clicking a Tab. In the pop-up menu that opens, click **Reload All Tabs**. This function is useful for times when you need access to the latest information, like during the last minutes of a Web auction, at times of breaking news, or when you want to be the first in line for purchasing concert tickets online.



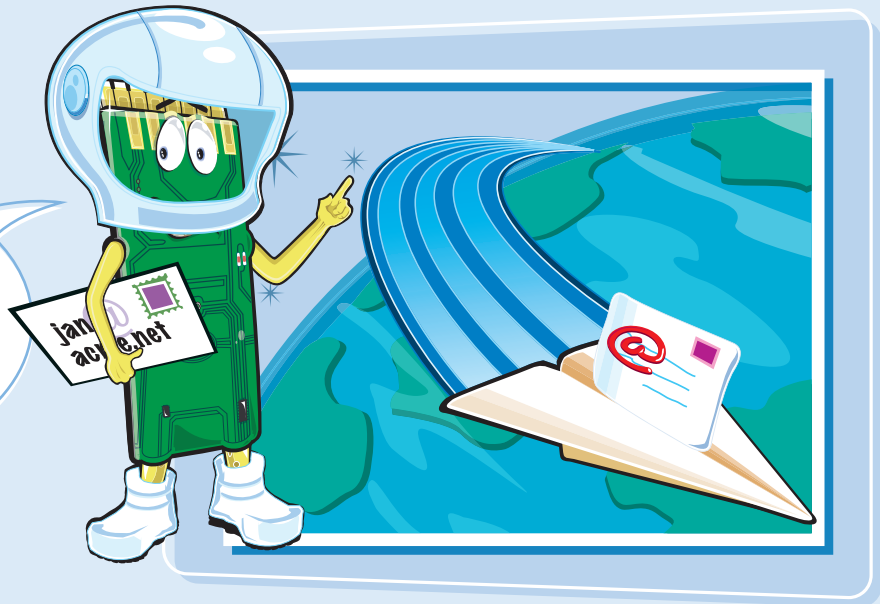
Are there any Tab shortcuts?

You can open a link in a new Tab by holding down **⌘** while clicking the link. Press **⌘** and hold **Option** while clicking a link to download it instead. You can open a Google search in a new Tab by typing search terms in the Google search field and then pressing **⌘ + Shift + Return**.



Send an Email Message

Mail is the email application in Mac OS X Tiger. You can send email with Mail to one or multiple recipients. For multiple recipients, you can hide email addresses from other recipients to maintain privacy.

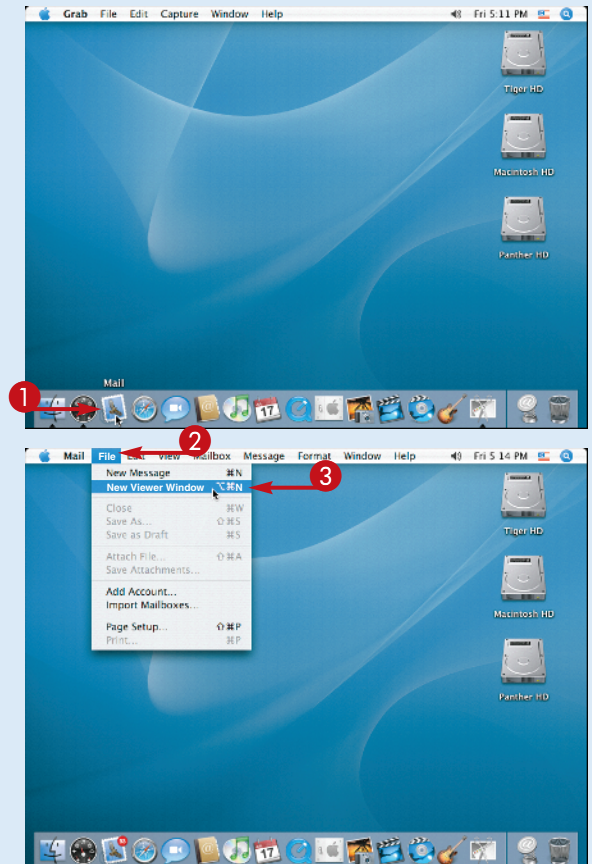


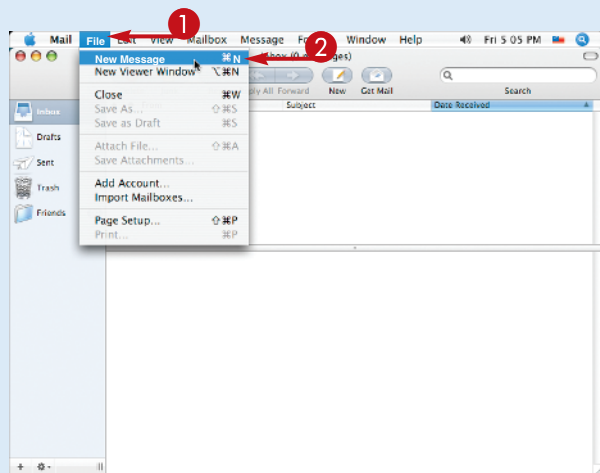
Send an Email Message

LAUNCH MAIL

- 1 In the Dock, click **Mail**.
The Mail application launches.

- 2 If you do not see a Viewer window, click **File**.
- 3 Click **New Viewer Window**.
A new Viewer window opens.





CREATE A NEW EMAIL MESSAGE

- 1 Click **File**.
- 2 Click **New Message**.

Mail opens a new message window.

- 3 Type an email address.
- 4 Type a subject heading.
- 5 Type a message.
- 6 Click **Send**.

Mail sends the email message.

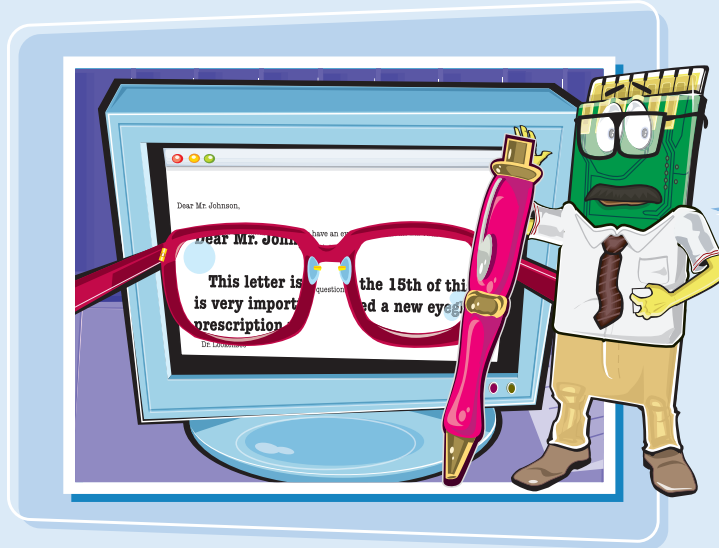
**Can I send an email to more than one person?**

Yes. You can type multiple email addresses in the To, CC, and BCC fields separated by commas. CC and BCC stand for "carbon copy" and "blind carbon copy," respectively. You can activate BCC by clicking **View**, then clicking **BCC Header**. When you CC an email address, Mail sends a copy of the email to that address and displays that CC information in the email. When you type an address in the BCC field, Mail sends a copy of the email to that address, but it does not display the BCC information in the email. Thus the recipients of this email do not know that the addresses in the BCC field also received a copy of the message.



Read Email Messages

You can read and organize your email messages in Mail. Mail has functions to help you organize email into folders.

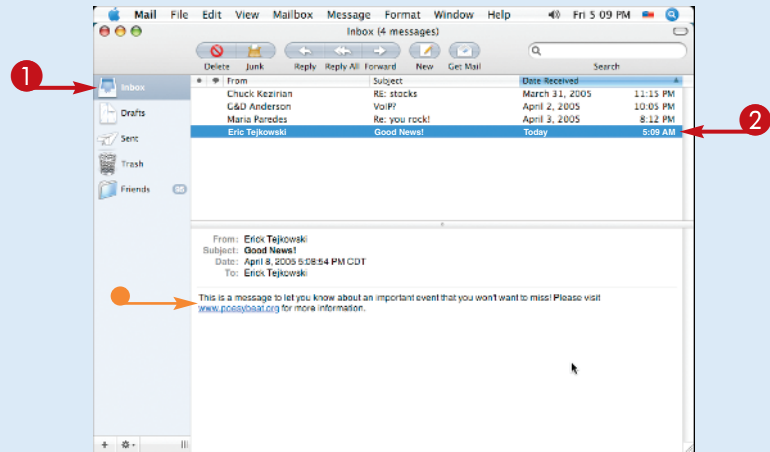


You can also flag especially important emails to help you find them easily later. As emails fill your Inbox, you can follow within the same thread by looking for emails that are similarly colored.

Read Email Messages

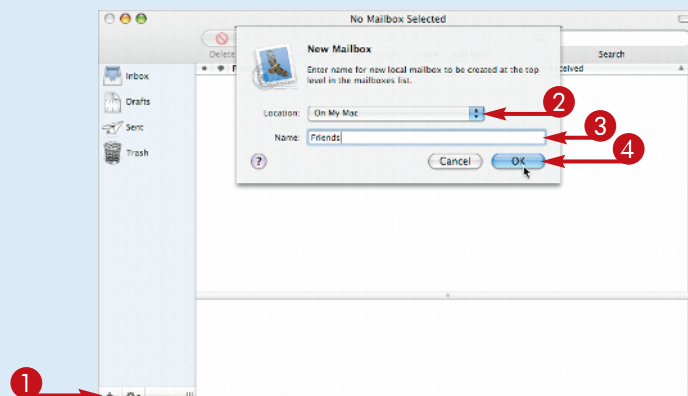
VIEW AN EMAIL

- 1 In Mail, click **Inbox**.
Mail displays all email messages in the Inbox.
- 2 Click a message.
 - Mail displays the email message in the bottom pane.

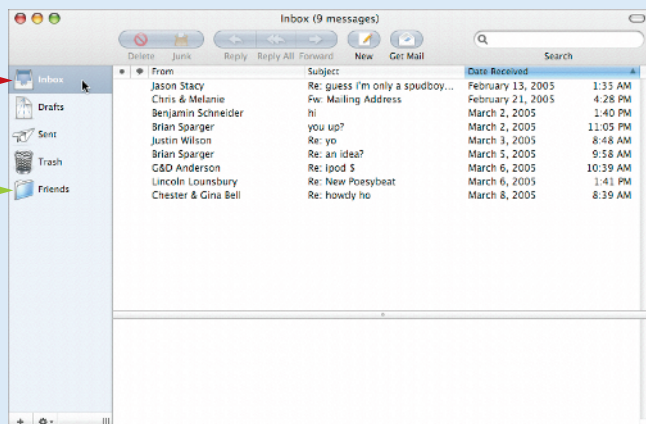


ORGANIZE EMAIL

- 1 Click the **New Mailbox** button (+).
The New Mailbox dialog box appears.
- 2 Click + and select **On My Mac**.
- 3 Type a name for the mailbox.
- 4 Click **OK**.

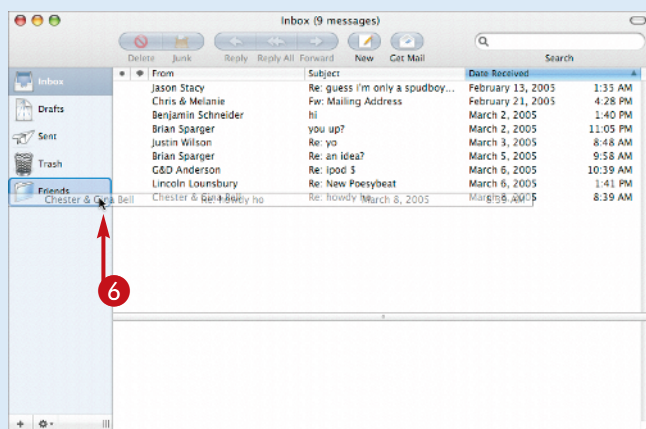


Harnessing the Power of the Internet



- A new mailbox folder appears in the Mailboxes drawer.

5 Click **Inbox**.



6 Click and drag an email message from the Inbox to the newly created mailbox folder.

Click the new mailbox folder to view its contents.



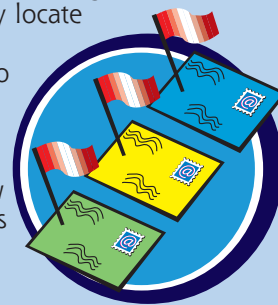
Why are some email messages marked with different colors when I click them?

Mail denotes messages within the same thread by marking them with the same color. This helps you locate related messages quickly and easily. For example, Mail marks a message brown if it considers it SPAM.



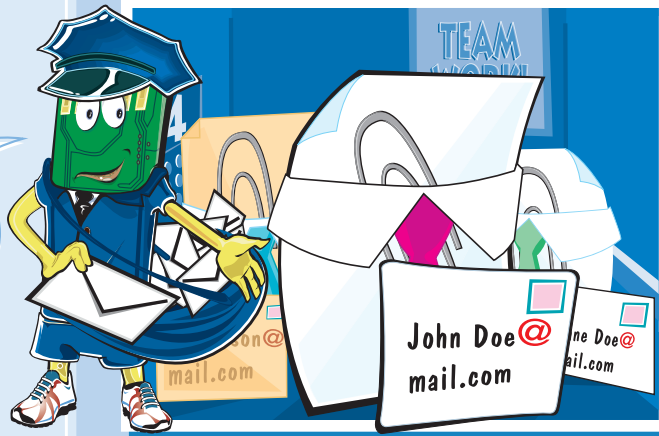
How do I mark important messages?

You can mark a message as "flagged" by selecting it in the viewer window and pressing **⌘ + Shift + L**. Mail marks flagged messages with a flag icon. The icon can help you quickly locate important messages visually. You can also sort all messages based on whether they are flagged or not, so you can view all flagged messages together.



Work with Email Attachments

When someone sends you an attachment, you can either save it to your hard drive or open it immediately.



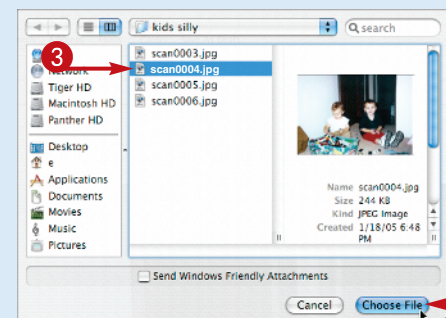
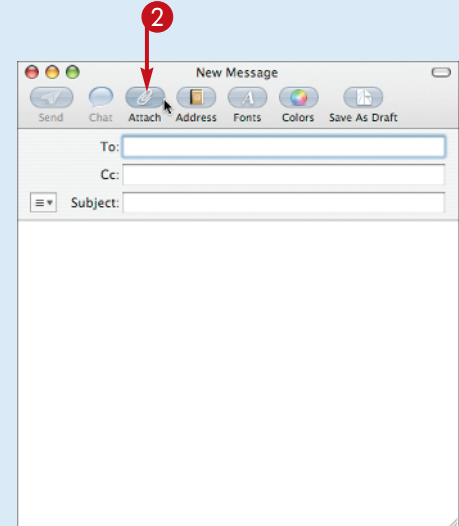
Mail gives you a few different options for handling file attachments. When you need to send a file to someone, you can attach it to a message and email it.

Work with Email Attachments

ATTACH A FILE TO AN EMAIL MESSAGE

- 1 In Mail, create a new message by pressing **⌘ + N**.
A new message window appears.
- 2 Click **Attach**.
An Open File sheet appears.

- 3 Click a file that you want to attach to the message.
- 4 Click **Choose File**.
The file attachment appears in the message.



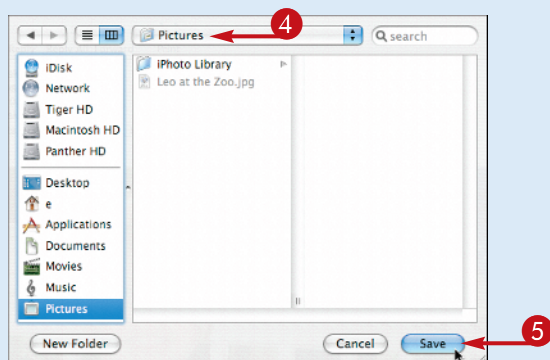
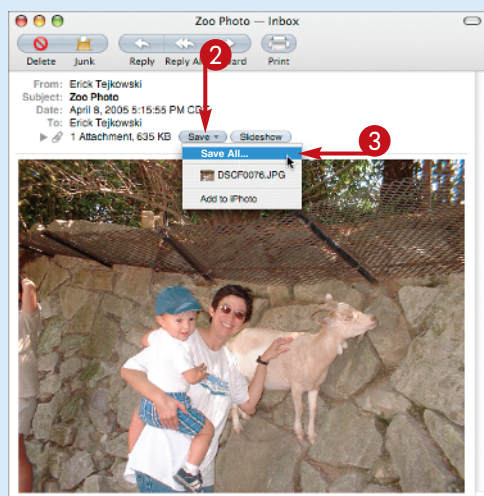
SAVE AN ATTACHMENT

- 1 Open a message that contains an attachment.
- 2 Click **Save**.
- 3 Click **Save All**.

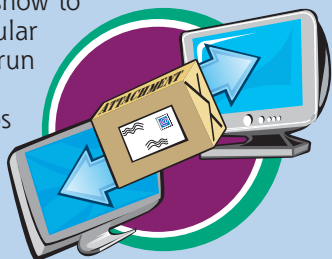
The Save dialog box appears.

- 4 Select the folder where you want to save the attached file.
- 5 Click **Save**.

Mail saves the attached file in the chosen folder.

**What does the Slideshow button do?**

When an email message contains image attachments, you can view them within Mail as a slideshow. Click the **Slideshow** button to view the image attachments in that email as a full-screen slideshow. You can manually thumb through images, pause the slideshow to look at a particular photo, or let it run automatically, changing photos intermittently.

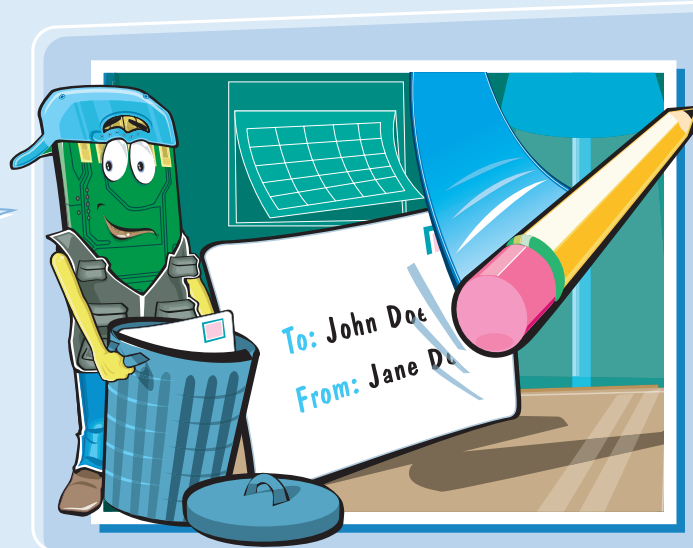
**Can I use the drag-and-drop feature with attachments?**

You can drag and drop files into an email message. If the attachment is an image, like a JPEG or PDF file, the image appears in the body of the email. Some media files like QuickTime movies and audio files cause a media player to appear in the email. Otherwise, a file icon appears in the message body.



Delete an Email Message

To save hard drive space and for security reasons, you may not want to keep every email message that you receive.

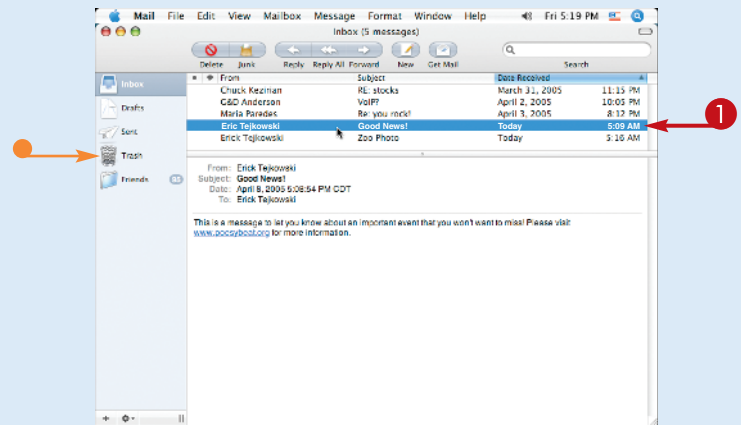


Deleting old email messages — especially from your Inbox — enables you to more quickly find messages you want because it leaves you with less clutter. You can delete email messages in Mail in much the same way that you delete files in the Finder.

Delete an Email Message

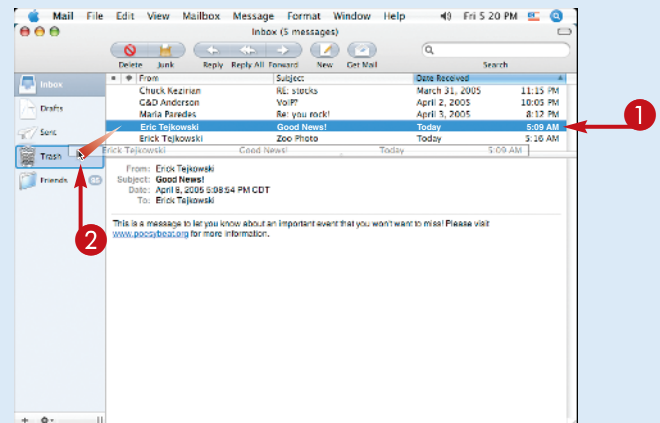
MOVE A FILE TO THE TRASH WITH THE KEYBOARD

- 1 In Mail, click a message to select it.
- 2 Press **Delete**.
 - Mail moves the message to the Trash folder.



DRAW AN EMAIL TO THE TRASH

- 1 Click an email message to select it.
- 2 Drag the email to the Trash folder.
 - Mail moves the email from the Inbox to the Trash folder.



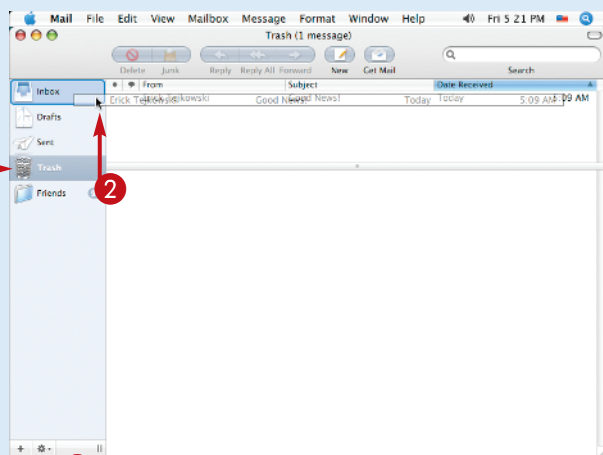
RETRIEVE AN EMAIL FROM THE TRASH

1 Click **Trash**.

Mail displays the Trash folder contents.

2 Click and drag an email from the Trash to another folder in the Viewer window.

Mail moves the email from the Trash folder to the Inbox.



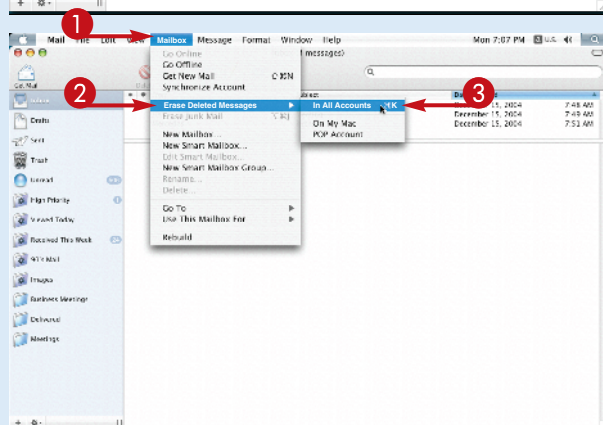
EMPTY THE MAIL TRASH

1 Click **Mailbox**.

2 Click **Erase Deleted Messages**.

3 Click **In All Accounts**.

Mail permanently removes all messages from the Trash folder.



Are there any other ways that I can delete a message?

You can also click and drag email messages to the Trash icon in the Dock. When you do, the message appears in the Trash folder in Mail. If you mistakenly delete a message, you can undo the action by pressing **⌘ + Z**.



The deleted email message reappears in the mailbox that it was in originally.

When I delete an email message, Mail automatically displays the next message in the Inbox. How can I prevent this behavior?

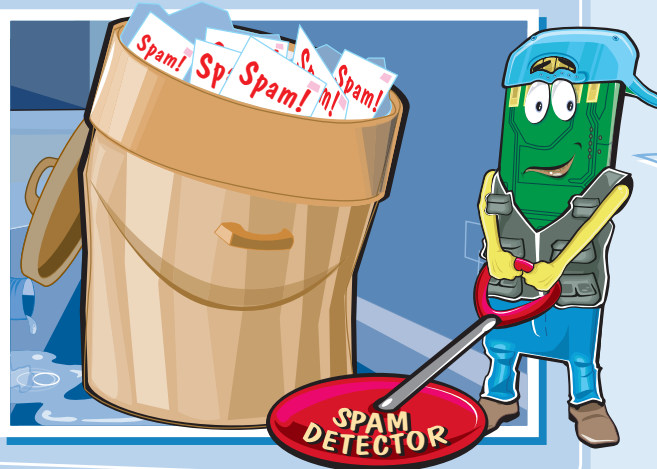
For security reasons, you may not want to automatically view the next message in the mailbox when you delete a message. To prevent Mail from displaying the next email, press and hold **Delete** while clicking the **Delete** (⌫) button in the toolbar. Mail deletes the message and does not display another email in the main window. You can

also resize the viewing pane and only open messages in their own window by double-clicking them. This permits you to select a message for deletion without actually viewing the message first.



Eliminate Spam from Your Inbox

Spam is unsolicited and unwanted email that appears in your Inbox. Mail has sophisticated technology that helps you spot and remove spam, which Apple calls Junk Mail.

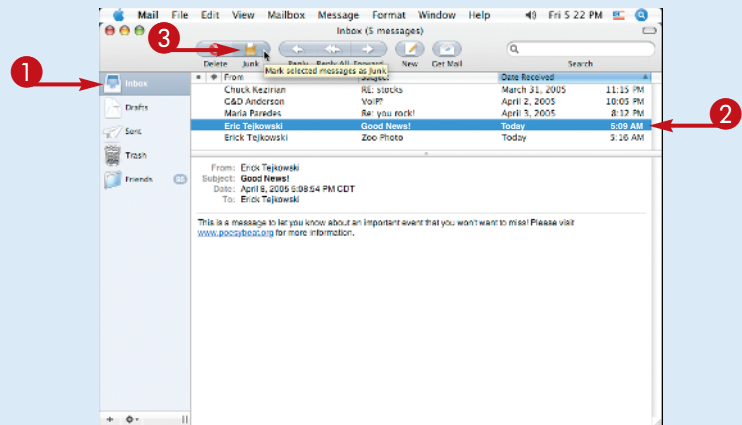


You can also train it to recognize spam that it does not know already. To make it easy to spot email that is marked as spam, you can colorize individual messages with the color of your choice.

Eliminate Spam from Your Inbox

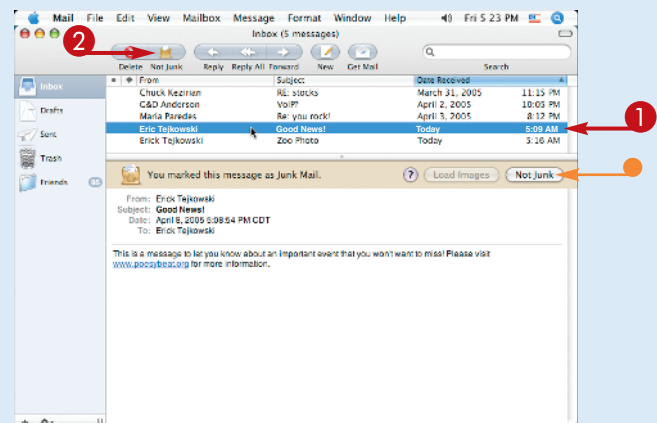
DESIGNATE EMAIL AS JUNK

- 1 In Mail, click **Inbox**.
Mail displays the messages in your Inbox.
- 2 Click an email message that you consider to be spam.
- 3 Click **Junk**.
Mail marks the message as Junk.



REMOVE THE JUNK MARKER FROM AN EMAIL

- 1 Select an email message marked as Junk that you consider not to be spam.
 - 2 Click **Not Junk**.
 - You can also click **Not Junk** in the message preview.
- Mail removes the coloring and markers from the message that indicate that it is junk mail.




FILTER JUNK MAIL

- 1 Click **Mail**.
- 2 Click **Preferences**.

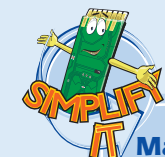
The Preferences window opens.

- 3 Click **Junk Mail**.
- 4 Click the **Move it to the Junk mailbox (Automatic)** option (☐ changes to ☒.

Mail asks you if you want to move all messages marked as Junk to the Junk Mailbox.

- 5 Click **Yes**.
- 6 Click .

Mail moves all junk mail to the Junk Mailbox.



Mail is improperly marking too many of my legitimate email messages as junk. What should I do?

In the Junk Mail pane of the Preferences window, select the **When Junk Mail arrives to Leave it in my Inbox, but indicate it is Junk Mail (Training)** option (☐ changes to ☒.

While in Training mode, Mail learns what you consider junk mail.



I do not like the brown color that Mail uses to mark junk mail. Can I change the color?

You can change the color that Mail uses to mark junk mail in the Preferences window. In the Junk Mail pane, click **Advanced** to open the sheet where the color setting resides. In the Perform the following actions section, click **Other** in the Color popup menu to select a color of your choice from the color picker.

