

# CHAPTER

# 1

## Getting Started with Mac OS X Leopard Fundamentals



Mac OS X Leopard, also known as Mac OS 10.5, is Apple's latest operating system. The Mac OS is the underlying software that runs your Macintosh computer and enables you to interact with the computer using a mouse and a keyboard. Leopard includes a variety of built-in programs to help you work or play and even get entertainment on your Mac.

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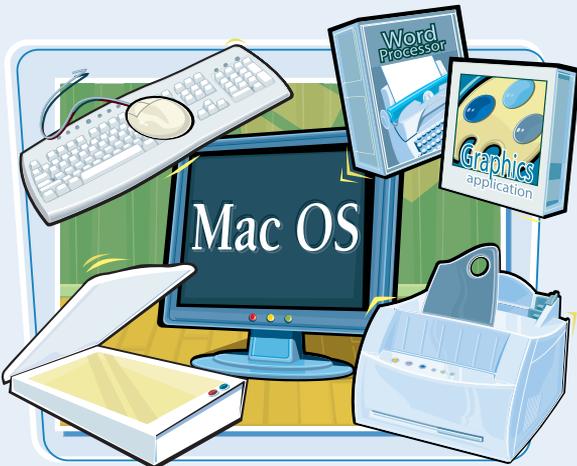
# Introducing Mac OS X

The Macintosh Operating System, abbreviated OS, is actually the most important program running on a Macintosh. Leopard is version 10.5 of Apple's most advanced operating system to date. Understanding Leopard and familiarizing yourself with some Leopard tricks make everything you do with your computer much faster and more fun.



## The Central Command Post

The operating system controls all the hardware and software connected to or installed on your computer. It controls the input from devices such as the mouse and keyboard and the output to the monitor and printer. The OS keeps track of all your files and folders on your computer, as well as any additional data on external disk drives.



## Leopard and Computer Hardware

The Mac OS is responsible for understanding and acting on the information that you send to it by pressing keys on the keyboard, clicking the mouse, or using the trackpad. Mac OS X Leopard enables you to personalize the feel of your mouse and keyboard as well as the screen display using the many options in System Preferences.



### Run Applications

The Mac OS enables your computer to run application software so that you can accomplish a variety of tasks and projects better and more quickly than using a traditional pen and paper and other noncomputer methods.



### Surf the Internet and Send Email

Leopard provides you with everything that you need to surf the World Wide Web. The included Safari Web browser gives you the means to view Web pages. Leopard's Mail program gives you access to the world of email.



### Share Files and Hardware with Others

The Mac OS helps you connect to other computers anywhere on a local network, whether wired or wireless. You can share files as well as hardware such as printers with others on the network.



### Interface with Other Equipment

The Mac OS helps you connect and work with a variety of external hardware, such as different types of mice, keyboards, scanners and other input devices, and external disk drives, as well as iPods, cameras, cell phones, and printers.



# Installing Leopard

Before you install Leopard on your Mac, you must check the hardware requirements of the new operating system. Your third-party applications may need to be upgraded so that they will function with Leopard. In addition, your hard disk must have sufficient space available and be checked for disk errors. The type of installation that you select depends on your current system.



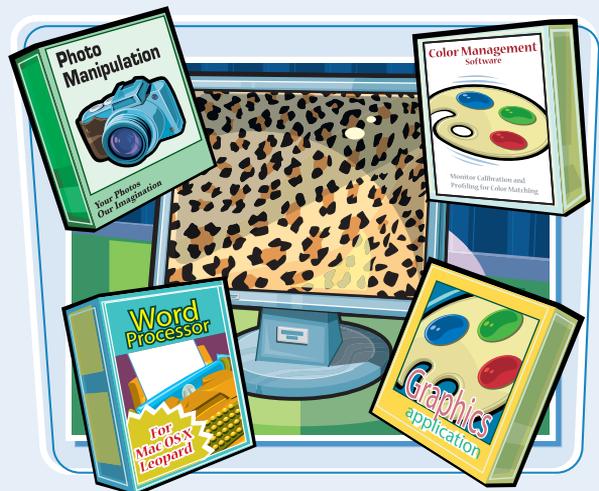
## Check the Hardware Requirements

You can install Leopard on newer Macintosh computers with a DVD drive and built-in FireWire, including PowerPC G4s and G5s and Intel Macintoshes. Although the standard installation of Leopard requires about 11GB of free hard drive space and 512MB RAM, having at least 20GB of available hard drive space and 1GB or more of RAM will enhance your computer's performance.



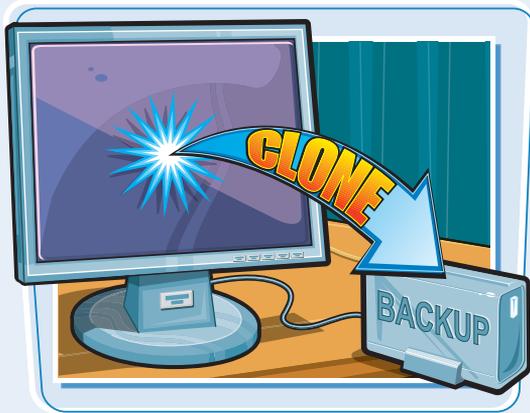
## Check Your Favorite Software

Third-party software manufacturers work with the operating system during its development so that they can update their applications in time for a new Mac OS release. If you need a specific application, you should check with the manufacturer to see if it will work with Mac OS X Leopard.



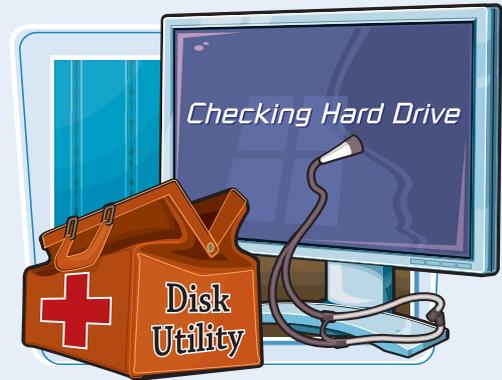
### Back Up Your Hard Drive

If possible, make a bootable backup of your current system on an external drive using an application such as Personal Backup X4 from [www.intego.com](http://www.intego.com) or Carbon Copy Cloner from [www.bombich.com](http://www.bombich.com). You can start up from this drive to finish projects or reinstall the old system if you encounter problems after upgrading.



### Check Your Disk for Errors

Insert the Leopard DVD. Click the Install Mac OS X icon to restart from the DVD. Type your administrator password in the dialog box, select your preferred language in the first window, and click the forward arrow. When the Install window appears, click **Utilities** in the menu. Click **Disk Utility** and check your hard drive as described in Chapter 12. Click the Close button (ⓧ) to quit Disk Utility.



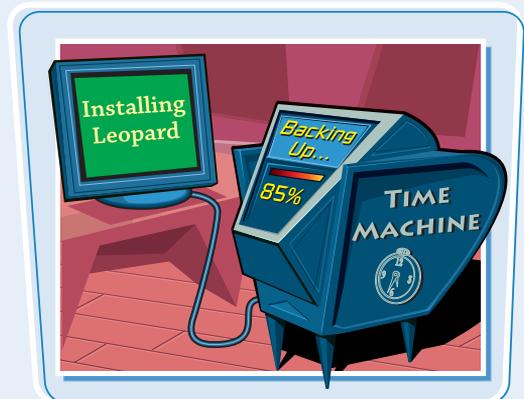
### Select an Installation Type

Continue the installation. Click a hard drive in the Select a Destination panel and click **Options** to select an installation type. **Upgrade Mac OS X** simply updates the system software. To install a new copy of Mac OS X while keeping your existing user accounts and settings, click **Archive and Install** and **Preserve Users and Network Settings**. Clicking **Erase and Install** completely erases all data on the destination volume and installs a pristine system similar to that on a new computer.



### Use the Time Machine

When you continue, a Time Machine option appears. If you have an external drive attached, click **Back up my disk before installing**. Time Machine creates an additional backup of your existing system. Continue with the installation, which can take some time.



# Start Up the Computer

Whether you just bought a new Mac and are starting it up for the first time or you have installed Mac OS X Leopard on a Mac with a previous operating system, you have a number of options for setting up and personalizing your Macintosh and Leopard.



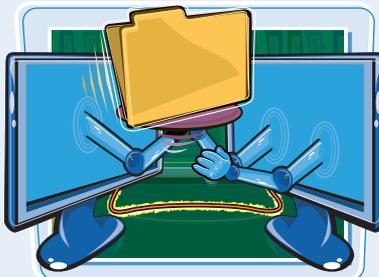
## The Leopard Welcome Screen

Like all Mac operating systems, Leopard welcomes you in multiple languages. A Mac OS X box spins around, asking various questions to guide you through the installation process, starting with the country or region where you are located.



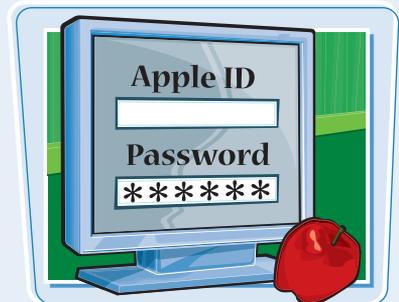
## Transferring Information

Previous Mac users can automatically transfer data from another Mac attached with a FireWire cable. You can also transfer from another volume, meaning previous files on the same computer. You can also transfer the information later by choosing not to transfer any data. The built-in software assistant enables you to migrate the information later.



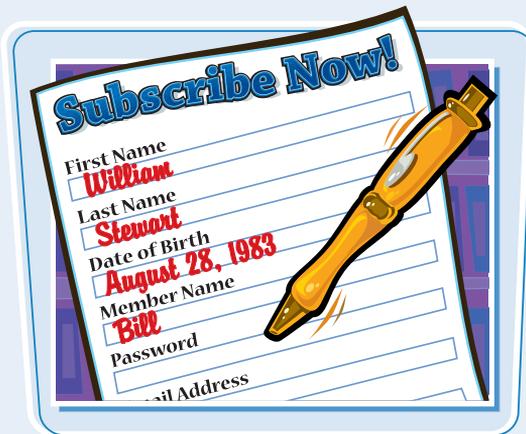
## Your Apple ID

If your computer is connected to the Internet, you can create an Apple ID and password during the installation. Your Apple ID is a free personalized information account that you can use with future Apple online and iTunes purchases, as well as AppleCare support.



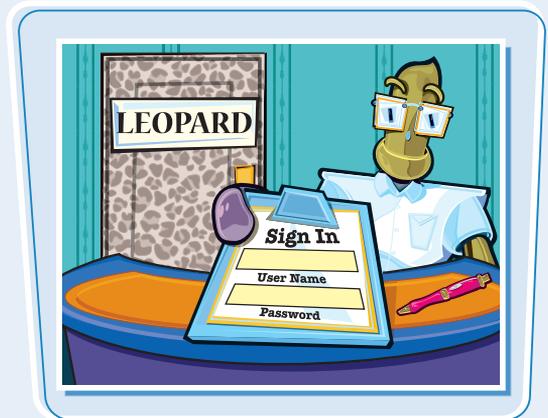
### A .Mac Account

The free .Mac (pronounced *dot mac*) account is used for activities such as iChat. A paid .Mac membership includes email and personalized iDisk storage space online and is useful for publishing Web sites and syncing your Address Book and iCal calendars with multiple computers.



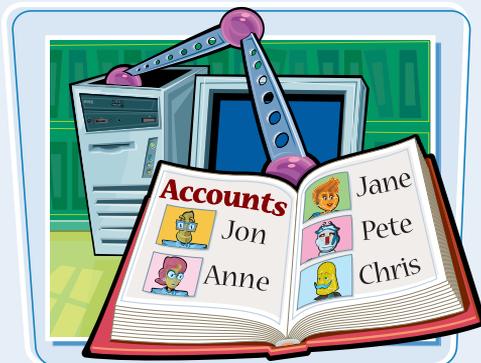
### Create a Leopard User Account

The first time that you start a new operating system, you create a user account. The main user account controls the software that can be installed and limits others who use the same computer. Other accounts can be created later.



### Select a Picture

Each user account can have an icon identifier. You can choose one of Leopard's included icons, or if your Mac has an iSight camera, you can take a snapshot of yourself to use with your account. The icon can be changed at any time.



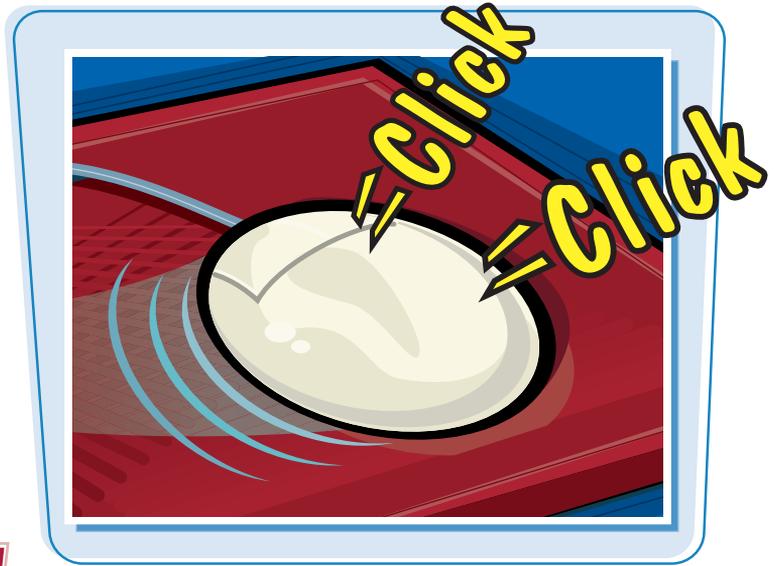
### New Backup Option for Installing Leopard

If you are installing Mac OS X Leopard on a computer with a previous Mac operating system, you can back up your existing system and files before you install, as mentioned earlier. Time Machine automatically creates a searchable backup and stores it on a separate volume on your main hard drive if you have partitioned the drive, or preferably on an external drive, as discussed in Chapter 11.



# Click, Double-Click, or Click and Drag

You can open and close documents, move items from one place to another on your screen, and control how your computer works all by clicking, double-clicking, or clicking and dragging the mouse or trackpad.

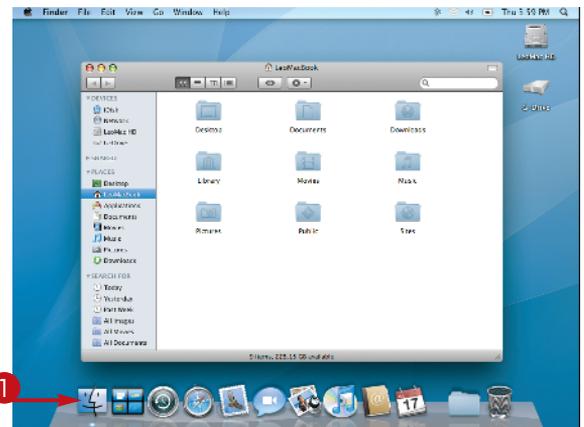


## Click, Double-Click, or Click and Drag

### CLICK

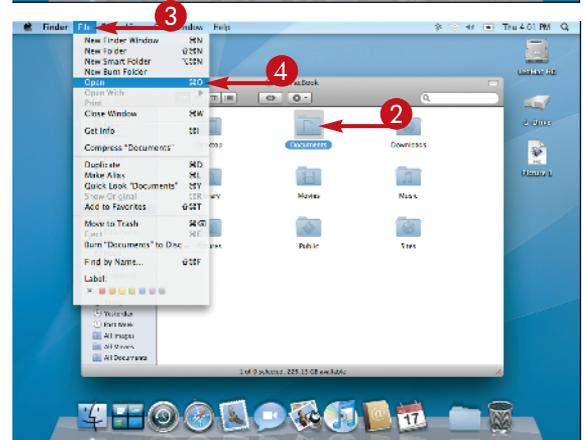
- 1 Click the Finder button (🔍) in the Dock.

A Finder window opens if one is not already open.



- 2 Click a folder to select it.
- 3 Click **File**.
- 4 Click **Open**.

The folder opens, revealing its contents.

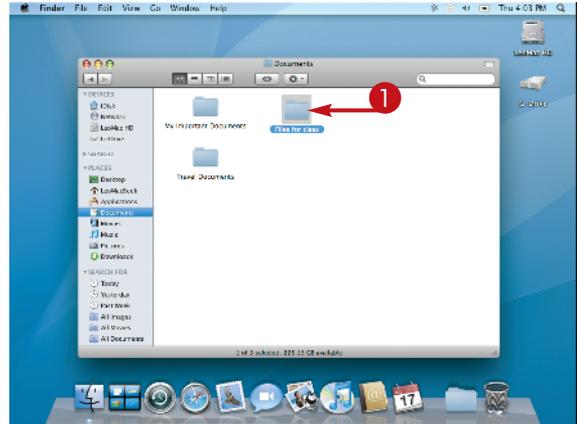


**DOUBLE-CLICK**

- 1 In the Finder, double-click a folder icon.

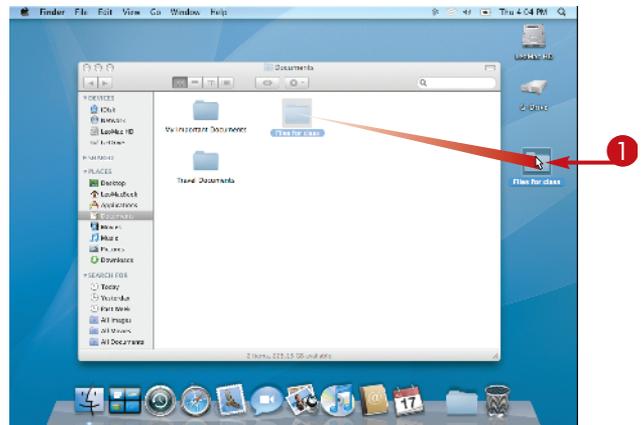
The folder opens immediately.

**Note:** Double-click a file within a folder to open that file and the application that created it.

**CLICK AND DRAG**

- 1 In the Finder, click and drag a folder out of the Finder window.
- 2 Release the mouse button.

The file appears outside the Finder window on the desktop.

**TIPS****Can I rename a folder with one click?**

You can rename a file or folder by clicking its name in the Finder. Press **Return**, and the name appears highlighted. Type the name and press **Return** to complete the change.

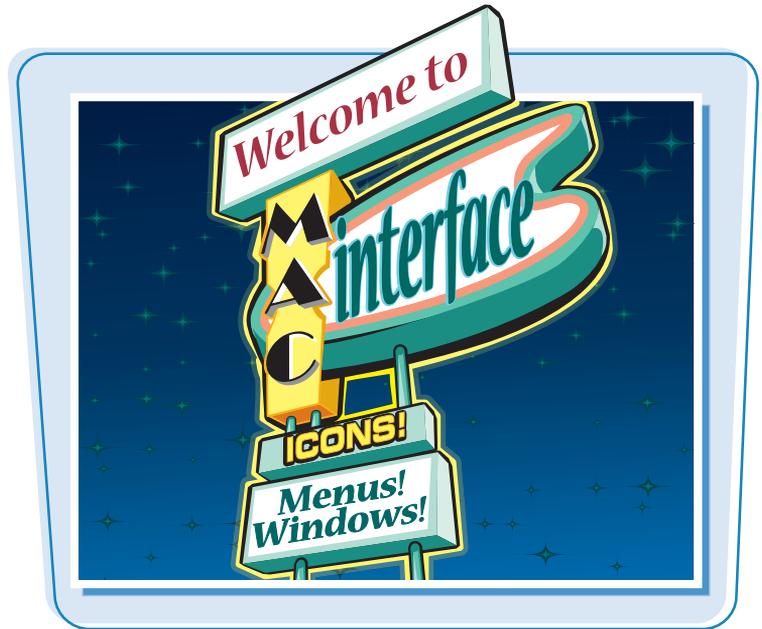
**What shortcuts will help me?**

Press **Control** as you click any icon once and a contextual menu opens, revealing different options. Press **⌘** as you double-click a folder, and the folder opens in a new window. Press **Option** as you double-click a folder to open it in a separate window while closing the previous window.



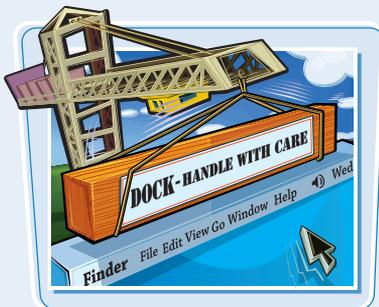
# Understanding the Mac Interface

Although Xerox Corporation's research center originally designed a mouse-driven graphical user interface (GUI), Apple created the first computer to popularize a GUI, freeing the user from learning complex commands. The Apple Mac interface uses icons grouped on a desktop, along with windows and a menu system. Getting familiar with the interface is the key to working efficiently and having fun with the Mac.



## Your View of the Monitor Screen

When Leopard first opens, your screen displays a green grass background that you can change, a top menu bar, the Dock with icons at the bottom, a hard drive icon in the top-right corner, and a cursor.



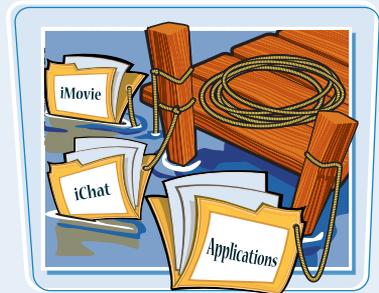
## Icons

Icons are central to the Mac OS interface. Clicking an icon selects it, and double-clicking it opens the file and launches the associated application. You can click and drag icons to different locations to customize your workspace.



## The Dock

The Dock is a convenient way to launch applications, quickly access downloaded files, or open often-used files and folders from a stack. You can move, remove, and add other application and file icons to the Dock and even customize its size and location on the screen.



### The Menu Bar

The horizontal menu at the top offers numerous options hidden under each word or icon on it. Click a word to reveal a drop-down menu of actions for your task.



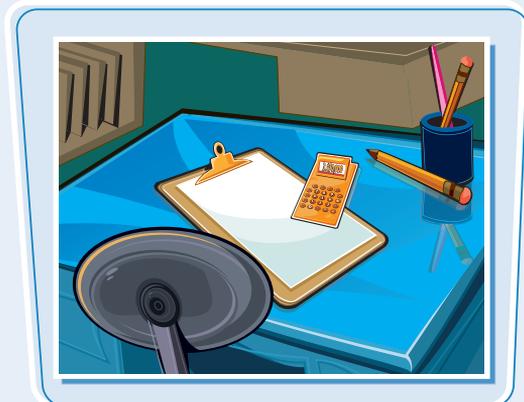
### Find It in the Finder

The Finder is a software program that is always running. It is basically a file-management system for all the components of the interface. The Finder helps you work with files, desktop icons, and windows, as well as other disks.



### Work from the Desktop

The desktop is a metaphor used to describe the top level of the filing system. It is the background area of your screen where you can access and organize your hard drive and all your files, icons, and windows.



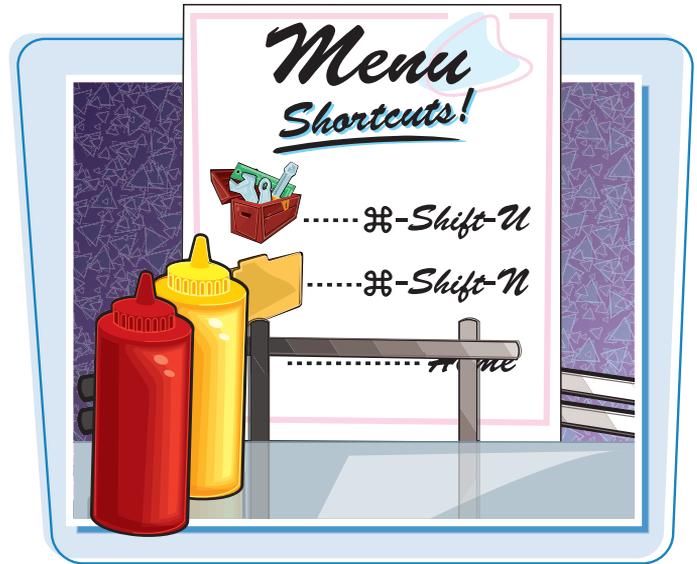
### Applications

Leopard includes a variety of applications and helps you install other Apple and third-party applications for writing text, creating spreadsheets, listening to and creating music, and viewing and creating videos, photos, and other graphics.



# Control the Mac with Menus

You can open items, make selections, and start other applications using the menu bar. The menu choices sometimes vary depending on the application; however, the overall look and many of the options remain the same. You can also use keyboard shortcuts to access some menu items, and the shortcuts are most often the same across various applications.



## Control the Mac with Menus

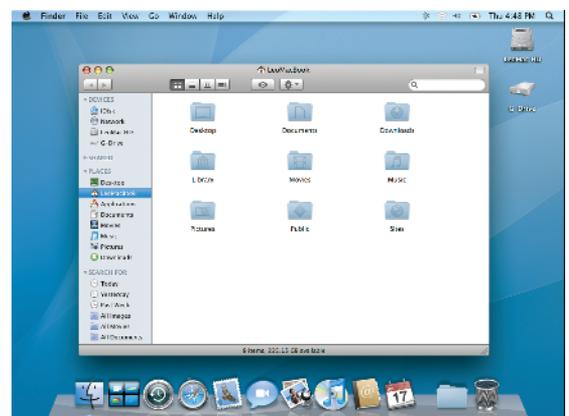
### CLICK A MENU

- 1 In the Finder, click the command with the options that you want to open, such as **Go**.

A menu drops down with more options.

- 2 Click the option that you want, such as **Home**.

In this example, a window opens, showing the contents of your Home folder.



## USE A KEYBOARD SHORTCUT TO SELECT MENU ITEMS

- 1 Click the background area of the desktop.
- 2 Press the keyboard shortcut for the option that you want, such as **⌘ + Shift + U** for the Utilities folder.

A window opens, listing the contents of the Utilities folder.



### TIPS

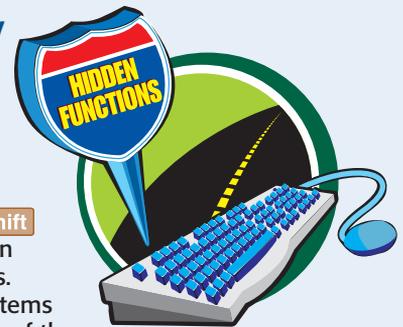
#### What are the small icons on the far-right side of the menu bar?

The menu bar actually has three parts. The Apple icon on the far left is always the same. The name of the open application, such as “Finder,” is bolded with its specific menu options next to it. The icons on the right are status menus and shortcuts to certain features such as the sound volume or date and time.



#### Are there any keys that produce hidden functions in the menus?

You can press **Option** and **Shift** to reveal hidden menu functions. Hidden menu items appear in place of the usual menu items when you press these modifier keys. For example, in the Finder menu, click File and press **Option**. The Get Info selection changes to Show Inspector.



# Open, Close, and Resize Windows on the Desktop

Windows are an integral part of the Mac OS interface. The Finder and many applications have windows. You can open, close, move, and even hide or minimize windows with the click of a mouse. You can also change the size of a window by clicking and dragging.



## Open, Close, and Resize Windows on the Desktop

### OPEN A NEW WINDOW

- 1 In the Finder, click **File**.
- 2 Click **New Finder Window**.

The Finder window opens.

**Note:** The Finder window is the same as your Home folder window by default, but you can change this in the Finder Preferences.



### RESIZE AND MOVE A FINDER WINDOW

- 1 Click and drag the bottom-right corner of the window.
  - 2 Click the green Zoom button (⏏).
  - 3 Click ⏏ again.
  - 4 Click and drag the title bar of the window.
- The window resizes as you drag.
- The window zooms to full size.
- The window returns to its original size.
- The window moves around on the screen.



**CLOSE A FINDER WINDOW**

- 1 Click the red Close button (⏏).

The window closes.

**Note:** Closing a window may or may not quit the application, depending on which application is running.

**MINIMIZE A FINDER WINDOW**

- 1 Click the yellow Minimize button (⏏).

The window shrinks down to fit as an icon in the Dock.

- 2 Click the window icon on the right side of the Dock.

The window returns to the desktop at its original size.

**TIPS****Can I use the keyboard to control the sizing of windows?**

Yes. You can press  $\text{⌘} + \text{M}$  to minimize the foremost window and shrink it to the Dock. Pressing  $\text{⌘} + \text{W}$  closes the foremost window. If you press **Option** when you click  $\text{⏏}$ , all the open windows of the same application close at once. You can press  $\text{⌘} + \text{Option} + \text{W}$  to close all the open windows at once using only the keyboard.

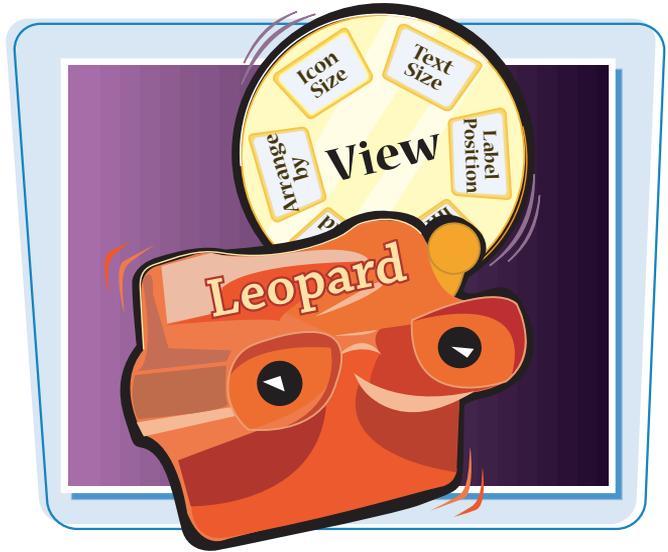
**Are there other keyboard shortcuts for windows?**

Yes. You can cycle through all the open windows of one application by repeatedly pressing  $\text{⌘} + \text{~}$ . You can keep pressing  $\text{⌘} + \text{Shift} + \text{~}$  to cycle through the windows in reverse order.



# Change Your View

As with most features of the Mac OS, you can personalize the way items appear on your desktop. You can resize items to fit your monitor and your vision, arrange them in different ways or force them to line up on a grid, and more. Keeping the desktop arranged helps you find and open items much more easily.



## Change Your View

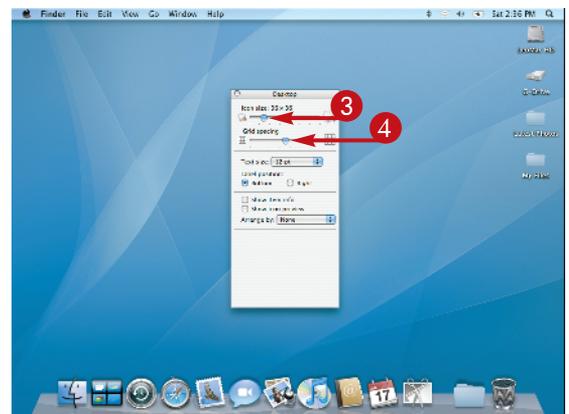
- 1 With no windows open on the desktop, click **View**.
- 2 Click **Show View Options**.



A dialog box for the desktop view options appears.

- 3 Click and drag the **Icon Size** .
- 4 Click and drag the **Grid Spacing** .

**Note:** If you have multiple icons on the desktop, the changes will affect all of them at once.



5 Click the Text Size .

6 Select a new text size.

The size of the text under the hard drive icon changes.

7 Click **Right** ( changes to .

The icon text now aligns to the right of the hard drive icon.

8 Click **Show item info** ( changes to .

The number of items or the size of the drive is added to the name.

**Note:** Clicking **Show icon preview** only changes the look of the icon if its contents are a graphic, such as a photo.

9 Click the Arrange By .

10 Click **Name**.

The icons on the desktop all line up evenly spaced.

**Note:** The other selections on the Arrange By menu arrange the icons with different specifications.



## TIPS

### What does Snap to Grid do?

When you click **Snap to Grid** on the Arrange By pop-up menu, the icons in the window are forced onto a grid, keeping your window neatly arranged. No matter where on the window you drag an icon, it will always snap into an evenly spaced position away from the other icons in the window.



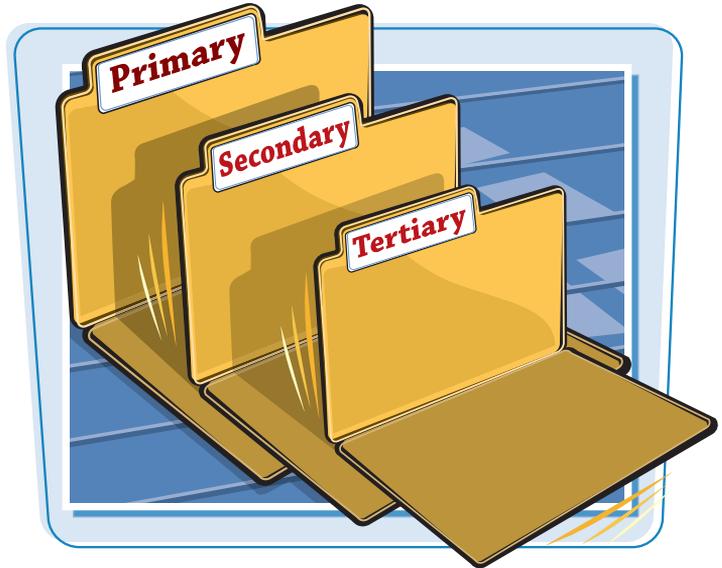
### Why does the Macintosh hard drive icon always return to the top, no matter where I try to move it – even when I select a different View option?

The drive icon with the startup system on it always returns to the top-right corner on the desktop. If you have other drives with a Mac OS system on them attached, such as an external hard drive or a DVD in the optical drive, the icon at the top of the list represents the drive that booted or started up the computer.



# Create and Name a Folder

The Mac OS uses a hierarchical file system. The concept is the same as the filing system that you would use with a traditional filing cabinet. You can create and name a folder to contain all the files for one project. You can also create and name multiple folders within another folder to further categorize your projects and files.



## Create and Name a Folder

- 1 In a Finder window, click **File**.
- 2 Click **New Folder**.



A folder icon labeled "untitled folder" appears in the window.

- 3 Type a name for the new folder before pressing any other keys.





# Logging In and Out

Mac OS X Leopard is designed to allow more than one person to use a computer — with each user having his or her own personalized settings and Home folder. When you first set up Leopard, you create an administrator account with a name and password. When you log out, another person can log in with his or her name and password. This way each user's settings and individual files are protected.



## Logging In and Out

1 Click the Apple icon (🍏).

2 Click **Log Out**.

**Note:** The name of the current user is next to Log Out on the menu.



A window appears asking you to confirm the log out operation.

**Note:** You can press and hold **Option** when clicking **Log Out** to bypass the confirmation dialog box.

3 Click **Log Out**.

All running applications and open files are closed, and the screen turns blue.



A new Log In window appears listing all the available users.

- 4 Click the username that you want if there is more than one.



The Log In window for that user opens.

- 5 Type the password for that user in the data field.
- 6 Click **Log In**.

**Note:** You can also press **Return** after typing the password.

The Finder reopens with the personalized settings for the new user.



## TIPS

### How come I do not get a Log In window when I start up my computer?

If you do not see a Log In window at startup, your Account Preferences are set to automatically log in for a specific user. Automatic login is faster and more convenient. If others use your computer, you can change the automatic login settings in your Account Preferences in System Preferences. See Chapter 4 for more information.



### What is the advantage of logging out when I am finished working on the computer?

Logging out adds a measure of security. If you log out of your user account when you are finished with the computer, you can leave the computer turned on, yet no one else can see your work or change your settings.



# Put Your Mac to Sleep

You can put your computer to sleep instead of shutting it down when you need to stop for a while but want to resume working exactly where you left off. Putting your Mac to sleep is especially useful for laptop computers when using battery power. A sleeping Mac uses less energy while still allowing instant-on access.



## Put Your Mac to Sleep

### MAKE ANY MAC GO TO SLEEP

1 Click .



2 Click **Sleep**.

The screen turns black, and the Mac goes to sleep.



**WAKE YOUR MAC UP**

- 1 Press any key or click the mouse button.

The computer awakens with all the open documents and applications exactly as they were before.

**PUT A LAPTOP TO SLEEP QUICKLY**

- 1 Close the laptop lid.

The computer goes to sleep.

**Note:** Most laptop Mac models show a pulsating external light to indicate a sleeping computer.

- 2 Open the lid and press any key to awaken the laptop.

**TIPS****What happens when a Mac is in sleep mode?**

When you put a Mac to sleep, it puts the computer in a low-power mode. It will remember unsaved documents that you were working on; however, it is always best to save your work before putting the computer to sleep. The sleep mode also disables the network settings, preventing file sharing on the network.

**Do I still have to worry about the battery running out on my laptop while it sleeps?**

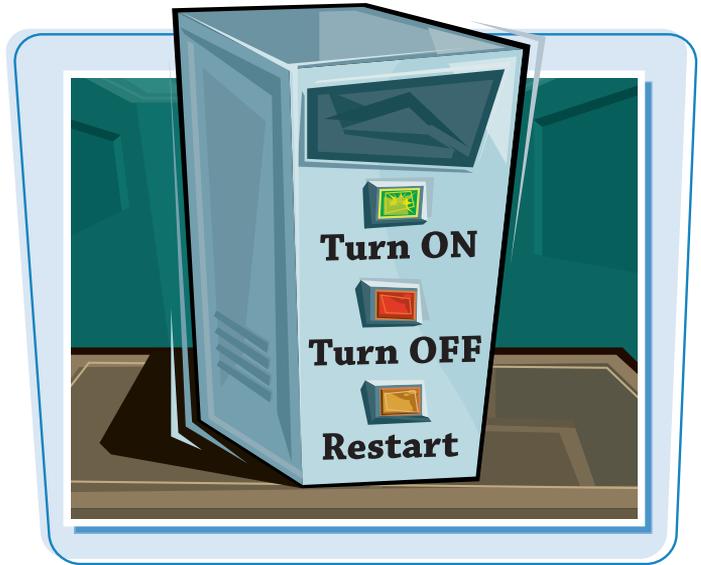
Yes. Although the computer uses a low-power mode during sleep, it is still using battery power. When a laptop battery gets below a certain level of remaining power, the Mac shuts off automatically, and you could lose any unsaved data.



# Restart or Shut Down the Mac

Installing software applications or updating the system software generally requires the computer to restart. Restarting can also help when a computer is not responding properly.

Although a Mac can run nonstop, you may choose to shut it down at various times. You must shut it down when you move the machine, during an electrical storm, or to install certain new hardware.



## Restart or Shut Down the Mac

### RESTART A MAC

- 1 Click .
- 2 Click **Restart**.



A dialog box appears, asking you to approve the restart.

**Note:** You can press and hold **Option** when clicking **Restart** to bypass the confirmation dialog box.

- 3 Click **Restart**.

The computer restarts.



**SHUT DOWN A MAC**

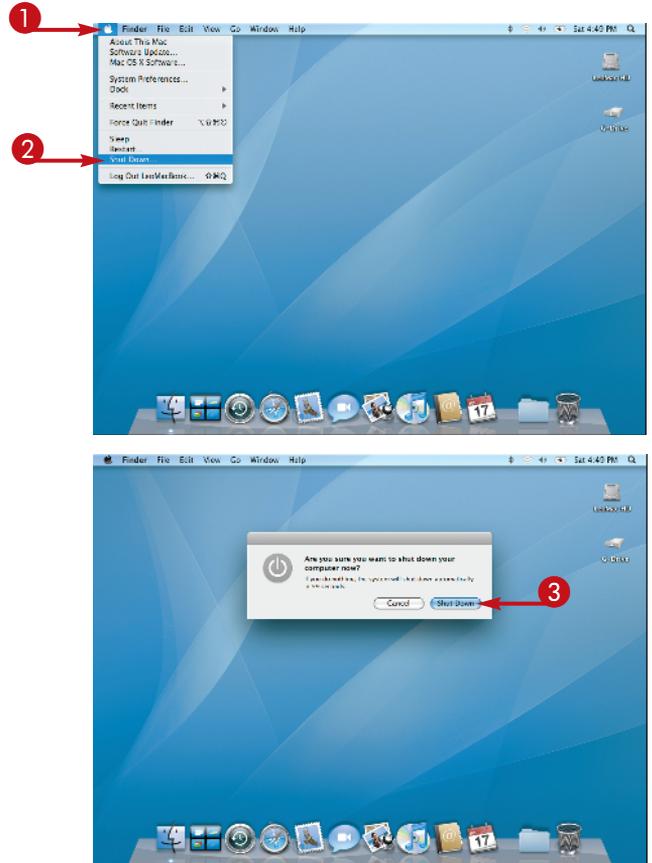
- 1 Click .
- 2 Click **Shut Down**.

A dialog box asks you to approve the shutdown process.

**Note:** You can press and hold **Option** when clicking **Shut Down** to bypass the confirmation dialog box.

- 3 Click **Shut Down**.

The computer shuts down.

**TIPS****What happens when my computer restarts?**

When you restart, your computer turns off and immediately turns on again, but never stops the hard drive. Your desktop reappears quickly with all your personal settings. If you use a computer in a multiuser environment, you may have to provide a login username and password when you restart the computer.

**What is the difference between restarting and shutting down and then starting up the computer with the power button?**

Both restarting and shutting down close all the open applications and documents and disconnect the network and Internet. Restarting is faster than shutting down and starting the computer with the power button. Shutting down turns the computer completely off. When you turn it back on, the computer goes through a number of self-checks before it is ready.



# Using the Help Menu

The Mac OS system and most Mac applications include a very useful Help function. Help is located on the menu bar and offers both a search field and a direct link to various options and help documents, depending on the application. You can find answers to many questions about the Mac OS in the Help menu in the Finder.



## Using the Help Menu

- 1 In the Finder menu bar, click **Help**.
- 2 Click **Mac Help**.



The Help Viewer launches and displays a Mac Help window.

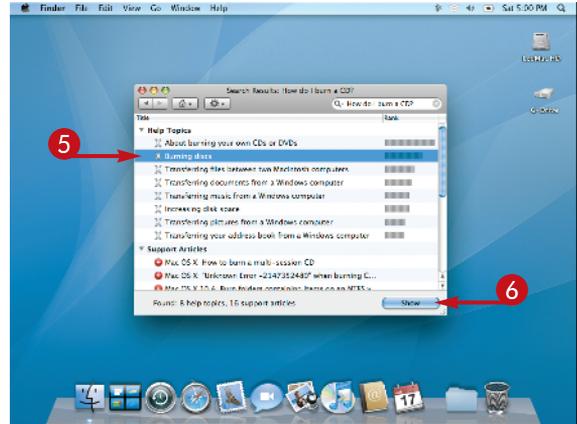
- 3 Type a question or topic into the search field.
- 4 Press **Return**.



The Help Viewer displays a list of topics related to your question.

- 5 Click a topic to select it.
- 6 Click **Show**.

**Note:** You can also press **Return** to show the topic information.



Mac Help displays a detailed answer to the question.

- 7 Click  to go back to the previous window.

**Note:** You can return to the main Mac Help window at any time by clicking the Home button () in the Mac Help window.



## TIPS

### How do I locate help for applications other than the Finder and Mac OS?

The menu bar is specific to each open application. When you click Help in one application, the Help Viewer displays information specific to that current application.



### Are all the help files located on my computer?

Some help files are stored with the application folder, and others are linked to the Internet. The Help Viewer will list links to documents on your computer as well as those on the Internet. You can click links to Web pages that automatically open in Safari or your default Web browser.

