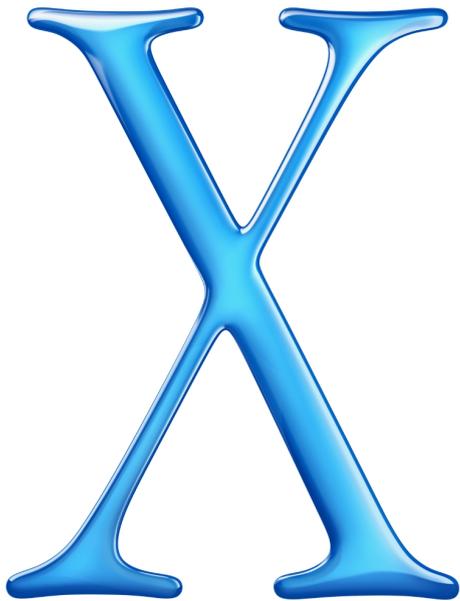


# Introducing Mac OS X

Developer Preview 4



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This book helps you get started using Mac OS X—a new way to use your Mac. Based on a modern system that’s powerful and reliable, Mac OS X is appealing to look at and a pleasure to use.

To get started, follow the instructions on the next page to install Mac OS X. Then let this book help you discover how easy Mac OS X is to use.



# Installing

## Before you start

While you can install Mac OS X on your computer by itself, if you want to continue using your Mac OS 9 applications with Mac OS X you must have Mac OS 9 installed on your computer. If you don't have Mac OS 9 installed on your computer, you should do so before you install Mac OS X.

There are two ways you can install Mac OS X to continue using Mac OS 9:

- You can install Mac OS X on the same disk you have Mac OS 9 installed on. Doing so does not change Mac OS 9 or the other contents on your disk (except to move them to a special folder on your computer).
- You can install Mac OS X on a separate disk or disk partition, keeping Mac OS 9 on its own disk or disk partition.

**Important** If you use separate disk partitions, be sure Mac OS 9 is installed on the first partition.

To set up Mac OS X after installation finishes, you need information about your network settings. If you don't know this information, ask your system administrator or Internet service provider.

## Installing Mac OS X software

To install Mac OS X:

- 1 Insert the Mac OS X CD and double-click the Install Mac OS X icon.



- 2 Click Continue. The Installer restarts your computer.
- 3 When the Installer appears again, follow the onscreen instructions.

When the installation is finished, your computer restarts.

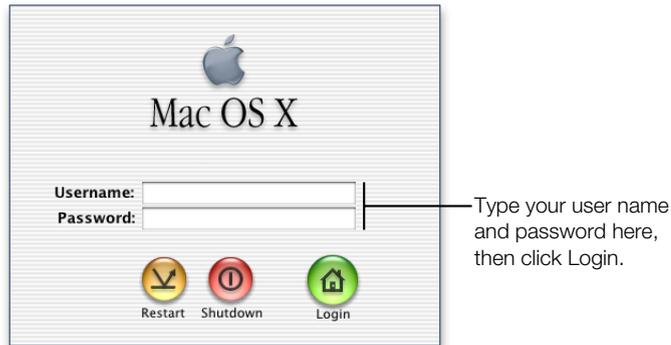
## Setting up

After you finish installing Mac OS X, the Setup Assistant appears. The Setup Assistant guides you through setting up important features of Mac OS X, such as network and Internet settings, email, and the first user account for your computer. Follow the instructions in each panel. When you finish, restart your computer.

**Important** Be sure to remember the user name and password you enter because you need it to log in to your computer.

## Logging in

When your computer starts up, you log in using the user name and password you created with the Setup Assistant.



The user you create with the Setup Assistant has privileges to administer your computer. When you log in you can access all the folders on your computer, change system settings, install new applications, and create other users.

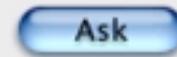
## Getting more information

Throughout this book, you'll see questions like the one below to ask Mac Help. To get answers, choose Mac Help from the Help menu, type the question, and click Ask.



## Why do I need to log in?

Logging in makes your computer more secure because it determines your access privileges to the computer. You can create other users to let other people use your computer, but control their access privileges.



**To learn more, search Mac Help for:**

How do I use Help?

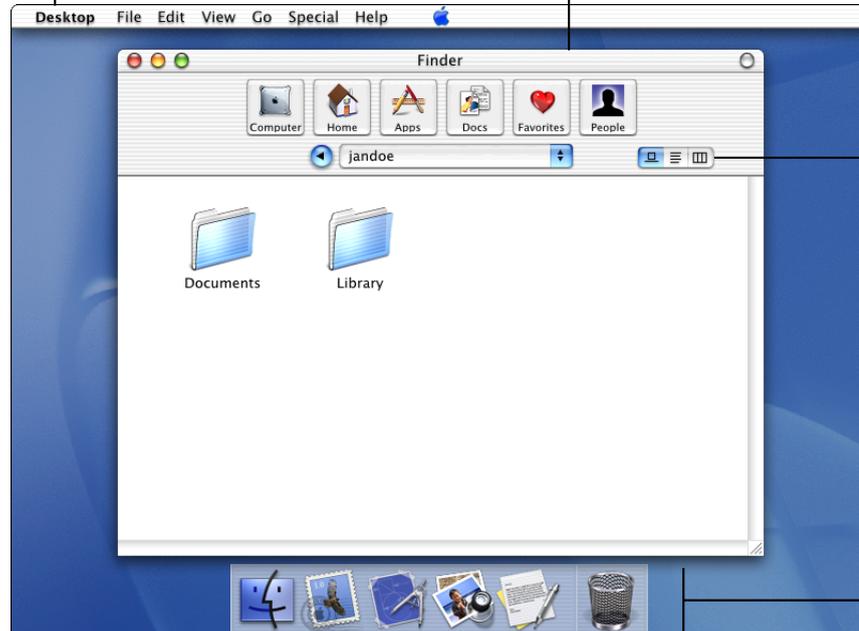
# X

## The Desktop

When Mac OS X starts up, you see the Desktop application with a Finder window and the Dock—a new way to organize the applications and documents you use frequently.

This menu includes the commands for setting application preferences and quitting.

Use the Finder window to access and organize your documents and applications. At first, it shows your “home” folder—your private space on your computer.

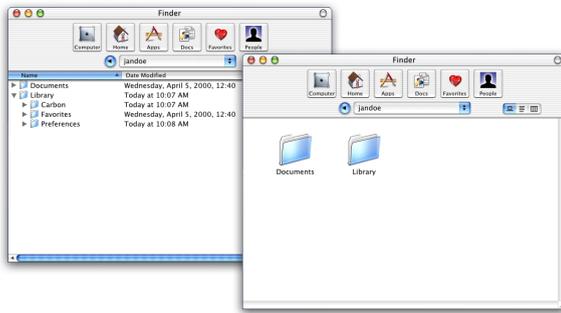


Click here to change the view of the Finder window.

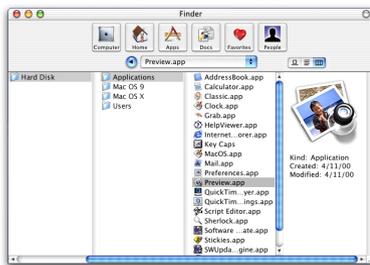
Click an icon in the Dock to open an application.

## Finder views

You can view Finder windows in three ways. Click the View button to change the view.



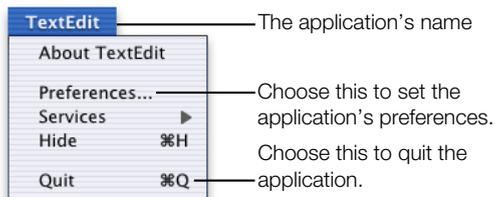
In list or icon view double-click a folder to see its contents in the Finder window.



Column view shows the path to the selection on your disk or the network. Try column view to see how your disk is organized.

## The application menu

All Mac OS X applications have an application menu, which contains important commands such as setting application preferences and quitting the application.



## What's a "home" folder?

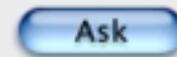
Each user on your computer has a "home" folder—a private space on the computer for documents. Users can control access to their home folders so that other people using the computer can't open their documents.

## Where are my Mac OS 9 applications and documents?

To see your Mac OS 9 applications and documents, click the Computer button in the Finder window, then open the Mac OS 9 folder. This folder also contains your Mac OS 9 documents.

## Open a window for a folder

To open a separate window for a folder, press the Option key while you double-click the folder's icon.



To learn more, search Mac Help for:

How do I use the Desktop?



## Finder windows

A Finder window is your gateway to your computer and network.

In a Finder window you see icons for your documents, folders, disks, and servers.

Click this button to see your disks and servers.

Click a toolbar button to see your disks, open your home folder, or open other folders.

Shows the folders (path) that contain the selected item

Shows information about the selected item. If it's a picture, you see a preview. If it's a movie, you can play it.

## Toolbar buttons

The toolbar buttons at the top of a Finder window open special folders on your hard disk. Here's what you see when you click each button:



### Computer

Your disks, CDs, and servers



### Home

Your home folder—your private space on the computer



### Apps

The Applications folder in your home folder.



### Docs

The Documents folder in your home folder (You see this folder when you save or open a document in an application.)



### Favorites

The Favorites folder in your home folder (You see items in this folder when you save or open a document.)



### People

The Users folder on your hard disk where user home folders are located

### Move, copy, or make an alias to a file

To move a file to another folder, drag it. To copy the file, press the Option key while you drag. To make an alias to it, press the Command and Option keys while you drag.

### Open another Finder window

If you need to open another Finder window to move or copy a file, choose New Finder Window from the File menu.

### To set access privileges to a folder

Select the folder and choose Show Inspector from the File menu, then choose Sharing from the Show pop-up menu.

### Change the Desktop picture

Choose Preferences from the Desktop menu and click the Desktop tab.

### Can't find it?

Click the Sherlock icon in the Dock, then click Files in the Sherlock window. Type what you're looking for, then click the magnifying glass.



### To learn more, search Mac Help for:

How do I use the Finder window?



## The Dock

The Dock makes it easy to open applications and to see which applications and documents are open. To open an application in the Dock or make an application or document active, click its icon.



### Desktop

See your disks, folders, and documents any time.

### Mail

Send and receive email.

### Trash

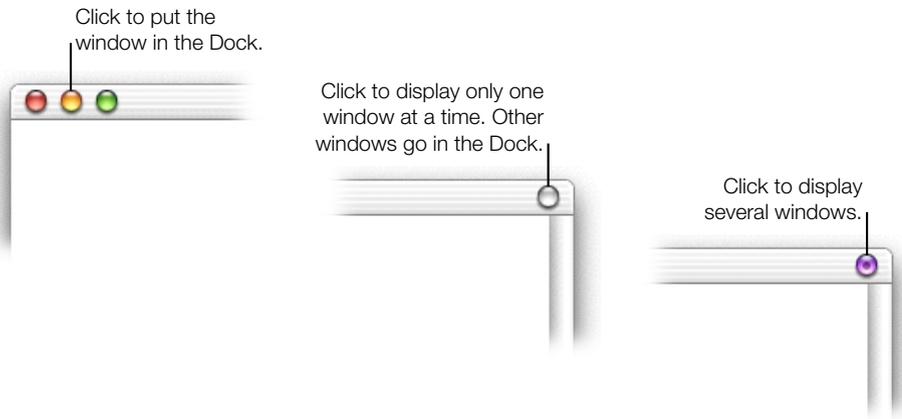
Drag files here to throw them away. Drag disks here to eject them.

## Adding icons to the Dock

The Dock includes several applications that come with Mac OS X. You can add icons to the Dock for applications, documents, folders, servers, Web sites, and QuickTime TV channels. To add an icon, drag it to the Dock. Application icons go on the left; all other icons go on the right.

## Putting windows in the Dock

You can put windows in the Dock by clicking buttons in the window.



### See the names of items in the Dock

Drag the pointer over the icons.

### Rearrange the Dock

Drag icons to where you want them.

### Remove an icon

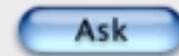
Drag it out of the Dock.

### Open a document using an application in the Dock

Drag the document's icon to the application's icon in the Dock.

### Changing the Dock

To resize the tiles in the Dock, make them zoom when you drag over them, hide the Dock, choose Desktop & Dock Preferences from the Desktop menu, and click the Desktop tab.



**To learn more, search Mac Help for:**

How do I use the Dock?

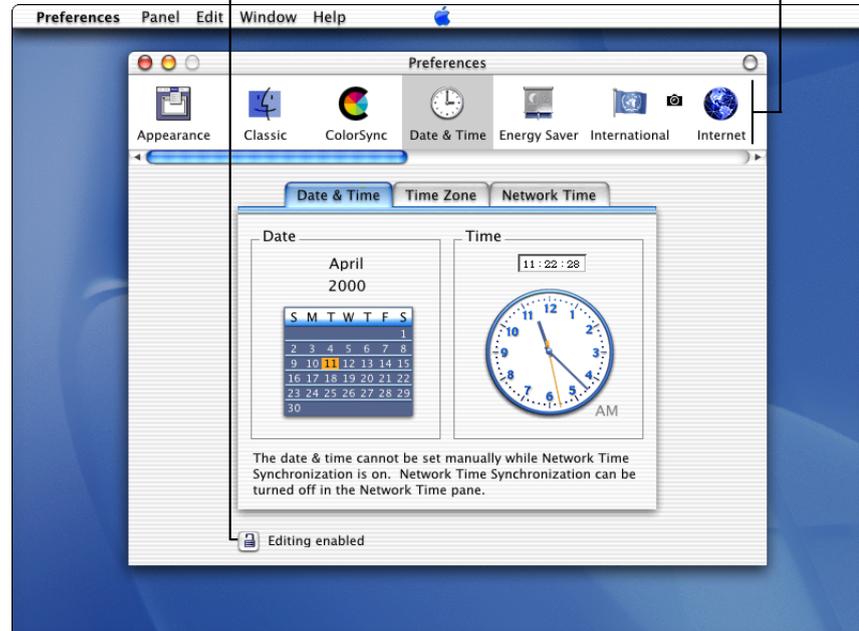


## Changing settings

Use the Preferences application to change your computer settings. To open Preferences, choose System Preferences from the Desktop menu. Then click a button at the top.

If this icon is locked, click it; then type the password for a user with access privileges to administer your computer.

Click a button to show the panel containing the settings you want to change.



## Important settings panels

These are some important settings panels in the Preferences application. To change some settings, you need the password of a user with access privileges to administer your computer.



### Classic

If you have more than one Mac OS 9 system available, select which one your Mac OS 9 applications use.



### International

Change the language your computer uses and the way dates, time, and numbers are displayed.



### Login Items

Pick the applications or documents that open automatically when you log in.



### Monitors

Change your monitor's resolution and colors.



### Network

Enter network and Internet settings.



### Password

Change your login password.



### System Disk

Select a startup disk for your computer. You can select a disk with Mac OS 9 or Mac OS X.

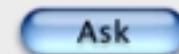
## Set application preferences

The Preferences application is where you set system preferences. Applications also have preferences. To set preferences for a Mac OS X application, make the application active and choose Preferences from its application menu.

Preferences for Mac OS 9 applications remain where they were, usually in the Edit menu.

## Return to Mac OS X from Mac OS 9

You can use the System Disk panel to select a Mac OS 9 startup disk. When you restart, your computer starts up using Mac OS 9. To start up using Mac OS X again, use the Mac OS 9 System Disk control panel, which is on the Mac OS X CD.



**To learn more, search Mac Help for:**

How do I change computer settings?

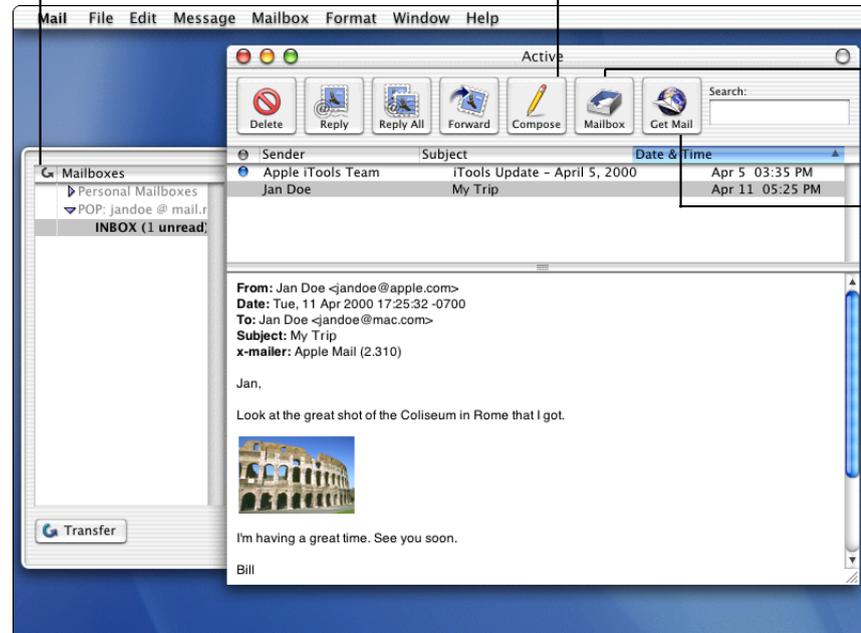


## Using Mail

Use the Mail application included with Mac OS X to send and receive email. Your email can include pictures, sounds, and movies as well as text.

Each email account has one mailbox. You can create more mailboxes (folders) to organize your email. Drag an email to a mailbox in this window.

Click here to write a new email message.

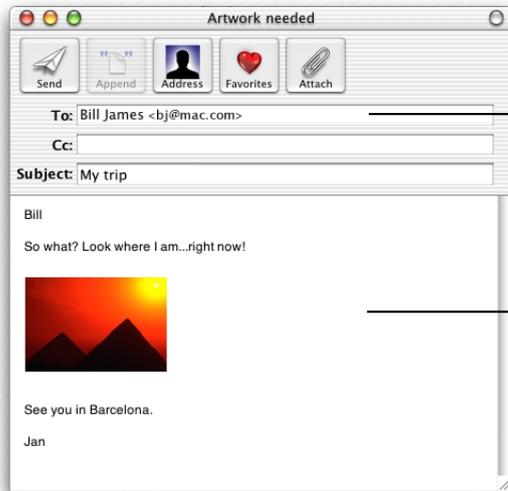


Click here to see your mailboxes (folders for storing mail you receive).

Click here to get your mail.

## Sending email

To send an email message, click the Compose button, type the address, and prepare your message.



As you type an address, Mail selects matching addresses from your address book. When you find the one you want, press the Tab key.

To add a picture, sound, or movie to your message, drag it from the Finder to your message. (You can also use Mail services to add these to your message.)

## Setting up

When you set up Mac OS X using the Setup Assistant, you also set up how to send and receive your email. To change settings or create other mail accounts, choose Preferences from the Mail menu.

## Change the active account

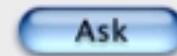
Mail lets you receive email from more than one email account. To make an email account active, click the Active column next to the account's name in the Accounts preferences panel. To see your messages, select the account's mailbox in the Mailboxes window.

## Organize addresses

Use the AddressBook application to store email addresses and add them to your email quickly.

## Use Mail services

To send pictures, sounds, or movies in an email message directly from the application where you create them, choose Services from the application menu, choose Mail, then choose Mail To.



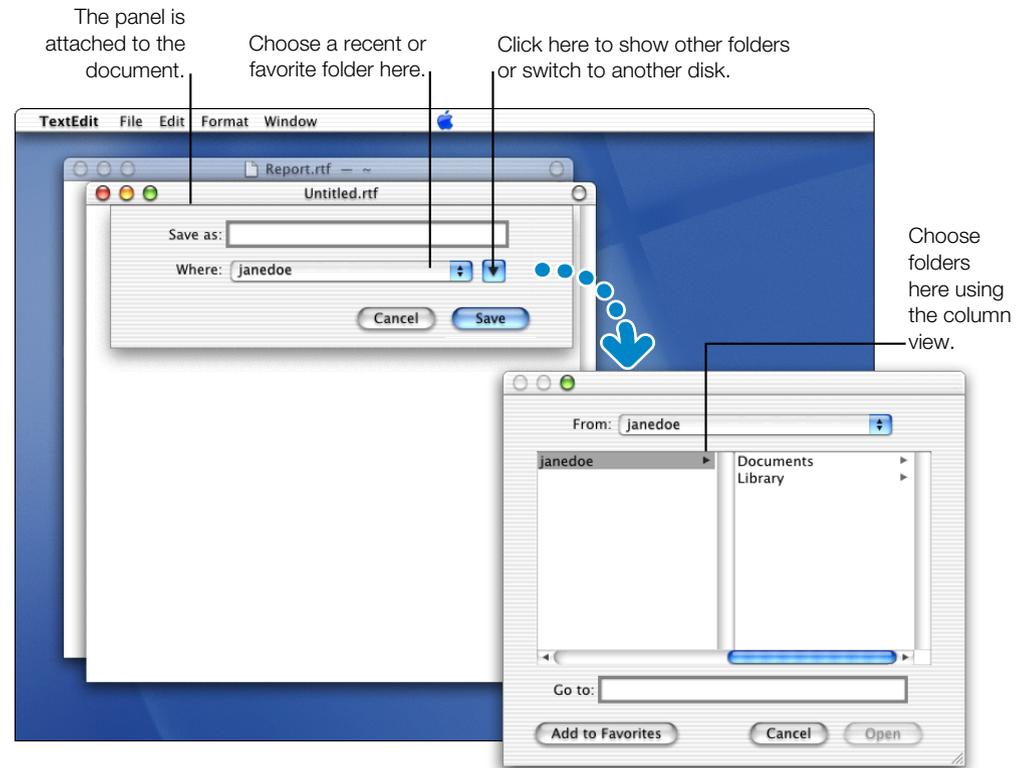
**To learn more, search Mac Help for:**

How do I send and receive email?



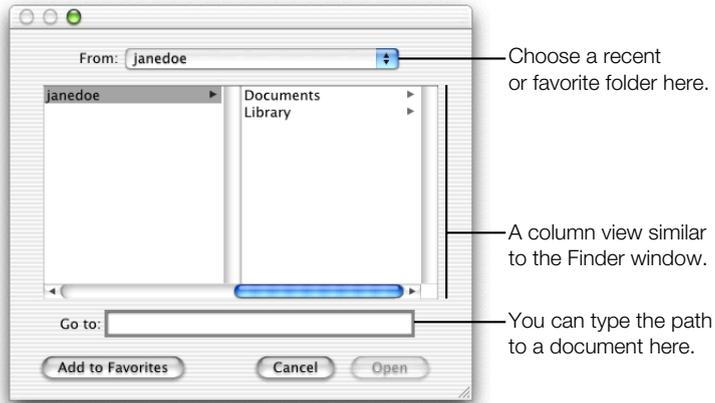
## Saving and opening

Mac OS X applications have new ways to save and open documents that make it faster and easier.



## Opening documents

When you choose Open in a Mac OS X application, you see a new panel for locating your documents.

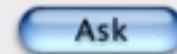


## Save a document in your home folder

When you save a document the first time, the panel shows your home folder. Type a name and click Save.

## Add a folder to your favorites

Select the folder, then click Add to Favorites. Mac OS X puts an alias of it in the Favorites folder in your home folder.



**To learn more, search Mac Help for:**

How do I save a document?



# Printing

Mac OS X provides a new way to print your documents. First use PrintCenter to select printers and set them up. Then print your work.

Choose how to connect to the printer here.

Select a printer you want to add to the PrintCenter here.

The screenshot shows the PrintCenter application window with a menu bar containing 'PrintCenter', 'File', 'Edit', 'Printers', 'Queue', 'Server', and 'Windows'. Below the menu bar, there are three overlapping windows. The top window is titled 'PrintCenter' and contains the text 'No default printer selected.'. The middle window is titled 'Printer Browser' and has a 'Connection' dropdown menu set to 'NetInfo'. The bottom window is a table with two columns: 'Name' and 'Kind'. The table lists four printers: 'Color\_Printer', 'Fax\_Printer', 'Lab\_Printer', and 'My\_Printer', all of which are 'NetInfo host'.

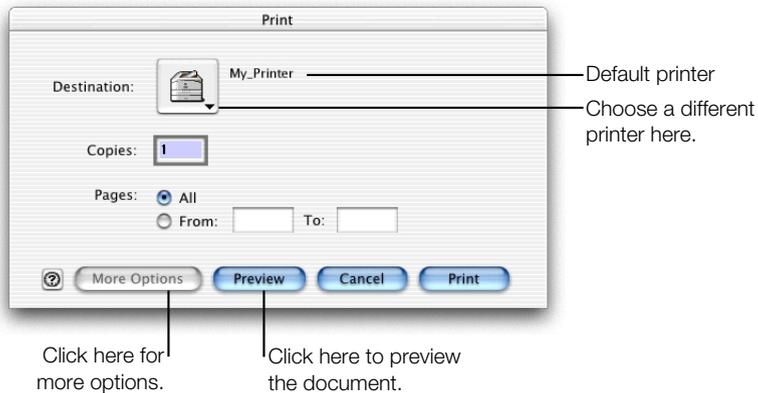
Name	Kind
Color_Printer	NetInfo host
Fax_Printer	NetInfo host
Lab_Printer	NetInfo host
My_Printer	NetInfo host

## Setting up

Before you can print a document, you need to select a printer using the PrintCenter. If you haven't selected a printer when you print the first time, the PrintCenter opens. Using the Print Browser panel, select how to connect to the printer and double-click the printer you want to add.

## Printing a document

To print a document, choose Print from the File menu. The Print panel opens with the default printer selected.



## Previewing a document

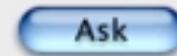
When you print a document, you can click Preview to open the Preview application and see how it will look.

### Select a default printer

The default printer is the printer selected in the Print panel when it opens. If you don't select a default printer, the PrintCenter picks one for you. To select or change the default printer, select the printer in the PrintCenter window and choose Make Default Printer from the Printers menu.

### Change the destination printer

When you print a document, the default printer is the destination. To select a different printer, choose one from the Destination pop-up menu.



**To learn more, search Mac Help for:**

How do I print my documents?



# Applications

Mac OS X includes several applications designed for Mac OS X.

You can also continue to use your Mac OS 9 applications.



## **AddressBook**

Keep all your email addresses and other information about people in one place.



## **Sherlock**

Find what you're looking for on your disks or network, or on the Internet.



## **QuickTime Player**

Play movies, view pictures, listen to music, watch QuickTime TV.



## **Preview**

Preview documents.



## **Multiple Users**

Give other people access to your computer.



## **TextEdit**

Create text documents with text styles.



## **Grab**

Take pictures of your desktop or a window.

## Where to find the applications

*The Applications folder on your hard disk:* The location where Mac OS X applications are installed so that all the users of your computer can access them. You need to log in as a user with access privileges to administer your computer to install applications in this folder.

*The Mac OS 9 folder:* Contains the Mac OS 9 applications installed on your computer before you installed Mac OS X.

## Using Mac OS 9 applications

After you install Mac OS X, your Mac OS 9 applications work the same way they always did. To open a Mac OS 9 application or document, just double-click its icon.



When you open a Mac OS 9 application, the Mac OS 9 system needs to start up. To have the Mac OS 9 system start up when you log in, click the Preferences icon in the Dock, then click Classic and select the “Start up on login” checkbox.

## Copy and paste between documents

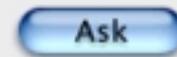
Select what you want to copy and drag it to the other document. You can copy between documents in different applications.

## Use application services

Mac OS X applications may provide services that you can use with other applications. For example, Mail lets you select a picture in an application and send it in an email message. To see the available services, select something in an application and choose Services from the application menu.

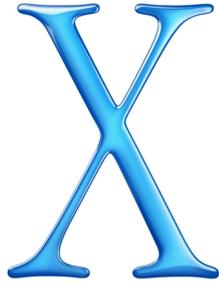
## Update your software

Mac OS X includes the Software Updates application so that you can get the latest version of your Mac OS X applications and system software.



**To learn more, search Mac Help for:**

How do I use my applications?



## Troubleshooting

### **You see a message about updating the firmware.**

If you see a message that you need to update your computer's firmware, you should do so before proceeding with the installation. The updater and instructions are available at the Apple Software Updates Web site (<http://asu.info.apple.com/>).

### **The Installer cannot repair your hard disk.**

The Installer repairs your hard disk before it installs Mac OS X. If you see a message that the disk can't be fixed, try these solutions:

- If a file is open, quit all programs. If file sharing is on, turn it off. Then try installing again.
- If you still get the message, use DiskFirstAid (provided on the Mac OS X CD), to repair the disk.
- If you can't repair the disk using DiskFirstAid, you may need to reinitialize it. Back up your hard disk before you erase all the files on it. Then use the Drive Setup program (provided on the Mac OS X CD), to initialize the disk. After you initialize the disk, use the Mac OS X Installer to install the software again, then reinstall your application programs and documents from your backup copy.

### **The Installer cannot update the hard disk driver.**

The Installer cannot update non-Apple hard disks. Use the disk utility recommended by the manufacturer of your hard disk to update your drivers before installing Mac OS X. Make sure to use a version of the utility that is compatible with Mac OS X.

### **Installing Mac OS X was interrupted and now I can't restart my computer.**

If this happens and you have Mac OS 9 installed on your computer, try restarting your computer while pressing the Option key to start up using Mac OS 9.

If you cannot start up using Mac OS 9, insert a Mac OS 9 CD in your computer and press the C key while restarting your computer.

**You can't log in to your computer.**

First, make sure you are entering your password with the same capitalization and punctuation that you used originally. If you still can't log in, log in as a user with administrator privileges and change the password for your user account using the MultipleUsers application.

**Network services don't seem to be working.**

If your network services don't seem to be working properly, try these solutions:

- Make sure that your computer is connected to the network properly.
- Use DiskFirstAid to make sure your hard disk is working properly.
- Check your computer's AppleTalk and TCP/IP configurations.
- See if you can access AppleTalk devices on the network.
- See your server administrator to make sure the server you are trying to connect to is available.

**You can't quit an application.**

If you can't quit an application, you can force it to quit. Press the Command, Option, and Escape keys, select the program in the Applications panel, and click Force Quit. (You do not need to restart your computer.)

**Important** When you force an application to quit, any unsaved changes to documents open in the application are lost.

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