

Index

A

- AAC files, 220
- accented characters, 95
- accounts, creating, 110–111
- Activity Monitor, 294–295
- adding
 - applications to dock, 40–41
 - contacts, Address Book, 132–133
 - email accounts, 172
 - events, calendars, 141
 - files to smart folder, 299
 - images, slideshows, 251
 - keychains, passwords, 269
 - pictures to contacts, 135
 - printers, 196–197
- Address Book
 - adding contacts, 132–133
 - adding pictures to contacts, 135
 - find addresses on map, 136–137
 - organize contacts, 134–135
 - printing, 137
 - sticky notes from, 303
- adjusting
 - digital images, 248–249
 - display settings, 102–105
 - keyboard and mouse, 108–109
- administrator accounts, 110–111
- administrator passwords, 268
- Adobe Photoshop, 265
- advanced applications, 264
- album covers, 227
- Alex, 118–119
- alias, Finder, 53
- Alsoft DiskWarrior, 328–329
- animated files, 253
- antivirus software, 289
- Aperture, 264
- Appearance Preferences, 84–85
- Apple, widgets from, 307
- Apple ID, 8
- Apple Lossless Encoder (ALE), 221
- Apple software updates, 288
- Application Preferences, 83
- Application Switcher, 44–45
- applications
 - add to dock, 40–41
 - Applications folder, 33
 - downloaded, 36
 - file types, 32
 - installing, 34–35
 - interface, 13
 - learn to use, 33
 - Leopard, 33
 - quitting, 37, 39
 - shortcuts, 37
 - Spaces, 155
 - Stacks feature, 42–43
 - starting, 36–38
 - toggle between, 44–45

- types, 32
- uninstall, 317
- using Dock, 38–39

- Applications folder, 33
- Artwork for music, 227

- ATA drives, 296

- attachments
 - email, 176–177
 - location, 301

- automatic backup, 308

- automatic play, 219

B

- backups
 - about, 308–311
 - computer startup, 9
 - files, 289
 - hard disk, 297
 - iTunes, 230–231
 - System Preferences, 307
 - Time Machine, 307

- battery status, 107

- birthdays, calendars, 145

- block pop-up windows, 162

- Bluetooth devices, 98–99

- bookmarks

- Preview, 131
- RSS feeds, 169
- Safari, 164–165

- boolean operators, searching, 127

- browse music collection, 226–227

- Buddy List, 283

- build playlist, iTunes, 222–223

- burn music CDs, 228–229

C

- cables, 188

- calculators, 138–139

- calendars

- about, 140–145
- adding events, 141
- birthdays, 145
- new, 140
- publish, 144
- send event invitations, 145
- subscribe to, 142–143

- CD-RWs, 101, 324–325

- CDs

- defaults, 100–101
- startup methods, 322

- changing

- computer name, 266–267
- default shortcut keys, 93
- desktop background, 86–87
- magnification, 91
- name of photo, 147
- passwords, 270–271, 293
- Time Machine, 309
- views, 18–19

- cleaning desktop, 61, 298–301
- click and drag mouse, 10–11
- client/server networks, 264–265
- dock, 114–115
- color
 - desktop schemes, 84–85
 - display settings, 104–105
 - sticky notes, 303
- color-coded files and folders, 68–69, 298–299
- compress files, 76–77
- computers
 - activity monitoring, 294–295
 - address, 265
 - copy files from, 200–201
 - details, 65
 - name, 265–267
 - starting, 8–9
- connecting to computers on network, 276–283
- contextual menus, Finder, 50–51
- contrast, screen, 122–123
- copying
 - files, 70–71
 - files between computers, 200–201
 - music to iPod, 204
- Corel Painter, 265
- corner activation, Exposé, 92–93
- corrupt files, fixing, 320–321
- Cover Flow, iTunes, 226–227
- CPU usage, 295
- customize
 - clock appearance, 114–115
 - Dashboard, 304–305
 - email accounts, 172–173
 - Finder, 54–57
 - icons, 66–67

D

- daisy-chained FireWire devices, 193
- Dashboard, 304–305
- Dashcode, 307
- date, setting, 112–113
- defaults
 - CDs, 100–101
 - DVDs, 100–101
- delay Software Update, 316
- deleting
 - email messages, 178–179
 - files, 72–73, 73
 - images, slideshows, 251
 - items from keychain, 293
 - locked items, Trash, 318–319
 - Preferences files, 321
 - smart folder, 299
 - songs from playlist, 223
- desktop
 - background, 86–87
 - cleaning, 298–301
 - close windows, 17
 - color schemes, 84–85

- interface, 13
- minimize windows, 17
- move windows, 16
- open windows, 16
- resize windows, 16
- screen savers, 88–89
- shortcut, 93

- Detect Displays button, 103
- dictionary, 150
- disc types, 231
- disk directory problems, 327
- disk errors, 329
- Disk Utility
 - about, 324–325
 - repair disk with, 327
 - S.M.A.R.T. status checking, 296–297
- display settings, 102–105
- dmg file, 36
- Dock
 - applications, 38–39
 - change magnification, 91
 - change size, 90
 - Genie Effect, 91
 - icons running, 91
 - interface, 12
 - preferences, 90
 - reposition, 91
 - Spaces, 155
- Dock icon, 295
- documents
 - print, 198–199
 - save text files, 149
 - style, 146–147
 - Web links, 148
- double-click mouse, 11
- downloads
 - applications, 36
 - iChat, 285
 - Safari, 300–301
 - stack, 43
- DVD Player, 256–257
- DVD-RWs, 101, 324–325
- DVDs
 - defaults, 100–101
 - startup methods, 322

E

- edit network settings, 272–273
- email
 - add, 172
 - attachments, 176–177, 297
 - create messages, 174–175
 - customize, 172–173
 - delete messages, 178–179
 - OS, 5
 - Photo Booth, 263
 - send messages, 174–175
 - spam, 184–185
 - stationery, 180–181

Index

empty Trash, 73
Energy Saver pane, 106–107
erase discs, 101, 324–325
Erase Free Space option, 235
Ethernet equipment, 193
exit applications, 75
Expert Mode, 105
Exposé
 about, 157
 clear desktop, 61
 corner activation, 92–93
 manage windows, 58–61
external hard drives
 about, 189, 311
 icons, 325
 Time Machine, 309
external microphone, 206–207
external video camera, 208–209
extract files, 77

F
file sharing, 274–275
file transfer between computers, 200–201
files
 color-coded, 68–69, 298–299
 copy, 70–71
 delete, 72–73
 icons, 67
 types, 32, 253
FileVault, 269
Final Cut Studio, 264
Finder
 alias, 53
 contextual menus, 50–51
 customize, 54–57
 Get Info, 62–63
 Home folder, 48–49
 interface, 13
 preview music, 212–213
 remove smart folder, 299
 sidebar, 52–53
 smart folders, 298–299
finding
 data, 309
 items, 126–127
 lost passwords, 292–293
FireWire cable, 201
FireWire external hard drives, 311
FireWire hubs, 193
First Aid, 326
first backup, 309
folders. *See* files
Force Quit, 314
full screen mode, DVD Player, 257

G
Garage Band, 264
Genie Effect, 91

Get Info, 62–63, 213
Google search, 163
Grab application, 153
graphical user interface (GUI), 12
Graphire tablet, 195

H

hard drive
 backup, 297
 failure, 297
 startup, 323
hardware, Leopard, 4
hardware and software problems, 327
Hearing Preferences, 123
Help menu, 28–29
hidden functions, menus, 15
Home folder, 48–49
Hot Corners button, 89

I

iCal, 140–145
iChat
 Buddy List, 283
 downloading location, 285
 external microphone, 206–207
 .Mac account, 283
 send and receive files, 284
 set up, 282
 video chat, 208–209
icons
 customize, 66–67
 identifier, 9
 interface, 12
 memory usage, 295
 running, 91
iDisk, 280
iDVD, 264
iLife suite, 264
Image Capture, 242–243
images
 convert to different formats, 246–247
 preview, 244–245
iMovie, 264
importing audio CDs, 218–219
installing
 applications, 34–35
 drivers for accessory devices, 190–191
 DVD, 271
 Leopard, 6–7
Intego VirusBarrier, 289
interface, 5, 12, 13
Internet & Network Preferences, 279
Internet protocol (IP), 265
Internet service provider (ISP), 273
Intuos Wacom tablet, 195
iPhoto, 264
iPods, 189, 204, 205

iTunes

- album covers, 227
- auto play, 219
- backups, 230–231
- browse music collection, 226–227
- build playlist, 222–223
- burn music CDs, 228–229
- Cover Flow, 226–227
- delete songs from playlist, 223
- disc types, 231
- import audio CDs, 218–219
- listen to music, 216–217
- Live updating, 225
- play songs, 216
- podcasts, 236–237
- printing, 232–233
- radio stations, 238–239
- repeat songs, 217
- restore from backup, 231
- rip music files, 220, 221
- share music on network, 234–235
- smart playlist, 224–225
- song order, 217
- sound levels of songs, 229
- videos, 236–237

iWeb, 264

J-K

junk mail, 184–185

- keyboard shortcuts, 109, 157
- Keyboard Viewer, 94–95
- keyboards, adjusting, 108–109
- Keychain passwords, 269, 292–293

L

- language characters, 94–95
- LANs, 264–265
- Leopard

- about, 2
- applications, 33
- central command, 4
- email, 5
- hardware, 4
- installing, 6–7
- interface with equipment, 5
- run applications, 5
- sharing, 5
- user account, 9
- version 10.5, 4
- welcome screen, 8

- Library folders, 319
- Live updating, iTunes, 225
- local hostname, 266–267
- logging in and out, 22–23
- Logic Pro, 264
- lost passwords, 292–293

M

- .Mac account
 - about, 280
 - computer startup, 9
 - iChat, 283
- .Mac Group, 281
- Mac interface, 12
- .Mac Mail, 280
- Mac OS X. *See* Leopard
- .Mac Sync, 281
- Mail Notes, 182–183
- map addresses, 136–137
- master passwords, 269
- memory usage icon, 295
- menu bar, 13
- menus
 - about, 14
 - hidden functions, 15
 - quitting nonfunctioning applications, 314
 - shortcuts, 15
- microphones, Speech Recognition, 121
- mouse, 108–109
- movies
 - DVD Player, 256
 - QuickTime Player, 254–255
- music
 - iTunes, 216–217
 - QuickTime Player, 214–215

N

- Network folder, 276
- networks
 - computer address, 265
 - computer name, 265
 - connect to computers, 276–283
 - passwords, 265
 - settings, 272–273
 - types, 264–265
- New Password field, 271
- nonfunctioning applications, quitting, 314–315

O

- online sharing, 281
- opening
 - applications, 74
 - windows, 16
- order, printing, 279
- organize contacts, Address Book, 134–135

P

- P2P networks, 264–265
- Page Source format, 171
- Password Assistant, 275
- passwords
 - about, 272–273
 - account, 111
 - adding keychains, 269
 - administrator, 268

Index

- changing, 270–271, 293
- finding lost, 292–293
- keychain, 269
- master, 269
- networks, 265
- types, 268
- user account, 269

PDFs, 128–129

peer-to-peer networks, 264–265

pen tablet, 194–195

Personal File Sharing, 267

personalizing

- Preview, 130–131
- Spaces, 156–157

Photo Booth, 262–263

photos

- desktop background, 87
- name change, 147

playing

- movies, 254
- songs, 216

Pocket Address Book, 137

podcasts, 236–237

ports, 188

Preferences

- Application, 83
- Dock, 90
- files, 321
- individual, 83
- Other, 83
- System, 82

Preview

- about, 244–245
- bookmarks, 131
- file types, 245
- PDFs, 128–129
- personalizing, 130–131
- slideshows, 250–251
- view files, 128–129

previewing

- images, 244–245
- music, 212–213

printers

- adding, 196–197
- Bluetooth, 99
- sharing, 197

printing

- Address Book, 137
- CD case insert, 232–233
- documents, 198–199
- order, 279
- song list, 233

public folder, 275

publish calendars, 144

Q

Quick Look, 78–79

QuickTime Player

- animated files, 253
- audio file types, 215
- control playback, 255
- file types, 253
- listen to music, 214–215
- play movies, 254
- play repeatedly, 255
- view images, 252–253
- watch movies, 254–255

QuickTime Pro, 255

quit nonfunctioning applications, 314–315

Quit Process, 295

quitting applications, 37, 39

R

radio stations, 238–239

Recent Items, 85

remodel space, 154

renaming folders, 11

reopen application, 315

Repair Disk Permissions, 326

repair disks, 327

repeat playlists, 217

reposition Dock, 91

resetting administrator passwords, 268

resize windows, 16

resolution, setting, 102–103

restart, 26–27

restore from backup, iTunes, 231

restoring data, Time Machine, 309

rip music files, 220–221

RSS feeds, 168–169

RTF files, 149

run applications, 5

S

Safari

- block pop-up windows, 162
- bookmark Web sites, 164–165
- download locations, 300–301
- email accounts, 172–185
- Google search, 163
- RSS feeds, 168–169
- save Web pages, 170–171
- tabbed browsing, 166–167
- Web surfing, 160–161

saving

- email attachments, 301
- sticky notes, 303
- text files, 149
- Web pages, 170–171

Schedule button, 107

scheduling, 140–145

- screen
 - contrast, 122–123
 - interface, 12
 - zoom, 122–123
 - screen savers, 88–89
 - screenshots, 152–153
 - search speed, 96–97
 - select applications, 74
 - Self-Monitoring Analysis and Reporting Technology (S.M.A.R.T.), 296–297
 - sending
 - email messages, 174–175
 - event invitations, 145
 - files, 284
 - sepia tone, 249
 - setting date and time, 112–113
 - setup
 - file sharing, 274–275
 - iChat, 282
 - sharing
 - files, 5
 - hardware, 5
 - music on network, 234–235
 - online, 281
 - printers, 197, 278–279
 - shortcuts
 - about, 11
 - applications, 37
 - bookmarks, 165
 - change default, 93
 - close windows, 75
 - Dashboard, 305
 - deleting files, 73
 - desktop, 93
 - exit applications, 75
 - Get Info window, 213
 - keyboard, 109
 - menus, 15
 - open applications, 74
 - Quick Look, 79
 - select applications, 74
 - slideshows, 251
 - volume, 215
 - windows, 17
 - Show Paper Tape, calculator, 139
 - shutdown, 26–27
 - sidebar, Finder, 52–53
 - sleep, setting, 24, 106–107
 - slideshows, 250–251
 - smart folders, 298–299
 - smart playlist, 224–225
 - S.M.A.R.T. status checking, 296–297
 - Snap to Grid, 19
 - software
 - drivers, 189
 - problems, 328
 - updates, 116–117, 288, 290–291, 316
 - Spaces, 154–157
 - spam, 184–185
 - Speech Preferences, 118–119
 - Speech Recognition, 120–121
 - spell checking, 147
 - Spotlight
 - boolean operators, 127
 - comments, 63
 - find items, 126–127
 - search speed, 96–97
 - Stacks feature, 42–43
 - Start Screen Saver slider, 89
 - startup
 - applications, 36–38
 - CD, 322
 - CD/DVD drive, 203
 - computer, 8–9
 - different drive, 202
 - DVD, 322
 - hard drive, 323
 - Stickies application, 302–303
 - sticky notes, 303
 - storage
 - on Apple server, 280
 - Image Capture, 243
 - store files, iPod, 205
 - style, documents, 146–147
 - subscribe to calendars, 142–143
 - surge suppressors, 293
 - synchronization, computers, 281
 - System Folder, 319
 - System Preferences, 82, 308
 - System Profiler, 64–65
- T**
- Tabbed browsing, 166–167
 - Target disk mode, 200–201
 - TechTool Pro, 328–329
 - TechTool Protégé, 329
 - temperature conversions, 139
 - testing widgets, 307
 - TextEdit, 146–149
 - text smoothing, 85
 - Text to Speech, 118
 - thesaurus, 151
 - third-party utilities, 328–329
 - time, setting, 112–113
 - Time Machine, 9, 307–311
 - Time Zone tab, 113
 - Timed Screen option, 153
- To Do button, 183
 - toggle around Spaces, 155
 - trackpad settings, 108–109
 - transferring
 - images, 242–243
 - information, 8
 - Trash
 - delete locked items, 318–319
 - email in, 179
 - empty, 73
 - files, 319

Index

U

- uninstalling applications, 321
- Universal Access Preferences, 123
- unlock Trash items, 322–323
- unsaved documents, force quit, 315
- update software, 116–117
- UPS, 289
- USB external hard drives, 311
- USB hubs, 192
- user account passwords, 269

V

- video chat
 - background, 285
 - external video camera, 208–209
 - Photo Booth, 263
- videos
 - iTunes, 240–241
 - tools, 265
- viewing
 - files, 78–79, 128–129
 - images, 252–253
- views, changing, 18–19
- voice commands, 120–121

W-Z

- wake up your Mac, 25
- WANS, 264–265
- Web archive, 171
- Web links, 148
- Web surfing, 160–161
- Web widgets, 306–307
- widgets, 304–307
- Wi-Fi networks, 269
- windows
 - Exposé, 58–61
 - shortcuts, 17
 - Snap to Grid, 19
- Windows Sharing, 277
- wired networks, 264
- wireless networks, 264
- zoom, screen, 122–123