



**by Mark L. Chambers**



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## Mac OS® X Tiger™ All-in-One Desk Reference For Dummies®

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# About the Author

**Mark L. Chambers** has been an author, computer consultant, BBS sysop, programmer, and hardware technician for more than 20 years — pushing computers and their uses far beyond “normal” performance limits for decades now. His first love affair with a computer peripheral blossomed in 1984 when he bought his lightning-fast 300 BPS modem for his Atari 400. Now he spends entirely too much time on the Internet and drinks far too much caffeine-laden soda.

With a degree in journalism and creative writing from Louisiana State University, Mark took the logical career choice: programming computers. However, after five years as a COBOL programmer for a hospital system, he decided there must be a better way to earn a living, and he became the Documentation Manager for Datastorm Technologies, a well-known communications software developer. Somewhere in between writing software manuals, Mark began writing computer how-to books. His first book, *Running a Perfect BBS*, was published in 1994 — and after a short decade or so of fun (disguised as hard work), Mark is one of the most productive and best-selling technology authors on the planet.

Along with writing several books a year and editing whatever his publishers throw at him, Mark has also branched out into Web-based education, designing and teaching a number of online classes — called *WebClinics* — for Hewlett-Packard.

His favorite pastimes include collecting gargoyles, watching St. Louis Cardinals baseball, playing his three pinball machines and the latest computer games, supercharging computers, and rendering 3-D flights of fancy with TrueSpace — and during all that, he listens to just about every type of music imaginable. Mark’s world-wide Internet radio station, *MLC Radio* (at [www.mlcbooks.com](http://www.mlcbooks.com)), plays only CD-quality classics from 1970 to 1979, including everything from Rush to Billy Joel to the Rocky Horror Picture Show.

Mark’s rapidly expanding list of books includes *iMac For Dummies, 4th Edition*; *Building a PC For Dummies, 4th Edition*; *Scanners For Dummies, 2nd Edition*; *CD & DVD Recording For Dummies, 2nd Edition*; *PCs All-in-One Desk Reference For Dummies, 2nd Edition*; *Mac OS X Tiger: Top 100 Simplified Tips & Tricks*; *Microsoft Office v. X Power User’s Guide*; *BURN IT! Creating Your Own Great DVDs and CDs*; *The Hewlett-Packard Official Printer Handbook*; *The Hewlett-Packard Official Recordable CD Handbook*; *The Hewlett-Packard Official Digital Photography Handbook*; *Computer Gamer’s Bible*; *Recordable CD Bible*; *Teach Yourself the iMac Visually*; *Running a Perfect BBS*; *Official Netscape Guide to Web Animation*; and the *Windows 98 Troubleshooting and Optimizing Little Black Book*.

His books have been translated into 14 different languages so far — his favorites are German, Polish, Dutch, and French. Although he can’t read them, he enjoys the pictures a great deal.

Mark welcomes all comments and questions about his books. You can reach him at [mark@mlcbooks.com](mailto:mark@mlcbooks.com), or visit MLC Books Online (his Web site) at [www.mlcbooks.com](http://www.mlcbooks.com).



# *Dedication*

This book is dedicated to my oldest daughter, Erin Chambers — “Version 1.0” — with all the love and happiness I can give her.

—Mark Chambers



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It's high time I express my heartfelt thanks to everyone who helped produce the book you're holding!

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—Mark Chambers

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# Introduction

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*E*legant.

I remember the first moment that I moved a mouse across a Mac OS X Desktop — at that time, it was the beta of version 10.0 — and I very well remember the word *elegant* as my first impression. (My second impression was *UNIX done better*.)

That's really saying something because I'm an old operating system curmudgeon: I cut my computing teeth on Atari, Commodore 64, and TRS-80 Model III machines, and I still feel much at home in the character-based environment of DOS and UNIX. Of course, I've also used every version of Windows that His Gateness has produced, including the much-improved Windows XP. And yes, I've used Mac OS since before the days of System 7, using a Macintosh SE with a 9-inch monitor (and a built-in handle).

But out of this host of operating systems, could you really call one *elegant* before now? (Even Mac OS 9 didn't deserve such a description although it did provide the foundation of convenience and simplicity.) Mac OS X — now at version 10.4, affectionately called *Tiger* — is something different: It's a fine-cut diamond amongst a handful of semi-precious stones. It's the result of an unnatural marriage, I'll admit . . . the intuitive, graphical world of Mac OS 9 paired with the character-based stability and efficient multitasking of UNIX. Who would have thought that they would work together so well? Mac OS X performs like a Ferrari, and (unbelievably) it looks as good, too.

Therefore, you can imagine just how excited I was to be asked by my friends at Wiley to write this book and how I immediately jumped at the chance to write a comprehensive guide to Apple's masterpiece. The book that you hold in your hands is a classic *For Dummies* design — it provides you the step-by-step instruction (plenty of which my editors agree is humorous) on every major feature of Mac OS X — but it also goes a step further from time to time, delving into why something works the way that it does or what's going on behind the scenes. You can chalk that up to my sincere admiration for everyone in Cupertino and what they've perfected.



What you *won't* find in this Desk Reference is wasted space. All the new features of version 10.4 are here, including the latest iChat AV, Dashboard, Spotlight, the new Automator application, the latest versions of all the *iApps* (including GarageBand), and the new incarnations of the Finder and Apple Mail. Everything's explained from the ground up, just in case you've never

touched an Apple computer before. By the time you reach the final pages, you'll have covered advanced topics such as networking, AppleScript, Internet security . . . and yes, even an introduction to the powerful world of UNIX that exists underneath.

I sincerely hope that you'll enjoy this book and that it will act as your guide while you discover all the wonderful features of Mac OS X Tiger that I use every day. Remember, if a Windows-enslaved acquaintance still titters about your iMac, I'll understand if you're tempted to drop this weighty tome on his foot.



The official name of the latest version is (portentous pause here, please) Mac OS X version 10.4 Tiger. But who wants to spit out that mouthful every time? Throughout this book, I refer to the operating system as *Mac OS X*, and when I discuss something that's particular to the latest version, I call it *Tiger*.

## What's Really Required

If you've got a Mac that's either running Mac OS X version 10.4 (Tiger) or is ready to be upgraded to it, you're set to go. Despite what you might have heard, you *won't* require any of the following:

- ◆ **A degree in computer science:** Apple designed Mac OS X for regular people, and I designed this book for people of every experience level. Even if you've never used a Mac before, you'll find no hostile waters here.
- ◆ **A fortune in software:** I do describe additional software that you can buy to expand the functionality of your Mac; however, that section is only a few pages long. *Everything else* covered in this book is included with Mac OS X Tiger — and by the size of this volume, you get a rough idea of just how complete Mac OS X is! Heck, many folks buy Macs just because of the free software you get, like iMovie HD and iPhoto 5. (Tough cookies to the vast Unwashed Windows Horde.)
- ◆ **An Internet connection:** Granted, you're not going to do much with Apple Mail without an Internet connection, but computers *did* exist before the Internet. You can still be productive with Mac OS X without receiving buckets of spam.

Oh, you will need a set of Mac OS X version 10.4 installation discs, unless Tiger came pre-installed on your Mac. Go figure.

## About This Book

Although this book is a Desk Reference, you can also read it in a linear fashion (straight-through) — probably not in one session, mind you. (Then again, Diet Coke is cheap, so it *is* possible.) The material is divided into seven mini-books,