

How to Do Everything with Mac OS X Panther

by Kirk McElhearn

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This text covers Mac OS X Panther and its bundled applications in detail, while handling more challenging topics such as networking, Internet security, wireless operation, and maintenance in an approachable way.

Table of Contents

[How to Do Everything with Mac OS X Panther](#)

[Introduction](#)

[Part I - Get Started with Mac OS X](#)

[Chapter 1](#) - Mac OS 9 vs. Mac OS X—What's Different?

[Chapter 2](#) - What's New in Panther

[Chapter 3](#) - Your First Steps with Mac OS X

[Part II - It's All About the Finder](#)

[Chapter 4](#) - Get to Know the Finder

[Chapter 5](#) - Everything About Files, Folders, and Icons

[Chapter 6](#) - All About Mac OS X Windows

[Chapter 7](#) - All About Your Mac's Folders

[Chapter 8](#) - Create and Manage User Accounts

[Chapter 9](#) - Customize Your Mac

[Part III - Connect to the World](#)

[Chapter 10](#) - Surf the Internet

[Chapter 11](#) - Work with .Mac

[Chapter 12](#) - Work with Other Computers on a Network

[Part IV - Get to Work with Your Mac](#)

[Chapter 13](#) - Work with Applications

[Chapter 14](#) - Print, Fax, and Work with Fonts

[Chapter 15](#) - Manage Personal Information

[Part V - Digital Media on Your Mac](#)

[Chapter 16](#) - Work with Digital Music Files

[Chapter 17](#) - Work with Digital Photos

[Chapter 18](#) - Work with Movies and Video

[Part VI - Go Further with Your Mac](#)

[Chapter 19](#) - Keep Your Mac Secure

[Chapter 20](#) - Use Peripherals to Extend Your Mac

[Chapter 21](#) - Keep Your Mac in Tip-Top Shape

[Chapter 22](#) - Get More Help for Mac OS X

[How To Do Everything—Writers and their Macs](#)

[Index](#)

[List of Figures](#)

[List of Tables](#)

List of Sidebars

Back Cover

Experience the excitement of Apple's revolutionary new release with help from this hands-on guide. Use the Finder to easily navigate files, folders, and applications and customize its display to meet your needs. Set up dozens of accounts and change users without logging out with the fast user-switching feature. Access any open window or clear them all away using Exposé. Create music playlists, edit digital photos, share your calendar, and much more. You'll also learn easy methods for networking your Mac, and discover important details about computer security. *How to Do Everything with Mac OS X Panther* will show you how to get the most out of this innovative operating system so you can increase productivity, organize your life, and have more fun!

- Navigate your desktop and expertly work with files, folders, and icons
- Send a fax as easily as you print documents
- Customize your environment to make your Mac work the way you want
- Switch user accounts without logging out or quitting applications
- Use Exposé to access open windows easily
- Preview, scroll through, and search huge PDF files faster than ever
- Use iChat AV for text, audio, and video chats
- Share files on a network at home, work, or school
- Improve your Mac's features and functions by adding peripherals
- Safeguard your Mac with built-in security tools such as FileVault

About the Author

Kirk McElhearn is a recognized Mac OS X expert and author. He is a regular contributor to *Macworld* magazine, TidBITS, and Technology and Society Book Reviews. He is also the co-author of several books on Mac OS X.

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Kirk McElhearn is a freelance technical writer, journalist, and translator. Kirk has been a Mac user since 1991, when he bought his first Mac, a PowerBook 100. He has written user manuals for many popular Macintosh programs, as well as technical documentation for Windows and Linux programs. As a journalist, he has written articles for a variety of publications, including Macworld magazine, TidBITS, and Technology and Society Book Reviews. As a translator, he works for some of the world's leading computer and telecommunications companies.

Kirk has worked in many jobs over the years: he has been a pension plan administrator, a bookseller, a teacher of English as a foreign language, a translator, and a writer. He has a Master's degree in Applied Linguistics. A native New Yorker, he has lived in France for almost two decades, and currently lives in Guillestre, a village in the French Alps.

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About the Technical Editor

Joe Kissell has worked in the Macintosh software industry for the past ten years. He previously managed software development for Nisus Software, Inc. and Kensington Technology Group, and has written several books about Mac software, including the popular e-book Take Control of Upgrading to Panther. When not writing computer books, Joe runs alt concepts, inc., an Internet publishing company that chose not to squander capital on its corporate name. With the honorary title Curator of Interesting Things, he spends much of his time writing, speaking, consulting, and maintaining the "Interesting Thing of the Day" web site.

Acknowledgments

A book may only have one name on the cover, but dozens of people work behind the scenes, contributing in different ways to make it as good as possible. I'd first like to thank Todd Stauffer, who created the How to Do Everything series, and Jane Brownlow, my editor, for making it so successful. Well-deserved thanks go to my agent Neil Salkind for being a matchmaker and helping get this from proposal to final book.

Many people at Osborne worked on this project, and I'd like to thank them all: Athena Honore, the Acquisitions Coordinator, kept things flowing; Mike McGee, the copy editor, saw to it that the text reads smoothly; Linda Medoff, the proofreader, spotted the tiny lapses and made me look good; Melinda Lytle and Kathleen Edwards handled illustrations; Lucie Ericksen and John Patrus were in charge of composition; Pattie Lee did the cover; and Lee Healy wrote the cover copy. Special thanks to Emily Rader, the project editor who oversaw the copyediting and query review stages of this project; Emily never thought she'd be working with an author in France while she, too, was in France, and she was the only person I worked with on this project who was (for a brief time) in the same time zone as I am. Thanks also to Julie Smith, the project editor who oversaw the proofreading and indexing stages through to final pages.

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Finally, many thanks to Marie-France and Perceval for their help on the home front.

Introduction

Having used a Macintosh computer since 1991 and since the advent of Apple's System 7, the initial release of Mac OS X was quite a surprise. It took a while to get used to the major changes that Apple had wrought in this operating system, but the rewards were many: a more attractive, easier-to-use interface; a more stable operating system; and the solidity of Mac OS X's Unix underpinnings.

Mac OS X 10.3, code named Panther, is a mature operating system; and many changes and refinements have been made since the first version of Mac OS X. Apple has been especially attentive to user feedback in improving the interface and adding features to the operating system (or in some cases restoring features lost since Mac OS 9).

Panther is the third major upgrade of Mac OS X and by far the most satisfying version of this operating system. Panther introduces many new features and functions that make working with your Mac even easier: a redesigned Finder with new windows; new Open and Save dialogs; a new approach to using an iDisk; refinements to Mac OS X's built-in applications, such as Mail, iCal, and Address Book; and a host of new features, improvements, and tweaks that make this version of Mac OS X the fastest yet.

The improvement in speed is one of the most impressive changes in Panther: even with older Macs, Panther runs faster than Mac OS X 10.2 (Jaguar), and recalcitrant Mac OS 9 users have extra motivation to take the leap and upgrade to a more modern operating system.

In this book I'll tell you all about Mac OS X 10.3. You'll learn how to work with the Finder and customize it to fit your own style. You'll discover how to work with files, folders, and windows, and how to save time in the most common tasks. I'll show you how to surf the Web easily with Apple's Safari web browser, how to use Mail to manage your e-mail, and how to keep in touch with your friends with iChat.

You'll see how easy it is to manage your personal information with Apple's programs, such as iCal, its calendar program; Address Book, its contact manager; and iSync, which lets you synchronize your information with another Mac.

I'll tell you about printing, faxing, connecting computers on a network, and keeping your Mac in good shape. I'll also talk about computer security and tell you about adding hardware to your Mac, such as mice, keyboards, external disks, and more.

Mac OS X shines in the area of digital media: Apple's suite of programs for working with music, photos, video, and DVDs are some of the most powerful and easy-to-use tools for these tasks. I'll tell you all about iTunes, iPhoto, iVideo, and iDVD, and you'll see how easy it is to turn your Mac into a digital hub.

But I also went out and talked to other Mac users, who share their experiences with you. Throughout the book you'll see how all kinds of Mac users—from best-selling authors to musicians, translators, and photographers—leverage the Mac and use it to get their work done every day.

For in the end, that's what a computer is for: getting things done. After reading this book, you'll see how easy it is to use Mac OS X and how much you can do with this powerful operating system. If you're new to the Mac, you'll find out how to do everything you need with Mac OS X. If you've just upgraded from Mac OS 9 or earlier, you'll see how easy it is to get up to speed with this new operating system. And even if you're a seasoned Mac user, you'll find lots of new features and functions that will make your computer use more efficient and more fun.

This book was created on an 800 MHz G3 iBook and a 933 MHz G4 iBook, with the assistance of a 400 MHz iMac, using Microsoft Word for writing and reviewing, Snapz Pro X for screen shots, and Photoshop Elements 2 for touching up illustrations. I used Inspiration to create the book's outline, Microsoft Entourage to manage my correspondence, and iChat to keep in touch with some of the people involved in the book (especially with my technical reviewer Joe Kissell; we often chatted when it was late at night for him and early in the morning for me). Finally, iTunes provided a soundtrack as I was working, playing Bach, Handel, Schubert, the Grateful Dead, Bill Evans, Brian Eno, and much more.

Part I: Get Started with Mac OS X

Chapter List

[Chapter 1: Mac OS 9 vs. Mac OS X—What's Different?](#)

[Chapter 2: What's New in Panther](#)

[Chapter 3: Your First Steps with Mac OS X](#)

Chapter 1: Mac OS 9 vs. Mac OS X—What's Different?

How to...

- Discover Mac OS X
- Learn about new features
- Meet the Mac OS X Finder
- See what's different between Mac OS X and Mac OS 9

If you've just gotten around to upgrading to Mac OS X, either by upgrading an existing Mac using OS 9 or earlier or by purchasing a new Mac, you've made a good choice. Mac OS X 10.3, or Panther, is a solid upgrade to an innovative operating system, and offers users many new features. During Apple's experience with Mac OS X, many users have given feedback about improvements to make and features to add. Apple has listened to these users and, with Panther, provides a mature operating system that will help you work better, faster, and more enjoyably.

But, if you're upgrading from Mac OS 9, you're in for a surprise—many things are different in Mac OS X, and some of them take a while to get used to. (If you're upgrading from an earlier version of Mac OS X, see [Chapter 3](#) for an overview of what's new in Panther.) In this chapter, you learn about the main features in Mac OS X that are a departure from previous versions of the Mac OS. You'll find that many of them are at odds with habits you might have developed over the years of working with a Mac. After all, there hasn't been such a major change in the Mac interface and features since Apple's System 7, released in 1991.

So, read through this chapter to prepare yourself for Mac OS X and to see how some of its features compare with Mac OS 9. You'll get an overview of what's changed and learn some of the philosophy of Mac OS X. Get ready for a whole new computing experience. Welcome to the world of Mac OS X!

An Overview of Mac OS X

For the most part, Mac OS X works the same as Mac OS 9. You'll discover that you have the same icons and menus, that windows work more or less the same, and that your applications do the same things they did before. First, you'll notice the new interface: Apple calls this Aqua, and all the *widgits*, the controls, such as buttons and scroll bars, check boxes and radio buttons, are colorful and easier to distinguish.

The Aqua interface includes many features that make it more alive: Apple uses slight effects of transparency for menus and certain dialogs, and shadows and 3-D effects to put objects in context more effectively. The overall display is snappy and features better contrast between different elements, so you can understand what the operating system does and what it expects you to do. And, text is displayed much better, using *anti-aliasing*, which makes fonts always appear smooth onscreen.

While Finder windows are different, you'll find the two Finder views you're familiar with—Icon view and List view—work the same as under OS 9. All in all, Mac OS X is the logical next-generation operating system for Apple. Plenty of differences exist, but there are enough similarities that you don't need to worry about not feeling right at home.

User Accounts

While you might be familiar with the Mac OS 9 implementation of multiple users, this was never an integral part of the operating system. With Mac OS X, each user has their own account, with a unique user name and a password. If you're the only user on your Mac, this won't affect you but, if you share your Mac with others, you'll want to create accounts for each user. These accounts help segregate users' files and allow each user to customize their environment as they choose. You can set up your Mac the way you want—with the desktop picture you want, using your individual preferences and settings—and other users can do the same. When you log in to your Mac, or start working on it within your individual environment, you'll only see your files according to your preferences.

These individual settings go beyond just what you see in the Finder—they also affect the preferences and settings for each application you use. If you like certain preferences for your web browser, word processor, and graphics programs, you needn't worry about other users changing them. When they log in, they work according to their preferences and cannot change yours.

Also, when you open your e-mail program, you'll only see your own messages. You don't need to worry about changing e-mail identities when you share your Mac; each user's files are truly segregated and your files aren't just displayed for your eyes only, but other users *cannot* access them. You also don't need to worry about other users accessing the bookmarks in your web browser. This gives you added privacy.

The Mac OS X Finder

The biggest difference between Mac OS 9 and Mac OS X—and the first thing you'll notice—is the way Finder windows appear. Finder windows are different both because of their brushed-metal interface and because of what they display.



Mac OS X Finder windows have a *sidebar*, a section at the left of the window that contains shortcuts to common places and folders. (See [Chapter 6](#).) The top part of this sidebar has icons for your computer, your iDisk (if you have a .Mac account), your network, and your hard disk; this section also displays removable media, such as CDs or DVDs. The bottom part of the sidebar contains, by default, your Desktop, your home folder and five of the subfolders found in your home folder. You can add folders to the sidebar, giving you one-click access to the folders you use most.

Finder windows also have a *toolbar*, the part at the top of the window that contains, in the default window, buttons and a search field. You can add other buttons to this toolbar and you can even add files, folders, or

applications to it.

As you can see in the previous illustration, Mac OS X stores each user's files in a *home* folder, which displays with the name of the user, and which contains, by default, eight subfolders. As you see in [Chapter 7](#), these folders are designed to hold certain types of files. You will learn how to use them to store your personal files.

The home folder is part of Mac OS X's Unix heritage; Mac OS X is built on a robust foundation: FreeBSD, a type of Unix. One of the essential concepts of Unix-based operating systems is that of ownership and permissions. Your files belong to you and other users cannot access them, unless you want them to. As previously explained, each user has their own individual files, preferences, and settings, and the home folder is part of this environment.

Another major difference between Mac OS 9 (or earlier versions of Mac OS) and Mac OS X is the Apple menu. Long used to provide access to certain files and applications, as well as to Control Panels, which let you set preferences for many system functions, the new Apple menu is closer to Mac OS 9's Special menu.



You can see that the Apple menu contains commands, such as Sleep, Restart, and Shut Down, but, in keeping with the multiple-user concept of Mac OS X, it also contains a Log Out menu item.

Under Mac OS 9, the Apple menu could be a kind of launcher; you could put aliases to files, folders, or applications in the Apple Menu Items folder. Although this is no longer the case under Mac OS X, the Apple menu does contain a Recent Items submenu, from which you can choose among the last few files and applications you worked with. The Apple Menu provides quick access to the System Preferences, the equivalent of the Control Panels in Mac OS 9, but the real launcher in Mac OS X is the Dock.



The *Dock*, shown above, a combination application launcher and switcher, sits at the bottom of your screen (though you can choose to place it on either side, as discussed in [Chapter 4](#)), shows icons of the applications you use most, and tells you which ones are running (the triangle beneath the Finder icon indicates this). You can launch applications by clicking their icons (this replaces the Mac OS 9 Launcher) and you can switch applications by clicking a Dock icon (which replaces the Application menu in Mac OS 9); you can do lots more with the Dock, as you will discover in [Chapter 4](#).

The Dock also contains the Trash icon. No longer on the Desktop, the Trash icon is always accessible from the Dock. You don't need to move windows on the Desktop to access it, and you can also delete the Trash

from the Dock. (See [Chapter 4](#).)

Another new Finder feature is the menu extras you see in the menu bar.



Mac OS 9 had some icons in the menu bar, but only a few, with limited functionality. In fact, many of the menu extras in Mac OS X correspond to Mac OS 9 Control Strip modules. You can click any of these *menu extras* to access commands or information. For example, you can click the volume icon to change your Mac's volume, click the clock section of the menu bar to see the date, and to change date and time settings, or (if you turn on Fast User Switching) you can click the user name at the right to open a session for another user.

Another change in the Finder is the way you access and set preferences. In Mac OS 9, you did this by selecting Control Panels from the Apple menu, and then selecting one of the control panels in the submenu to access its settings. In Mac OS X, you use the System Preferences application, which you can launch by clicking its Dock icon or by selecting System Preferences from the Apple menu.



This single interface groups and organizes all your *preference panes*, each of which displays a set of preferences and settings. Some of these are simple, while others have several *tabs* or sections, each of which has a set of preferences. In addition, whenever you install third-party software that offers preferences, additional preference panes can be added to the bottom of this window in an Other section.

The Mac OS X Finder offers dozens of interesting and useful features, which you'll discover as you read through this book. You've seen many of the differences here that are likely to surprise you; it will take a while to get used to some of these new ways of working, but I'm sure you'll find that Mac OS X is more efficient and more enjoyable to work with than Mac OS 9.

Mac OS X Applications

Mac OS 9 never came with many additional applications: you got a web browser, a few utilities, and maybe a game or two, but where Mac OS X shines is in the many applications included with the operating system.

If you work with the Internet—and almost everyone does these days—you need two basic applications: a web browser and an e-mail program. Apple's *Safari* is the fastest web browser for Mac OS X and is simple to use. *Mail*, Apple's e-mail program, is a powerful, flexible e-mail program that lets you manage multiple accounts and has a built-in spam filter (Apple calls it *junk*) to sort incoming mail and weed out the messages you don't want.

Apple's *iChat* lets you chat with your friends, family, and colleagues in three ways: traditional text chats, audio chats (using your Mac's built-in microphone and speakers, or an external microphone and headset), and video chats, if you have a supported camera, such as Apple's *iSight*.

Mac OS X also offers a group of applications to manage your personal information, appointments, and contacts. *iCal*, the powerful calendar application (see [Chapter 15](#)), lets you create as many calendars as you want and even share them with other users (if you have a .Mac account).



Address Book, which you can use to manage your contacts (see [Chapter 15](#)), integrates fully with Mail and *iCal*, so you can access your contact information from these applications.

In recent years, Apple has developed its *digital hub* concept, which is based around the idea that computer users want to work with digital files: music, photos, and movies. Apple's programs designed to work with these files are among the best available on any platform and Mac OS X offers, out of the box, a full set of applications for working with digital media:

- *iTunes*, for creating MP3 files from your CDs, listening to digital music files, listening to Internet radio stations, and purchasing songs from Apple's iTunes Music Store.



- *iPhoto*, which lets you import, organize, and retouch your digital photos, and create slide shows, export your photos to your web site, or burn CDs with your photos.
- *iMovie*, the easiest way to import and edit digital video.
- *iDVD*, which lets you author and burn DVDs using your own movies and pictures, if you have a SuperDrive in your Mac.

Mac OS X comes with many more applications and utilities

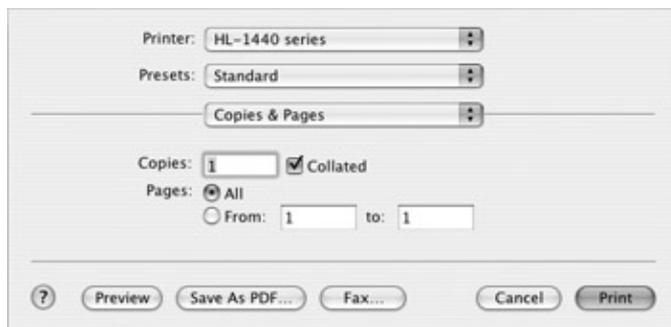
The Classic Environment

When it introduced Mac OS X, Apple knew that most users would want to run existing applications written for Mac OS 9 or earlier. Mac OS X offers the *Classic Environment*, which lets you, in essence, run Mac OS 9 within Mac OS X (see [Chapter 13](#)). You can run nearly any application you used under Mac OS 9, in a familiar Mac OS 9 interface. If you have many applications, you might not want to upgrade them all at once and you can use them in the Classic Environment.

When working in Classic, you'll find that little is different from Mac OS 9; you'll see the same gray menu bar and the same menus, and have access to all your application's commands. You can run most of your Mac OS 9-compatible programs in this way, ensuring that you can still access all your files. If your programs have been updated for Mac OS X, you can also use these files with the newer versions.

Printing and Faxing

Mac OS X has no equivalent for the *Chooser*, the tool you opened from the Mac OS 9 Apple menu to choose which printer you wanted to use (see [Chapter 14](#)). Printer selection is built into Print dialogs, and you can select from all available printers from a pop-up menu. In addition, printer sharing lets you use a printer connected to another Mac on your network, one connected to an AirPort base station, or even one shared by a PC running Windows.



Mac OS X also lets you create PDF format documents from any Print dialog. Click the Save as PDF button to create a PDF document, which retains the layout and graphics of your original document. You can then share this document with users on any platform.

Preview's *Preview*, an application used for viewing graphics and PDF documents, is the fastest PDF viewer on any platform. You'll find that if you work with PDF files often, Preview saves you lots of time.

A Bit of Geek Talk

So far, in this chapter, everything is fairly simple, but Mac OS X isn't only about its Finder windows and applications. In fact, the most important changes are under the hood. If you don't speak geek, don't worry; this section is for those who do understand these complicated words and who will appreciate reading some of the nitty-gritty that goes on behind the scenes.

Mac OS X offers *preemptive multitasking*, which is a way of allowing applications to work simultaneously and share processor time. Previous versions of Mac OS—from System 7 on—used *cooperative multitasking*, where each application would cooperate, but only one could use the processor. All active applications and processes had to share the processor, kind of like time-sharing a vacation home. When things worked fine, you wouldn't notice that this was a problem, but when poorly written applications got confused, the entire operating system could freeze or crash.

Mac OS X freezes rarely and crashes even less frequently. One reason for this is its *protected memory*, which prevents applications from intruding on other applications' memory locations. While individual applications can freeze, you can force them to quit (see [Chapter 13](#)), and the operating system remains unscathed. You'll never see the kind of problems that occurred with Mac OS 9 or earlier, where several extensions could cause conflicts, causing the operating system to be unstable.

Under Mac OS 9 and earlier, you could run out of memory if you opened too many applications. Each program was allocated a certain amount of memory when it launched and, if you needed more, you were out of luck. Mac OS X uses *dynamic memory allocation* to ensure that applications only use memory when they need it. You no longer set an amount of memory that an application uses or adjust virtual memory settings; Mac OS X handles all of this.

Another way Mac OS X lets you work more efficiently is through *multithreading*; a thread is an active process run by an application or the operating system. Together with preemptive multitasking, this allows many applications to work at the same time, smoothly, without one application slowing down the entire system.

Finally, the stability of Mac OS X is due in part to its foundation: Mac OS X is built on top of a *FreeBSD Unix* system, one of the most stable versions of Unix available. While most users will never see this underlying system, power users who want to access the command line and make low-level changes to the way the system works will be delighted to have a venerable foundation for Mac OS X.

What's Next?

Now that you have an idea what's different between Mac OS 9 and Mac OS X, you're ready to move on and discover how Mac OS X Panther works. Welcome to a new and innovative operating system, one that gives you more control over the way you work and provides greater stability. The rest of this book shows you how to do everything with Mac OS X, and how to get the most out of your Mac. Enjoy the ride!

Chapter 2: What's New in Panther

How to...

- Discover new features in Panther
- Meet the Panther Finder
- Learn about new applications
- Find out about enhancements to Mac OS X applications

Mac OS X 10.3, or Panther, is the third major version of Apple's Mac OS X. Released in October 2003, Panther includes "more than 150 new features and innovations," as Apple's marketing material says. But for

once Apple didn't exaggerate—there are many differences between Jaguar (Mac OS X 10.2) and Panther, and the changes Apple has wrought on its operating system are profound and will have a great effect on the way you work.

If you're upgrading from an earlier version of Mac OS X, this chapter will give you an overview of what's new in Panther. (If you're upgrading from Mac OS 9 or earlier, see [Chapter 1](#) to find out how different the two systems are.) I'll go over the main changes in Panther and tell you how you'll need to adapt to them. I'll also cross-reference many of these changes to the appropriate chapters in this book.

Think of this chapter as an introduction to get you ready to make the change to Panther; you'll see what awaits you in Mac OS X 10.3. If you already have upgraded, you may discover some features you hadn't noticed yet. But in both cases, this chapter will give you a glimpse of some of the compelling features that make Panther an excellent operating system.

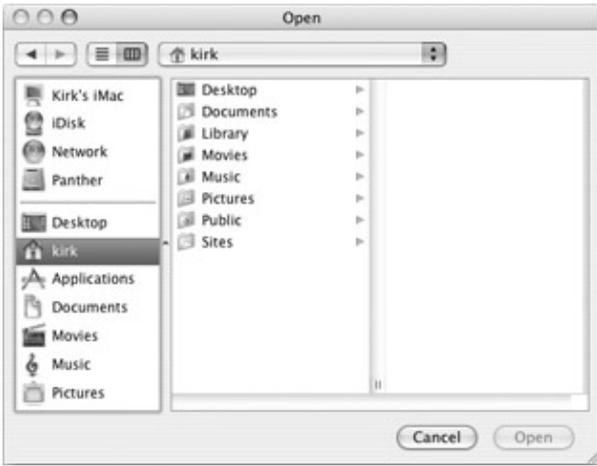
The Panther Finder

The first thing you'll probably notice about Panther is the new Finder windows (see [Chapter 6](#)). These are very different from those in Jaguar, not only because of their brushed-metal interface, but also because of the new style of display.



Finder windows in Panther have a *sidebar*, a section at the left of the window that contains shortcuts to the places and folders you use most. At the top you'll see some people won't like the brushed-metal interface, though I have to admit that it's grown on me. But what's really useful is the sidebar, with its ability to serve as a receptacle for all the folders I use a lot: my home folder, my Documents folder, and folders for projects I'm working on.

In addition, the sidebar metaphor is repeated in the new Open and Save dialogs (see [Chapter 13](#)); anything you put in the sidebar displays in these dialogs.



This consistency provides a uniform view of your files and folders whether in the Finder, or when opening and saving files.



The Finder & "freediaobject">

This is a type of contextual menu & "smallcaps">CONTROL key and click on an item, or click with your right mouse button if you have a multibutton mouse, you'll see similar commands. But the Action menu is useful and always present in Finder windows, which is easier for many users who don't think of displaying contextual menus other ways.

Panther sees the return of a long-bemoaned missing feature: labels. Introduced under Mac OS 8, labels let you assign colored highlighting to files and folders, allowing you to organize your stuff more easily. You can also search for files and folders that have certain labels applied to them. I've missed labels in earlier versions of Mac OS X, and I'm glad they're back. If you've never used labels, see [Chapter 4](#) to find out what you can do with them.

Another great new feature in the Panther Finder is *Exposé*. This feature lets you see all your open windows when you press a keyboard shortcut, so you can switch windows and applications more easily.



I tell you all about Exposé, as well as many other new Finder features, in [Chapter 4](#).

Fast user switching is something Apple admits having “borrowed” from Microsoft Windows. You can now switch from one user to another without having to log the first user out. If you share a Mac with others at work, at school, or at home, you know how annoying it can be to have to quit all your applications so someone else can use your Mac for a few minutes. Now, another user can log in while you leave all your work as it is, and then, when they’ve finished, you can get back to work without having to restart your applications.

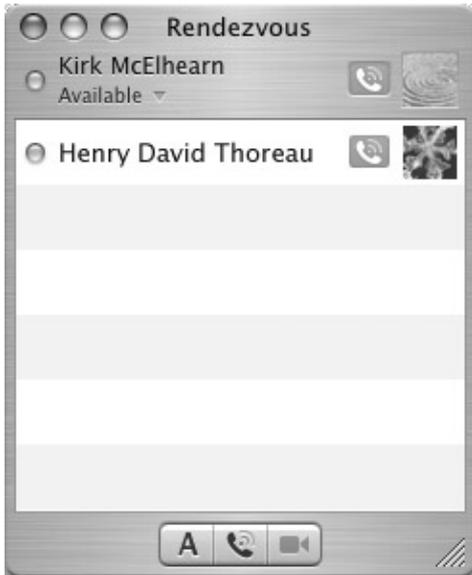
The Panther Finder offers some other great new features, such as the ability to create Zip archive files from the Action menu or a contextual menu; fast searching, which displays the results of your search even before you finish typing your keywords; and vastly improved network browsing. I’ll tell you all about these features in [Chapters 4, 5, and 6](#).

Networking and Network Applications

Macs are the easiest personal computers to set up for all kinds of networking: using the Internet, sharing files across a local network, and even sharing files with Windows computers. The new Network Setup Assistant makes this even easier, by asking you a few simple questions about your connection and creating your network configuration automatically. (See [Chapter 10](#).)

One of the most visible improvements in this area is the Network icon that appears in the Finder window sidebar: click this icon to see all available network servers, and then click one to connect. This network browsing displays all AppleShare, Unix, and Windows servers that you can access.

Apple has also greatly enhanced its network applications. The star of Panther in this respect is *iChat AV*, Apple’s instant messaging tool that lets you chat with your friends using text, audio, or video.



In addition, using Rendezvous chats, as shown in this illustration, you can chat with anyone on your local network and even send files to them easily.

iChat lets you chat with people anywhere in the world using text chats, of course, but also using audio; and if you have a fast enough Internet connection and an appropriate video camera, it allows you to have video chats as well.

Apple's Safari web browser, introduced in early 2003, has been upgraded in Panther. In a short time, Safari has become the best browser available for Mac OS X: not only is it easy to use, but it's also the fastest browser you can find for Mac. Other applications, such as Apple's Mail, use Safari's HTML rendering engine when displaying HTML messages, so Safari's improvements help across the board.

If you have a .Mac account (see [Chapter 11](#)), you'll appreciate the tighter integration between Mac OS X and your iDisk. Your iDisk displays in the Finder window sidebar, and you can have Panther create a local mirror copy of it that automatically syncs with Apple's .Mac servers. This ensures that files you put into your local iDisk get copied transparently to your remote iDisk, so you'll never have to worry about copying them manually again.



Finally, iSync lets you synchronize your Safari bookmarks, Address Book contacts and iCal calendars, and to-do items to your .Mac account. If you have more than one Mac, such as one at work and another at home, or a desktop and portable Mac, you can make sure that all this important data remains up-to-date on both computers.



Printing and Faxing

Panther introduces some powerful new features for printing and faxing. (See [Chapter 14](#).) You can print to Windows shared printers, using the SMB protocol, so if your Mac is on a mixed network you'll find it much easier to work. You can also use desktop printers, which may be familiar to users of Mac OS 9; these proxies let you launch and manage print jobs easily from a desktop printer icon.

Faxing is integrated into Mac OS X, and you can send faxes by simply clicking the Fax button in any Printer dialog. You can send faxes to multiple recipients and you can add cover pages, all with just a couple of clicks—you no longer need a third-party application to send faxes.

Even better, your Mac can receive faxes, using its internal modem to answer after the number of rings you choose.



Incoming faxes are saved as PDF files, and you can save them to the folder of your choice. You can also have them printed automatically or sent by e-mail to any e-mail address.

Application Enhancements

Mac OS X applications have many enhancements in addition to those I've already mentioned. Here's a brief overview of some of the most important new features:

- *iCal*, Apple's calendar and to-do application, has been streamlined, and its new Info drawer helps make managing your appointments easier. (See [Chapter 15](#).)
- *Mail*, the e-mail application included with Mac OS X, now lets you view related messages in threads, uses the Safari HTML rendering engine for fast display of HTML messages, and lets you work with Microsoft Exchange mail servers. (See [Chapter 10](#).)
- *Address Book* offers more than 250 Avery label templates, so you can print out your contacts on labels. You can print your entire Address Book on paper as well, and you can synchronize your Address Book with Microsoft Exchange servers. (See [Chapter 15](#).)
- *Preview*, Apple's tool for viewing images and PDF files, is now the fastest PDF reader on any platform. Scroll through PDFs quickly, view them more easily than with Acrobat Reader, search for text, and select text and graphics in PDFs to copy to other applications. (See [Chapter 13](#).)
- *FontBook*, a new application in Panther, lets you install fonts by clicking a single button, lets you create your own font collections, activating and deactivating them as needed, and gives you a quick view of all available character variations in any font. (See [Chapter 14](#).)
- *TextEdit*, Apple's "simple" text editor, now lets you open and save documents in Microsoft Word format. You'll only be able to import simple documents, without complex formatting and tables, but if you don't have Microsoft Office, this lets you read text documents in Word format. TextEdit saves documents in RTF format, which all word processors can read, and you can now save files as .doc files as well. (See [Chapter 13](#).)

Did you know? New and Changing

On January 6, 2004, at the Macworld Expo in San Francisco, Steve Jobs, the CEO of Apple, made his annual keynote speech presenting new hardware and software. One new product is an enhanced iLife suite, containing iTunes, iPhoto, iMovie, iDVD and GarageBand, a new program for recording music. This suite is sold separately from Mac OS X, and is also included with new Macs purchased after that date.

But for readers who purchased boxed versions of Panther, or who bought a new Mac between the release of Panther and the release of the new iLife suite, you'll be in a kind of limbo. If you don't need GarageBand, you'll probably find that the minor changes to the other programs don't justify the price of the package (iTunes was not changed, and remains free). However, if you bought a new Mac after January 6, 2004, you'll have different versions of these programs on your iLife CDs or DVD.

In this book, I cover the Panther versions of these applications, since, at the time of writing, these were part of Mac OS X. The iLife versions, which are now considered to be separate from Mac OS X, contain minor changes that I won't address. You'll find that the interfaces are almost the same, so if you do have the iLife versions, you won't be disoriented.

To learn about the new features in these applications (which I cover in [Chapters 17](#) and [18](#)), see your Mac's online help. I explain how to use this help system in [Chapter 22](#).

Moving Ahead

As you can see, Mac OS X 10.3, or Panther, is a feature-rich upgrade to an already powerful operating system. With the many applications Apple includes with Panther, your Mac is more versatile than ever.

I haven't mentioned the many changes Apple has made under the hood or the many subtle interface changes that make working with Panther a pleasure: Apple has improved its dialog sheets, making their display smoother and faster, introduced finer LCD font anti-aliasing for improved readability on flat panel displays, and optimized scrolling, so scrolling in any application is smoother.

But I've saved the best for last. What impressed me most working with Panther, first as a beta version and then after the final release, was its speed. My Macs run much faster under Panther as they did under Jaguar. Apple has optimized the video display, so even older Macs run much faster using Panther. If you hesitated about upgrading to Panther because you were afraid your Mac wasn't fast enough, this version of Mac OS X is for you.

So, read on to find out more about these new features and to get the most out of Panther.

Chapter 3: Your First Steps with Mac OS X

How to...

- Start up your Mac
- Install Mac OS X
- Use the Mac OS X setup assistant
- Put your Mac to sleep and wake it up
- Shut down your Mac

Whether you've just bought a new Mac, upgraded from an earlier version of Mac OS X, upgraded from Mac OS 9 or earlier, or switched from Windows, it's time to get acquainted with Mac OS X and take your first steps with this operating system.

In the first two chapters of this book, I've given you an overview of what's new in Mac OS X 10.3, Panther, and what's different from Mac OS 9, if you're familiar with that operating system.

Now, it's time to look at how you get your Mac up and running—whether it's a new Mac or an upgrade from a previous version of the operating system, I'll show you how to get Mac OS X 10.3 installed and set up.

I'll also show you how to do the most basic operations with your Mac: how to start it up and shut it down, and how to put it to sleep and wake it up. After reading this chapter you'll be ready to get to work with your Mac and discover its myriad possibilities, functions, and applications that I discuss in the rest of this book.

Get to Know Your Mac

Apple sells many different types of Macs. As of press time, their product line is broken down into three major segments:

- **Portables** Apple sells two types of portable computers. Its PowerBooks, all in aluminum casings, are professional laptops, with fast processors, high memory capacities and the widest range of features. iBooks are consumer-oriented laptops, with affordable pricing, but more limited features. At the time of this writing, the PowerBooks come in three sizes: 12-inch, 15-inch, and 17-inch screens; and iBooks come in two sizes: 12-inch and 14-inch screens.
- **Desktops** Apple currently sells three types of desktop Mac. The first is the aluminum G5, a tower model (though at press time you could still buy one G4 desktop as well). Apple claims this is the fastest personal computer in the world, and the G5 is full of technical innovations. The next model is the iMac, which, with its orientable LCD (flat) screen, has been one of Apple's most popular models (though it is possible that by press time Apple will have released a new version of the iMac). Finally, the eMac, the only Mac with a CRT screen (that's a screen with a tube, like in a TV), was designed originally for the education market, and its low price and excellent feature set makes it a fine Mac for home use as well.
- **Servers** Apple's Xserve rounds out their product line. This enterprise server, which provides advanced features and uses Apple's Mac OS X Server software, is a high-capacity server for companies that need to share and serve files and provide other network services. I won't talk about servers or Apple's Mac OS X Server in this book.

You may also have an older model Mac, ranging from a portable (iBook or PowerBook) to a CRT iMac or a tower model.

Did You Know? What You Need to Run Panther

Mac OS X 10.3 Panther is compatible with a Macintosh computer with PowerPC G3, G4, or G5 processor, built-in USB, and 128MB of physical RAM. The built-in USB requirement is important: any G3 Mac without USB cannot run Panther.

However, the 128MB minimum for RAM is really a minimum; I can't see anyone being very productive with so little RAM. In fact, at press time, most new Macs come with at least 256MB RAM. Buying additional RAM is the best investment you can make for your Mac. I'd strongly recommend you buy as much as you can afford, upgrading your Mac to at least 512MB. If you use demanding programs, such as graphics and layout software, you'll want to put even more RAM in your Mac, and, in many cases, as much as you can (Well, maybe not for the G5 Macs, which can accept up to 8GB RAM).

Set Up Your Mac

Whatever Mac model you have, it comes with very limited instructions, showing you how to connect its cables and turn it on. (See your Mac's documentation for a picture showing its different connectors and what they are for.) You'll need to connect the following cables:

- **Power cable** If you have a desktop model, you'll need to plug a power cable into your Mac, and plug it into an AC outlet. If you have a portable, you may need to connect its adapter cable right away; your battery may or may not be charged.