

Index

• A •

- ACC documents, adding songs, 228
- accelerated graphics card, 379
- accounts, 199, 210, 229, 356–357
- Accounts System Preferences pane, 286–292, 306–307, 326–327
- Action menu, Finder navigation, 91
- active window, visual cues, 30–31
- Activity Monitor, 346–348
- Address Book. *See also* contacts
 - adding e-mail sender to, 216
 - adding new contacts, 204–205
 - contact groups, 206–207
 - contact information, 203–204
 - e-mailing contacts, 208–209
 - field labels, 204
 - iCal event invitations, 177
 - importing contacts, 206
 - integrated applications, 203–204
 - iSync support, 180
 - picture attachments, 197
 - Smart Group, 207–208
 - Tab key field navigation, 205
 - text chats, 196–198
 - text entry fields, 204–205
 - Time Machine backup, 332–334
- Address field, URL conventions, 191
- Address Panel, Mail, 212
- Administrative accounts, 285, 300
- AIM, iChat AV support, 196
- air travel, Flight Tracker widget, 56–57
- AirPort, 199, 280–281
- Airport and Mac Wireless Networking For Dummies* (Michael E. Cohen), 281
- AirPort Base Station, 279, 348
- AirPort Disk Utility, 348
- AirPort Extreme Base Station, 280
- AirPort Utility, AirPort Base Station, 348
- alarms, iCal events, 177
- alerts, 69–70, 324
- aliases, 112–114
- alphabetical view, 48–49
- ambient lighting, notebook keyboards, 65
- Ambrosia Software, Snapz Pro X utility, 353
- analog modem, 184–185
- animations, Dock applications, 83
- anti-aliasing, font appearance, 60
- AOL, 196, 210
- Appearance System Preferences pane, 58–60
- Apple Cinema Displays, 382
- Apple File Protocol (AFP), 283
- Apple key, 43, 153
- Apple menu, 15, 41–42
- Apple Pro keyboards, 15. *See also* keyboards
- Apple Remote control device, 344
- Apple Support and Knowledge Base, 389
- Apple System Profiler, 41
- Apple Tech Support hotline, 363
- AppleScript, 109–110, 312, 318–320
- AppleScript For Dummies* (Tom Trinko), 109, 319
- AppleTalk, 187, 278–279
- application icons, Finder, 110–111
- application menu, program names, 37
- applications
 - adding to the Dock, 78–81
 - Application folder display, 100
 - closing unresponding, 41–42
 - contextual menus, 39
 - displaying menus from the Dock, 75–76
 - file associations, 77, 137–140
 - file type display, 135–136
 - force-quitting, 348
 - information display, 88
 - opening document icons, 135–136
 - opening from the Dock, 71

- applications (*continued*)
 - pull-down menus, 37–38
 - recent item display preferences, 60
 - removing from the Dock, 80
 - Spaces preferences, 61–64
 - universal, 116
 - widgets, 53–58
- Applications folder, 47–49, 100, 122–123, 171
- archives, compressed files, 155
- attachments, iChat AV pictures, 197
- attendees, 177, 197
- audio CDs, 228–229, 236
- audio files, QuickTime Player, 241–242
- Audio MIDI Setup, 348
- audio/video chats, iChat AV, 198–199
- Auto-Click, opening bookmarks, 191–192
- automatic backups, 332–334
- automatic login, disabling, 344
- automatic visual cues, 20–21
- Automator, repetitive action, 318, 320–322
- A/V Controls window (Cmd+K), 242

• B •

- background images, Desktop, 49–51
- backgrounds, windows, 105–106
- backup software/hardware, 382
- backups
 - burning to a disc, 335
 - commercial software, 335–336
 - importance of, 17
 - incremental, 336
 - iTunes media, 236–238
 - multiple-copy recommendations, 337
 - Time Machine, 332–334
- badge, alias indicator, 113–114
- Baig, Edward C. (*Macs For Dummies*), 172
- BareBones Software, MailSmith, 210
- Basic mode, Calculator, 345–346
- BCC Address Field, Mail, 212
- Blackberry, iSync support, 180
- Blue Sky's EXO 2.1 Stereo Monitoring Speaker System, 384
- Bluetooth
 - Address Book support, 203
 - iSync support, 180, 326

- preference settings, 67–68
 - wireless communication standard, 279, 349
- Bluetooth File Exchange, 348–349
- Bluetooth Sharing, configuration, 310
- Bonjour, 199, 280
- bookmarks, 190–192
- Bookmarks bar, 192
- Bookmarks Bar folder, 192
- Bookmarks window, 191–192
- Boot Camp, running Windows on a Mac, 327–328
- bootstrapping, startup processes, 14
- borders, print settings, 271
- Bove, Tony (*iLife All-in-One Desk Reference For Dummies*), 11
- broadband connection, 383
- build number, version information, 42
- bulleting boards, folder permissions, 300
- Burn folder, creating, 168–169
- Burn icon, 166
- burning
 - CDs/DVDs, 164–169
 - iTunes playlist to an audio CD, 236
 - manual backups, 335
- Business and People widget, 57–58
- buttons, appearance preferences, 59

• C •

- cable modem, 184–185, 281, 383
- Calculator, 345–346
- calendars, 174–178. *See also* iCal
- camcorders, 198–199, 246–247
- cameras, 198–199, 245–246
- caret (^) symbol, keyboard shortcuts, 44
- category view, System Preferences, 48–49
- CC Address Field, Mail, 212
- CDs
 - backing up iTunes media, 237
 - burning, 164–169
 - data backups, 335
 - ejecting, 170
- cell phones, iSync, 180
- Chambers, Mark L. (*Mac OS X Leopard All-in-One Desk Reference For Dummies*), 2

- Character Palette, 251
 - chat handles (Bob LeVitus), 199
 - chatting, 196–202
 - check boxes, dialog box element, 32
 - children, Parental Controls, 291–292
 - Chimes of Doom sound, 14, 359–360
 - ChronoSync program, 336
 - click, mouse operation, 18
 - Clipboard, 148–150
 - clocks, screen saver display, 52
 - Cohen, Dennis (*The Xcode 3 Book*), 3
 - Cohen, Michael
 - The Xcode 3 Book*, 3
 - Airport and Mac Wireless Networking For Dummies*, 281
 - Collections pane, bookmark, 191–192
 - Color Management For Digital Photographers For Dummies* (Ted Padova and Don Mason), 350
 - Color Matching, Print Sheet settings, 271
 - colors
 - appearance preferences, 58–60
 - calendar entries, 174
 - ColorSync Utility, 349–350
 - DigitalColor Meter, 350
 - File menu labels, 103
 - file search techniques, 159
 - Mail messages, 212
 - window backgrounds, 105–106
 - ColorSync Utility, color profiles, 349–350
 - Column view, 27, 90–94, 108–109
 - columns
 - arrangements, 109
 - file preview display, 108
 - item sorts, 97
 - productivity enhancement, 377
 - reordering, 97
 - Spaces preferences, 61–62
 - text size, 108
 - Command key, 43, 153
 - commands
 - Apple menu, 41–42
 - contextual menus, 38–39
 - dialog boxes, 31–32
 - grayed out (unavailable) display, 40
 - keyboard shortcuts, 43–44
 - menu item selections, 18–19
 - pull-down menus, 37–38
 - Speech Recognition, 314–315
 - Terminal, 357
 - Window menu, 34–35
 - comments, icons, 115
 - Computer folder, 121–122
 - computers. *See also* Macintosh
 - level display, 100
 - remote Mac shared disk/folder connection, 302–306
 - Remote Screen Sharing, 200–202
 - contacts. *See also* Address Book
 - adding to Address Book, 204–205
 - e-mail messages, 208–209
 - grouping, 206–207
 - iCal event invitations, 177–178
 - importing, 206
 - Smart Group, 207–208
 - Time Machine backup, 332–334
 - vCard (virtual business card), 205, 206
 - Content Guide window (Cmd+Option+K), 242
 - contextual menus, 38–39
 - Control key, contextual menu, 38–39
 - Control+click, mouse operation, 18
 - Controller drawer, DVD Player, 240
 - Cover Flow view
 - Finder, 90–91, 97–98
 - preference settings, 106–108
 - windows, 27
 - Cover Page, Print Sheet settings, 271
 - CPU. *See* processors
 - crossover cables, Ethernet, 281–282
 - currency conversion, Calculator, 346
 - cursors, 34, 45
- D •
- Dashboard, 35, 53–58
 - data, backing up, 17, 336
 - Data Backup software, 336
 - data encryption, FileVault, 343–344
 - dates, relative word equivalents, 107
 - Day view, iCal, 172–173
 - dealmac, shopping Web site, 391

Desktop

- Burn folder, 168–169
 - burning CDs/DVDs, 165–169
 - device display preferences, 101–102
 - disc drive icon display, 87
 - disk image display, 353
 - display elements, 24–25
 - drive icon display, 87
 - versus Finder, 24–25
 - Finder backdrop, 86
 - folder creation, 144
 - hard drive icon display, 86–87
 - icon arrangements, 95–96
 - icon behaviors, 87
 - icon selections, 152–153
 - Icon view, 95
 - image backgrounds, 49–51
 - moving items to, 87
 - productivity enhancements, 376–378
 - startup process, 13
- Desktop & Screen Saver preferences pane, 49–53
- Desktop folder, 88, 125
- desktop publishing, Type 1 fonts, 257
- dialog boxes, user interface element, 31–32
- dial-up connection, modem, 184–185
- digital camcorders, downloads, 246–247
- digital cameras, 245–246
- digital clock, screen saver display, 52
- Digital Subscriber Line (DSL)
- Internet connection type, 184–185
 - network connections, 281
 - productivity enhancement, 383
- DigitalColor Meter, color systems, 350
- directories, Business and People widget, 57–58
- disabled users, Universal Access, 323–324
- disc drives, 87
- disclosure triangles, folder content, 96
- discs. *See also* disks
- burning multiple copies, 168–169
 - burning speed suggestions, 168
 - Desktop display preferences, 101–102
 - versus disks, 162
 - displaying supported types, 164
 - ejecting, 170

- naming when burning, 166
 - optical media, 162
- disk icons, moving/copying, 162–163
- disk image, 353, 361
- Disk Utility, 162, 351–353
- disks. *See also* discs
- copying/moving contents, 162–163
 - versus discs, 162
 - Disk Utility repairs, 351–353
 - ejecting, 169–170
 - formatting, 162, 351
 - magnetic media, 162
 - moving files/folders between, 152
 - PC formatted support, 163–164
 - share permissions, 294–298
- displays. *See also* monitors
- appearance preferences, 58–60
 - font appearance preferences, 60
 - screen savers, 51–53
 - Sleep mode, 325
- Displays System Preferences, 375–376
- divider line, Dock conventions, 78
- Dock
- adding/removing items, 78–82
 - application animations, 83
 - application menu display, 75–76
 - default icons, 72–74
 - display elements, 25
 - divider line conventions, 78
 - Documents folder display, 143
 - file opening methods, 77–78
 - hiding/showing, 83
 - icon information display, 72
 - icon movements, 76–77
 - magnification settings, 82
 - minimizing, 83
 - preference settings, 82–83
 - quick access item suggestions, 81–82
 - resizing, 80
 - screen positioning, 83
 - single-click icon actions, 71–72
 - sizing, 82
 - temporary icons, 77
 - Trash, 74–75
 - URL addition, 79, 82
- Dock Preferences pane, 82–83

document icons, Finder, 110–111
 Documentation folder, content types, 127
 documents
 adding pictures to TextEdit, 254–255
 faxing, 274–275
 first-time save, 129–132
 opening from the Dock, 71
 printing, 267–268
 recent item display preferences, 60
 renaming when saving, 132–134
 saving, 128–134
 scroll bar preferences, 59–60
 TextEdit creation, 250–251
 Web Sharing, 309
 Documents folder, 125, 128, 143
 dongle, USB adapter, 279
 double-click, 18, 134
 Downloads folder, file storage, 126–127
 Dr. Mac Consulting, Bob LeVitus's
 troubleshooting Web site, 391
 Drafts mailbox, saving unsent e-mail, 213
 drag-and-drop, 137, 149, 151, 154–155
 dragging, mouse operation, 18
 drivers, printer upgrades, 265
 drives, 87, 101–102
 DriveSavers Data Recovery Service, 331
 Drop Box folder, sharing, 293, 300
 drop-down menus, 57–58, 98–99
 DV videos, downloads, 246–247
 DVD burners, 383
 DVD player, movie playback, 239–241
 DVD-ROM installation disc, 361–363
 DVDs, 164–170, 237, 335

● E ●

Econ Technologies, ChronoSync, 336
 Eject menu, ejecting disks, 170
 electronic notes, Stickies, 178–180
 ellipsis (...) characters, 31
 e-mail, 197, 208–210. *See also* Mail
 e-mail address, Bob LeVitus, 6
 EMC/Dantz Development, 336
 encryption, FileVault, 343–344
 Energy Saver, 16, 324–325
 Erase, disk formatting, 351
 ergonomic keyboards, 385

Ethernet, 278, 281–282
 Ethernet ports, 263, 278
 EtherTalk, network protocol, 278–279
 events, iCal, 176–178
 everymac.com, Mac-related questions, 390
 everyone permission, 295, 299
 Exposé, window display, 35–37
 Exposé and Spaces preferences pane,
 61–64
 Extensis Suitcase, 257–258
 external DVD burners, 383
 external hard drives, 380
 external modems, 185

● F ●

favorites. *See* bookmarks
 Favorites category, Mail stationery, 215
 faxes, Print Sheet, 274–275
 fields
 Address Book, 204–205
 e-mail message header, 212–213
 Print Sheet navigation, 270
 file attachments, Mail, 212
 file extensions, 103–104, 116
 file formats, RTF (Rich Text Format), 179
 File menu, label colors, 103
 file sharing, network setup, 282–284
 file tracking, operating system function, 10
 File Transfer Protocol (FTP), 283
 file transfers, 197–199
 files
 adding to the Dock, 78–81
 aliases, 112–114
 application associations, 77, 137–140
 backing up, 17
 compressing, 155
 copying between disks, 162–163
 copying/pasting, 149–150
 disk image, 353
 emptying the Trash, 75
 first-time save, 129–132
 versus folders, 140–141
 media importing, 244–248
 moving between folders, 150–152
 opening, 77, 134–140
 overwriting deleted, 104

files (*continued*)

- Preview format conversions, 242–244
- Quick Look content display, 136–137
- removing from the Dock, 80
- renaming when saving, 132–134
- saving, 128–134
- search techniques, 156–159
- Time Machine backup, 332–334

FileVault, data encryption, 343–344

filters, 213, 216–217, 271

Final Cut, QuickTime technology, 241

Finder

- adding folders to the Sidebar, 101
- aliases, 112–114
- application icons, 110–111
- application information display, 88
- closing all open windows, 33
- closing the active window, 33
- contextual menu access, 39
- current folder drop-down menu, 98–99
- versus Desktop, 24–25
- Desktop backdrop, 86
- Desktop display, 24–25
- Dock display, 25
- document icons, 110–111
- emptying the Trash, 155
- file extension display, 103
- folder actions, 109–110
- folder disclosure triangles, 96
- folder icons, 111–112
- folder navigation, 27
- font installation, 258
- force-quitting, 42
- Go menu, 99–101
- hiding/displaying the toolbar, 90
- hiding/displaying windows, 88–89
- icons, 25, 110–112
- Info window information, 115–116
- item sorting, 97
- menu bar, 37–38
- menu commands, 88–89
- menus, 25
- navigation techniques, 89–101
- opening selected items, 33
- opening/closing windows, 33
- Path bar, 86–87
- pop-up window display preferences, 102
- preference settings, 101–104

reordering window columns, 97

Search box, 156–157

status bar, 86–87

toolbar navigation buttons, 90–92

undeleting Trash items, 74

user interface elements, 85–86

view preferences, 104–109

views, 90–98

windows, 25–31

firewalls, 339–342

FireWire cameras, a/v chats, 198–199

FireWire port, 263, 380

First Aid, 351, 364–366

Flight Tracker widget, 56–57

folder hierarchy, 48–49

folder icons, 71, 111–112

folders

- adding to the Dock, 78–81

- adding to the Sidebar, 101

- AppleScript actions, 109–110

- bookmark storage, 191

- content display, 98

- copying between disks, 162–163

- copying/pasting, 149–150

- creating, 144

- creating from the Save sheet, 131

- disclosure triangles, 96

- drop-down menu navigation, 98–99

- versus files, 140–141

- Go menu navigation, 99–101

- hierarchy structure, 119–127

- icon selections, 152–153

- moving, 150–152

- moving between, 98

- naming conventions, 144

- nested, 120–121

- opening, 134–140

- remote Mac connection, 302–306

- removing from the Dock, 80

- Save sheet navigation, 130–131

- search techniques, 156–159

- share permissions, 294–296

- sharing setup, 296–298

- size calculations, 108

- Smart Folders, 145–147

- spring-loaded, 144–145

- subfolder organization, 141–143

- Time Machine backup, 332–334

- unsharing, 301–302
- window display preferences, 103
- window navigation, 27
- Font Book, font management, 257–258
- fonts
 - appearance preferences, 60
 - disabling/enabling, 258
 - fixed-width versus variable-width, 251
 - Font Book management, 257–258
 - installing, 127, 256–258
 - Mail messages, 212
 - OpenType, 257
 - removing, 258
 - resizing, 258
 - TrueType, 257
 - Type 1, 257
- Fonts folders, 123, 127, 255–257
- footers, printing, 271
- foreign languages, Translation widget, 56

• G •

- games, 384
- Go menu, 99–101, 240
- Google, search engine, 194–196
- Grab, screen shots, 353–354
- grammar checker, TextEdit, 253–254
- Grapher, equations, 354
- graphic equalizer, iTunes, 227
- graphics cards, 379
- graphics files, Preview format, 242–244
- grayscale display, Universal Access, 323
- grid spacing, icons, 104
- Group column, Address Book, 206–207
- group member permission, 295, 300
- groups, 206–209, 285
- guest accounts, permissions, 285–286
- gumdrop buttons, window element, 27–28

• H •

- hard drives
 - adding songs to iTunes Music library, 228
 - data backups, 17
 - Desktop display preferences, 101–102
 - Desktop icon display, 86–87
 - Disk Utility, 352–353
 - external, 380

- folder structure, 119–127
- partitions, 352
- productivity enhancement, 380
- RAID (Redundant Array of Individual Disks), 352
- Sleep mode, 325
- Time Machine backups, 332–334
- volumes, 352
- hardware, 41, 359–360
- hardware failure, Sad Mac icon display, 14
- hardware zoom, Universal Access, 323
- headers, printing, 271
- hearing impaired users, 324
- Help Center, Safari, 196
- Help menu, 19–21
- Help Viewer, print setup, 266
- hierarchy, 119–127
- hints, User account passwords, 289
- Home folder, 124–126, 343–344
- home-office network, 279–280
- hot keys, Java, 354
- housekeeping, operating system, 10
- hovering, mouse technique, 145
- hubs, network connections, 279, 281
- Human Interface Guidelines, 268

• I •

- iCal, 172–180, 203, 332–334. *See also*
 - calendars
- iCal Address Panel, event invitations, 177
- iChat AV, 183, 196–203
- Icon view
 - Finder, 90–91, 94–96
 - preference settings, 104–106
 - windows, 27
- icons
 - adding to the Dock, 78–82
 - aliases, 112–114
 - arrangement preferences, 105
 - colors, 159
 - container objects, 25
 - deleting, 155
 - Desktop alignments, 95
 - Desktop arrangements, 96
 - Desktop behaviors, 87
 - display preferences, 108
 - Dock default, 72–74

icons (*continued*)

- Dock information display, 72
- Dock movements, 76–77
- files versus folders, 140–141
- Finder types, 110–112
- grid spacing, 104
- Info window information, 115–116
- label assignments, 103
- labels, 105
- List view sizing, 108
- moving files/folders, 150–152
- opening, 134–140
- packages, 141
- productivity enhancements, 376–378
- removing from the Dock, 80
- renaming, 154
- selecting multiple, 152–153
- sizing, 104, 377
- Spotlight comments, 115
- startup failure, 14
- System Preferences display, 48
- temporary Dock display, 77
- text size, 105

iDisk, 100, 188

iLife, 74, 248

iLife All-in-One Desk Reference For Dummies (Tony Bove and Cheryl Rhodes), 11

Image Capture, 245–246

images. *See* pictures

images, Preview file format, 242–244

iMovie, 241, 246–247

Info window, 115–116, 297–298

Ink, handwriting-recognition engine, 326

input devices, 70

Inside Mac Games, gaming Web site, 391

installation

- Mac OS X Leopard, 393–396
- Windows, 327–328

installation DVD, 360–361

Installer, software developer application, 354

instant messaging, iChat AV, 196–192

Integrated Services Digital Network (ISDN),

- Internet connection type, 184

Intel, Parallels Desktop, 163–164

Intel processors, USB 2 support, 380

Intel-based Mac, 116

internal modems, 184–185

Internet

- connection setup, 184–188
- connection sharing, 308–309
- Google search engine, 194–196
- iChat AV, 196–202
- ISPs, 184–187
 - .Mac account services, 187–188
 - Mac Help, 21
 - RSS feeds, 193–194
 - URL (Uniform Resource Locator), 191
- Internet radio, streaming audio, 232–233
- Internet Service Provider (ISP)
 - account configuration, 186–187
 - e-mail account setup, 210
 - selection guidelines, 184–186
 - Web Sharing, 309
- invitations, 177–178, 197
- IP address, TCP/IP protocol, 284
- iPhone, iSync support, 180
- iPhoto, adding pictures to a library, 224
- iPhoto Albums, Desktop background, 51
- iPhoto library, 212, 332–334
- iPod, iSync support, 180
- iSight, 70, 198–199
- iSync, 180, 326

items

- adding to the Dock, 78–81
- command menu selections, 18–19
- Finder sorts, 97
- iCal To Do, 178
- moving to the Desktop, 87
- removing from the Dock, 80
- showing/hiding in iCal, 172–173
- Sidebar display preferences, 103
- Trash, 74–75

iTunes

- backup disc restore, 238
- burning playlist to an audio CD, 236
- graphic equalizer, 227
- incremental backups, 237
- media backups, 236–238
- movie addition, 230
- multimedia software, 225–226
- playlists, 233–236
 - podcast addition, 231–232
 - regular playlists, 233–234
 - shrinking/expanding, 227
 - smart playlists, 233, 235–236
 - song addition, 228–230

- streaming audio, 232–233
- supported audio file formats, 236
- user interface elements, 226
- VersionTracker plug-in, 228
- video addition, 230
- Visualizer, 227–228

iTunes Store, 229–232

• J •

- Jabber, iChat AV support, 196
- Java, tools, 354–355
- jumps, iCal dates, 172–173
- junk mail, 213. *See also* spam

• K •

- Keyboard & Mouse Preferences pane, 64–69, 164
- keyboard shortcuts
 - adding/deleting, 68–69
 - command selection method, 43–44
 - folder navigation, 27
 - Help menu access, 19–20
 - Macintosh Human Interface Guidelines, 268
 - mnemonic relationships, 44
 - opening/closing windows, 33
 - productivity enhancement, 373–374
- keyboards. *See also* Apple Pro keyboards
 - ambient lighting, 65
 - power-on button, 12
 - preference settings, 64–65
 - productivity enhancement, 385
 - scrolling techniques, 29–30
 - Shut Down button, 16
 - Slow Keys, 324
 - Sticky Keys, 324
 - VoiceOver integration, 316
- Keychain Access utility, 355–356

• L •

- labels
 - Address Book fields, 204
 - backup discs, 336
 - file color searches, 159
 - File menu colors, 103

- icons, 105
- iTunes Backup Discs, 237
- LaCie, SilverKeeper backup software, 336
- landscape orientation, 267, 270
- languages, 56, 116
- laptops, 325, 385
- layouts, Print Sheet, 271
- LCD displays, 382
- LDIF, Address Book import, 206
- LeVitus, Bob
 - chat handle, 199
 - Dr. Mac Consulting, 391
 - e-mail address, 6
- Library folder, 48–49, 123–127
- lightning storms, surge protectors, 16–17
- List view
 - Finder, 90–91, 96–97
 - preference settings, 106–108
 - windows, 27
- local devices, network sharing, 278
- login screen, 13, 326–327

• M •

- .Mac account, 187–188, 196
- Mac Help, online help system, 21
- Mac mini, RAM upgrades, 378
- Mac Observer, Mac news/reviews, 390
- Mac OS X Leopard All-in-One Desk Reference For Dummies* (Mark L. Chambers), 2
- Mac OS X packages, opening, 141
- MacBook, 385
- MacBook Pro, 385
- MacFixIt, troubleshooting, 387–388
- Macintosh. *See also* computers
 - Human Interface Guidelines, 268
 - physical shock, avoiding, 17
 - power outage protection, 16–17
 - powering on, 12
 - question-mark icon, 364–369
 - refurbished systems, 378
 - restoring to factory settings, 352
 - shutting down properly, 15–16
 - startup crash troubleshooting, 369
 - upgrading to new systems, 378
- MacInTouch, Mac news, 388
- MacMinute, Mac news, 389

- Macs For Dummies* (Edward C. Baig), 172
- magnetic media, disks, 162
- Mail. *See also* e-mail
 - adding pictures to a iPhoto library, 224
 - adding sender to Address Book, 216
 - Address Panel, 212
 - automatic address completion, 212
 - check e-mail time frame, 216
 - checking for new e-mail, 213, 216
 - Color Picker panel, 212
 - deleting mailboxes, 213, 216
 - deleting messages, 213, 216
 - Drafts mailbox, 213
 - e-mail account setup, 210
 - e-mail application, 183
 - e-mailing contacts, 208–209
 - file attachments, 212
 - font selections, 212
 - junk mail filtering, 213, 216–217
 - message composition, 210–213
 - message forwarding, 213
 - message header fields, 212–213
 - message rules, 217–219
 - message signatures, 221–223
 - multiple viewer windows, 210
 - new message creation, 213
 - note creation, 214
 - Photo Browser panel, 212
 - plain mailboxes, 219–220
 - preference settings, 217
 - reading messages, 216
 - replying to all on CC list, 213
 - replying to sender only, 213
 - retrieving deleted messages, 216
 - sending e-mail from iChat AV, 197
 - sending messages, 213
 - Signature menu, 222–223
 - slideshows, 223–224
 - smart mailboxes, 220–221
 - stationery selections, 212, 214–215
 - Tab key navigation, 212
 - To Do item creation, 214
 - toolbar buttons, 213–214
 - word/phrase search, 214
- mailboxes, Mail, 219–221
- MailSmith, e-mail reader, 210
- margins, TextEdit, 253
- Mason, Don (*Color Management For Digital Photographers For Dummies*), 350
- media files, importing, 244–248
- memory, 41, 363, 378, 381
- memory management, 10
- menu bar, 37–38, 69, 170
- Menu Extras, 45
- menus
 - appearance preferences, 58–60
 - applications, 37–38
 - contextual, 38–39
 - Finder element, 25
 - grayed out (unavailable) item display, 40
 - item selections, 18–19
 - keyboard shortcut display, 43
 - menu bar display, 37–38
 - Menu Extras, 45
 - pop-up, 31–32
 - pull-down display, 37–38
 - submenu navigation, 40–41
- microphones, 70, 198–199, 312–315
- Microsoft Natural Ergonomic Keyboard 4000, 385
- Microsoft Windows, 11, 283, 284
- Microsoft Word, TextEdit support, 250
- MIDI devices, Audio MIDI Setup, 348
- Migration Assistant, 356–357
- mnemonic relationships, 44
- modems, 184–185, 274–275
- monitors. *See also* displays
 - cleaning, 17
 - ColorSync calibration, 350
 - multiple, 382
 - productivity enhancement, 382
 - resolution settings, 375–376
- Month view, iCal, 172–173
- mouse
 - click, 18
 - contextual menu commands, 38–39
 - Control+click, 18
 - disabled user assistance, 324
 - double-click, 18, 134
 - drag-and-drop document opening, 137
 - dragging, 18
 - hovering technique, 145
 - menu item selections, 18–19
 - multibutton advantages, 39
 - pointing, 18
 - preference settings, 66–67
 - productivity enhancement, 385
 - pull-down menu display, 37–38

- scrolling techniques, 29–30
 - submenu navigation techniques, 40–41
- Movie Inspector window (Cmd+I), 242
- movies, 230, 239–242
- Mozilla (Thunderbird), e-mail reader, 210
- MP3 files, adding songs, 228
- multimedia titles, 384
- music, QuickTime Player, 241–242

• N •

- nested folders, folder hierarchy, 120–121
- Network Setup Assistant, 186–187
- Network System Preferences pane, 186–187
- networking management, 10
- networks
 - administrative user account, 285
 - AirPort configuration, 280–281
 - Bonjour protocol, 280
 - connection types, 278
 - connections, 100
 - crossover cables, 281–282
 - Ethernet configurations, 281
 - file sharing setup, 282–284
 - folder sharing permissions,
 - 294–298, 299–300
 - groups, 285
 - guests, 285–286
 - home-office, 279–280
 - item display, 100
 - printer sharing, 275
 - protocols, 278–279
 - remote Mac disk/folder, 302–306
 - Sharing account, 286
 - User accounts, 285, 286–292
- News menu, Safari, 190
- Norton AntiVirus software, 339
- notebooks, 65–66
- notes, Stickies, 178–180

• O •

- OmniCleanz, display cleaning solution, 17
- online help, Mac Help, 21
- Open dialog box, 135–136
- OpenType fonts, 257
- operating systems, 8–11, 14–15, 41–42
- optical media, discs, 162

- Option key, 33, 43–44, 149, 163
- Other World Computing, peripherals, 390
- output devices, 69–70
- owner permission, folder sharing,
 - 294–295, 299–300

• P •

- packages, opening, 141
- Padova, Ted (*Color Management For Digital Photographers For Dummies*), 350
- Page Down key, scrolling techniques, 29
- Page Setup sheet, print settings, 265–267
- Page Up key, scrolling techniques, 29
- Palm, iSync support, 180
- panes, 26, 34
- Paper Handling, Print Sheet settings, 271
- paper size, print settings, 265–267, 270
- paper tapes, Calculator, 345–346
- Parallels Desktop, 163–164, 328
- Parental Controls, 291–292
- Partition, hard drives, 352
- partitions, share permissions, 294–298
- passwords
 - changing, 306–308
 - Keychain Access utility, 355–356
 - login screen, 13
 - remote Mac shared disk/folder, 303–304
 - screen savers, 52–53, 344
 - Sleep mode, 344
 - User accounts, 288–289
- Path bar, Finder information, 86–87
- PDAs, iSync support, 180
- PDF files, Preview, 242–244
- permissions, 116, 294–300
- physical shocks, avoiding, 17
- picture well, 51
- pictures
 - adding to a TextEdit document, 254–255
 - adding to Mail stationery, 215
 - Desktop background, 49–51
 - digital camera downloads, 245–246
 - displaying in Mail, 212
 - iChat AV attachments, 197
 - Time Machine backup, 332–334
 - User accounts, 289–290
 - window backgrounds, 105–106
- plain mailboxes, Mail, 219–220
- playlists, iTunes, 233–236

- plug-ins, 54, 116, 228
 - podcasts, adding to iTunes, 231–232
 - pointing, mouse operation, 18
 - Point-to-Point Protocol (PPP), 187
 - Point-to-Point Protocol over Ethernet (PPPoE), 187
 - pop-up menus, dialog box element, 31–32
 - portrait orientation, print settings, 267, 270
 - ports, printers, 263
 - PostScript Type 1, 257
 - power blackouts, surge protectors, 16–17
 - power switch, locating, 12
 - PowerPC, Virtual PC, 163
 - PowerPC processors 380
 - PowerPC-based Macs, 116
 - Preference Panes folder, 48–49
 - Preferences folder, content types, 127
 - Preview, 242–244, 272–274
 - Print & Fax System Preferences pane, 264–265, 275
 - Print Setup. *See* Page Setup sheet, print settings
 - Print Sheet, 267–274
 - printer fonts, Type 1 fonts, 257
 - printers
 - connections, 262–263
 - default paper size setting, 265–267
 - driver upgrades, 265
 - first-time setup, 264–265
 - network sharing, 275
 - ports, 263
 - reading the manual before installing, 261–262
 - selecting from multiple, 269
 - setting as default, 265
 - sharing, 308
 - printing
 - borders, 271
 - Calculator paper tapes, 345–346
 - documents, 267–268
 - headers/footers, 271
 - layout direction, 271
 - multiple copies, 270
 - orientation settings, 267, 270
 - page range selection, 270
 - Page Setup sheet, 265–267
 - paper size settings, 266, 270
 - printer selection, 269
 - TextEdit documents, 253
 - two-sided pages, 271
 - Priority Field, Mail, 213
 - privacy, Remote Screen Sharing, 200–202
 - processors
 - Activity Monitor, 346–348
 - PC formatted disk support, 163–164
 - system information display, 41
 - upgrades, 379
 - prohibitory sign icon, startup failure, 14
 - Prosoft Engineering, Data Backup, 336
 - protocols, networks, 278–279
 - proxies, Internet connection, 187
 - Public folder, 123–124, 126, 293
 - “public” Library folder, 123–124
 - pull-down menus, command access, 37–38
- *Q* •
- Quartz filters, print settings, 271
 - question-mark icon, 364–369
 - QuickTime Player, 241–242
 - QuickTime Pro, 243
 - QuickTime VR (Virtual Reality), 241–242
- *R* •
- Radio buttons, dialog box element, 31–32
 - RAM (random access memory). *See* memory
 - RAM chips, troubleshooting, 363
 - ramseeker, RAM prices, 390
 - read-only bulletin boards, 300
 - Really Simple Syndication (RSS) feeds, 193–194
 - Recent Folders menu, 100–101
 - Recent Items submenu, 60
 - Redundant Array of Individual Disks (RAID), hard drives, 352
 - regular playlists, iTunes, 233–234
 - relative word equivalents, 107
 - remote computers, 60, 200–202, 302–308
 - remote controls, disabling, 344
 - remote devices, network sharing, 278
 - remote resources, connections, 100
 - Remote Screen Sharing, 200–202
 - Rendezvous. *See* Bonjour
 - Reply-To Address Field, Mail, 212–213
 - resolutions, display enhancement, 375–376
 - Retrospect Desktop, backup software, 336

Rhodes, Cheryl (*iLife All-in-One Desk Reference For Dummies*), 11
 Rich Text Format (RTF) files, 179
 right-click, menu commands, 38–39
 RJ-11, phone connector, 185
 RJ-45, Ethernet connector, 185
 Rosetta, universal applications, 116
 routers, network connections, 281
 rows, Spaces preferences, 61–62
 rules, Mail messages, 217–219

• S •

Sad Mac icon, 14, 359–360
 Safari
 adding URL to the Dock, 79
 Address field, 191
 Apple start page, 189
 bookmarks, 190, 191–192
 Bookmarks bar, 192
 Bookmarks window, 191–192
 Collections pane, 191–192
 default bookmark buttons, 190, 192
 Google search engine, 194–196
 Help Center, 196
 launching methods, 188–189
 News menu, 190
 opening a Web page as a widget, 190
 refreshing/stopping Web pages, 190
 RSS feeds, 193–194
 toolbar navigation, 190
 URL conventions, 191
 Web browser, 183
 Safe Mode, startup, 366–367
 Save sheet, 129–133
 scale, print settings, 267
 scaleable fonts, TrueType fonts, 257
 Schedule, Energy Saver settings, 325
 Scheduler, Print Sheet, 271
 screen savers, 44, 51–53
 screen shots, Grab utility, 353–354
 scroll arrows, appearance, 59–60
 scroll bars, 26–30, 59–60
 Search box, search techniques, 156–157
 search engines, Google, 194–196
 Search field, 26–27, 91–92, 214
 Search Help field, 19–20
 searches
 file label colors, 159
 Finder, 91–92
 Google, 194–196
 Mail, 214
 Safari-related topics, 196
 Search box, 156–157
 Search field, 27
 Search Help field, 19–20
 Smart Folders, 145–147
 Spotlight, 158–159
 Secure Empty Trash, 104, 155
 security
 data protection techniques, 342–344
 FileVault data encryption, 343–344
 firewalls, 339–342
 FTP risks, 283
 Public folder concerns, 293
 Remote Screen Sharing, 200–202
 virus protection, 338–339
 Security Systems Preferences pane, 340–344
 selections
 appearance preferences, 59
 menu items, 18–19
 multiple icons, 152–153
 printing page range, 270
 TextEdit, 251–252
 serial number, version information, 42
 Server Message Block (SMB), 278–279, 283
 servers, 60, 100
 Setup Assistant, 186, 396–398
 Shared folders, 124, 293, 303–306
 shared resources, Info window display, 116
 Sharing account, network permissions, 286
 Sharing & Permissions panel, 297–298
 Sharing System Preferences pane
 Bluetooth devices, 310
 data protection settings, 343
 file sharing setup, 282–284
 Internet Sharing, 308–309
 Printer Sharing, 308
 Web Sharing, 309
 Shift key, icon selections, 153
 Shift+Tab keys, 133, 205, 270
 ShirtPocket Software, SuperDuper program, 336

- shortcuts. *See* aliases
 - Show Clipboard, 148
 - Sidebar
 - burning CDs/DVDs, 166
 - folder addition, 101
 - hiding/displaying, 27–28
 - item display preferences, 103
 - window element, 26–27
 - signatures, Mail messages, 221–223
 - SilverKeeper, backup software, 336
 - single-click, 18, 71–72
 - sizes, calculating, 108
 - Sleep mode, 16, 325, 344
 - slideshows, Mail, 223–224
 - Slow keys, disabled user assistance, 324
 - Smart Folders, 145–147
 - Smart Group, Address Book, 207–208
 - smart mailboxes, Mail, 220–221
 - smart playlists, iTunes, 233, 235–236
 - smoothing (anti-aliasing), fonts, 60
 - Snapz Pro X utility, screen shots, 353
 - software, system information display, 41
 - Software Updates, 342
 - songs, iTunes Music library, 228–230
 - Sony Ericsson wireless phone, 203
 - sorts, Finder items, 97
 - Sound preferences pane, 69–70
 - sounds, 14, 69–70, 359–360
 - Source list, iTunes interface element, 226
 - Spaces, preference settings, 61–64
 - spam, 216–217. *See also* junk mail
 - speakers, 69–70, 384
 - Speech Recognition, 312–315, 345–346
 - Speech System Preferences pane,
 - 312–313, 317–218
 - spell checker, 180, 253–254
 - spoken notes, Stickies, 180
 - Spotlight, 115, 158–159
 - startup crash, troubleshooting, 369
 - stationery, e-mail messages, 212, 214–215
 - status bar, Finder information, 86–87
 - Stickies, electronic sticky notes, 178–180
 - Sticky Keys, disabled user assistance, 324
 - streaming audio, 232–233, 241–242
 - stylus, Ink handwriting-recognition, 326
 - subfolders, 71, 125–127, 131, 141–143
 - submenus, navigation techniques, 40–41
 - suitcase, Type 1 fonts, 257
 - Summary, Print Sheet, 272
 - SuperDuper, synchronizer program, 336
 - surge protectors, lightning storms, 16–17
 - switches, network connections 281
 - synchronization, 180, 188
 - system configuration, 396–398
 - System folder, 48–49, 124
 - System Preferences
 - access methods, 47–48
 - alphabetical view, 48–49
 - appearance settings, 58–60
 - Bluetooth devices, 67–68
 - category view, 48–49
 - Dashboard widgets, 53–58
 - Desktop backgrounds, 49–51
 - Dock preference settings, 82–83
 - icon display, 48
 - keyboard shortcuts, 68–69
 - keyboards, 64–65
 - Menu Extras, 45
 - mouse, 66–67
 - panes, 48
 - screen savers, 51–53
 - sounds, 69–70
 - Spaces, 61–64
 - trackpads, 65–66
 - System Profiler, 15, 64, 357
- T •
- Tab key, 133, 205, 212, 270
 - tab stops, TextEdit, 253
 - tablets, Ink handwriting-recognition engine, 326
 - tabs, dialog box element, 31–32
 - TCP/IP, 187, 278–279, 284
 - Ten Thumbs Typing Tutor, 375
 - Terminal, command-line interface, 357
 - text chats, iChat AV, 196–198
 - text files, 179, 206
 - text formatting, TextEdit, 252–253
 - text selections, appearance preferences, 59
 - Text to Speech, configuration, 317–318
 - TextEdit, 250–255, 271
 - text-entry fields, dialog box element, 32
 - third-party widgets, uninstalling, 55
 - Thunderbird (Mozilla), e-mail reader, 210
 - Time Machine, backups, 17, 332–334
 - Time Machine System Preferences pane, 332–333

title bars, appearance preferences, 60
 titles, window element, 26–27
 To Do items, iCal, 178
 toolbars
 Finder, 86, 90–92
 hiding/displaying, 27–28
 Mail, 213–214
 Path button addition, 99
 Safari navigation, 190
 window element, 26–27
 trackpads, preference settings, 65–66
 Translation widget, 56
 Trash, 74–75, 104, 155, 170
 travel, Flight Tracker widget, 56–57
 Trinko, Tom (*AppleScript For Dummies*),
 109, 319
 tri-state check boxes, 32
 troubleshooting
 Chimes of Doom, 359–360
 DVD Player settings, 241
 installation DVD, 360–363
 question-mark icon, 364–369
 RAM chips, 363
 Remote Screen Sharing, 200–202
 startup crash, 369
 TrueType fonts, scaleable fonts, 257
 Type 1 fonts, desktop publishing, 257
 typefaces. *See* fonts
 TypeTrainer4Mac, 375
 typing tutors, 375

• U •

Uniform Resource Locator (URL),
 79, 82, 191
 Universal Access System Preferences pane,
 VoiceOver Utility, 316–317
 Universal Access, users with disabilities,
 323–324
 universal applications, 116
 Universal Serial Bus (USB) port, 263, 380
 Unix, 11, 296, 357
 updates, software, 342
 upgrades
 CPU, 379
 Mac OS X Leopard concerns, 10
 memory, 378

 printer drivers, 265
 QuickTime Pro, 243
 USB external modems, 185
 User accounts, 285–292, 302–306
 user information, 356–357
 user preferences, operating system, 10
 usernames, Home folder display, 125
 Users folder, 120, 124
 Utilities folder, displaying, 100

• V •

versions, 15, 41–42
 VersionTracker, software/shareware, 388
 video/audio chats, iChat AV, 198–199
 videos, 230, 241–242, 246–247
 View menu, 48–49, 90–98, 172–173
 View Options windows, 376–378
 views, 27, 104–109
 virtual business card (vCard), 205
 virtual memory, security settings, 344
 Virtual PC, PC formatted disks, 163–164
 Virus Barrier, 339
 viruses, detection/prevention, 338–339
 Visor, iSync support, 180
 Visualizer, iTunes, 227–228
 VoiceOver Utility (Cmd+F5), 316–317
 volume control, menu bar display, 69
 volumes, hard drives, 352

• W •

Web browsers. *See* Safari
 Web pages, 190–194
 Web Sharing, documents, 309
 Web sites
 Address Book supported devices, 204
 Ambrosia Software, 353
 Apple AirPort Extreme, 281
 Apple Support and Knowledge Base, 389
 Apple Technical Support, 378
 Apple's User Group, 363
 AppleScript, 109, 319
 Blue Sky, 384
 dealmac, 391
 Dr. Mac Consulting, 363, 391
 eBay, 378

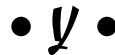
Web sites (*continued*)

Econ Technologies, 336
 EMC/Dantz Development, 336
 EveryMac, 390
 FTP (File Transfer Protocol) risks, 283
 Inside Mac Games, 391
 LaCie, 336
 LittleWing, 384
 .Mac account services, 188
 Mac Help, 21
 Mac Observer, 390
 Mac OS X Leopard, 389
 MacFixIt, 342, 387–388
 MacinTouch, 342, 388
 MacMinute, 389
 MacNotables podcast, 232
 macworld.com, 379
 Other World Computing, 379, 390
 Parallels Desktop, 163, 328
 Prosoft Engineering, 336
 RadTech, 17
 ramseeker, 390
 screen savers, 53
 ShirtPocket Software, 336
 Ten Thumbs Typing Tutor, 375
 TypeTrainer4Mac, 375
 VersionTracker, 228, 388
 Virtual PC, 163
 Wacom, 326
 Wiley Online Registration Form, 6
 YouTube, 241
 Web Start, Java, 355
 Week view, iCal, 172–173
 white-page directories, 57–58
 Widget Bar, displaying, 54–55
 Widget Manager, widget management, 55
 widgets, 53–58, 190. *See also individual widgets*
 Window menu, 34–35
 window resizer, 26–27, 33–34
 windows
 active display, 30–31
 appearance preferences, 58–60
 backgrounds, 105–106
 closing, 27
 display elements, 25–31

Exposé display preferences, 35–37
 folder display preferences, 103
 folder navigation, 27, 98–99
 gumdrop buttons, 27–28
 hiding/displaying fields, 107
 icon alignments, 95
 icon arrangements, 96, 105
 icon grid spacing, 104
 icon labels, 105
 icon selections, 152–153
 icon sizing, 95, 104
 icon text sizing, 105
 minimizing, 27
 moving, 34
 opening in Column view, 109
 opening in List view, 108
 opening/closing, 33
 panes, 26
 reordering columns, 97
 resizing, 27, 33–34
 resizing panes, 34
 scroll bars, 26–27, 28–30
 Search box, 156–157
 view preferences, 104–109
 views, 27
 Window menu commands, 34–35
 zooming, 27
 wireless networks, 279
 wireless networks, Bonjour support, 199
 word processing, TextEdit, 249–258



The Xcode 3 Book (Dennis Cohen and Michael Cohen), 3



yellow-page directories, 57–58



zapping, PRAM (parameter RAM), 368
 zero-configuration network protocol, 280
 zip files, compressed files, 155