

Introduction

Our goal in creating this book is to give you the most information possible about Mac OS X Leopard (version 10.5) in as friendly and straightforward a manner as possible. Although we've included tips that even seasoned Mac users can benefit from, this book is especially written for the following:

- ▶ People who have recently switched to the Mac who want to learn the basics of the operating system and some of the best Mac programs available.
- ▶ Long-time Mac users who want to learn the latest Mac OS X operating system and work more productively with common Mac OS X applications.
- ▶ People who are already familiar with some aspects of Mac OS X but want a helpful reference for those parts they haven't yet mastered.

How This Book Is Organized

The chapters of this book are categorized into six sections:

Part I, "Mac OS X Basics," explores fundamental elements of the operating system, including the Finder, the Dock, and System Preferences. It explains the basics of how to work with windows, files, and applications, as well as some special features such as the Dashboard and Exposé.

Part II, "Common Applications and Hardware," introduces several applications that come with Mac OS X (and some that you need to purchase separately), as well as how to work with displays, printers, and USB, FireWire, and Bluetooth devices.

Part III, "Internet Applications," covers how to connect to the Internet and several applications from Apple that use a network connection, including the Safari web browser, the email program Mail, and the instant messaging client iChat.

Part IV, "Apple's iLife Applications," explores Apple's digital media applications: iTunes, iPhoto, GarageBand, iMovie, iDVD, and iWeb.

Part V, "System Administration and Maintenance," explains several topics—such as setting up your Mac for multiple users, securing your system, recovering from crashes, and backing up your data—that can make your system run more smoothly or, at least, help in times of trouble.

Sams Teach Yourself Mac OS X Leopard All in One

Part VI, “Advanced Topics,” introduces some aspects of Mac OS X that the average user might not be aware of, including using the UNIX command line, running AppleScript, and working with various system utilities.

How to Use This Book

Code lines, commands, statements, and any other code-related terms appear in a monospace typeface. Placeholders (which stand for what you should actually type) appear in *italic monospace*.

Each chapter begins with a list of topics and an overview and ends with a summary. Within the chapters, you’ll find the following elements that provide additional information:

By the Way notes give extra information on the current topic.

**By the
Way**

Did You Know? tips offer advice or describe an additional way of accomplishing something.

**Did you
Know?**

Watch Out! cautions signal you to be careful of potential problems and give you information on how to avoid or fix them.

**Watch
Out!**

An Invitation from the Authors

If you have questions or comments about Mac OS X or this book, please feel free to email us.

Thanks for reading!

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